

CLUSTER UNIVERSITY OF JAMMU

NOTICE INVITING EXPRESSION OF INTEREST

The Registrar on behalf of the Cluster University of Jammu invites Expression of Interest (EoI) in two bid format (Technical and Financial) for empanelment of Chartered Accountants/Firms from the reputed Comptroller and Auditor General of India (CAG) empanelled Chartered Accountants/Firms for providing Accounting, Auditing and Tax related services to the University for the Financial Years 2024-2025 & 2025-2026 and the last date of receipt of the EoI shall be **19th July 2024** upto **5.00 p.m.**

The detailed Expression of Interest can be downloaded from the University Website **www.clujammu.ac.in**.

Sd/-
Registrar
Cluster University of Jammu

No. CLUJ/Adm/24/1612

Dated: 20.06.2024

EXPRESSION OF INTEREST

1. On behalf of the Vice Chancellor, Cluster University of Jammu, Expression of Interest in two bid formats (Technical and Financial) for empanelment of Chartered Accountants/Firms is invited from the reputed Comptroller and Auditor General of India (CAG) empanelled Chartered Accountants/Firms for providing Accounting, Auditing and Tax related services for the **Financial Years 2024-2025 and 2025-2026.**
2. Detailed Expression of Interest can be downloaded from the University website **www.clujammu.ac.in**.
3. The Expression of Interest, duly completed and sealed (with firm's profile) must reach in the office of the undersigned by or before **19th July 2024** upto **5.00 p.m.** and the Technical Bid shall be opened on **26th July 2024** at **3.00. p.m.**
4. The Technical Bid and the Financial Bid must be sealed in separate envelopes and the same must be clearly mentioned on the cover of each envelope.
5. The Earnest Money Deposit of ₹ 10,000/- (Rupees Ten Thousand) in the shape of CDR/FDR pledged in favour of Registrar, Cluster University of Jammu should be enclosed with the Technical Bid.
6. The Financial Bids of only technically qualified Chartered Accountants/Firms shall be opened.
7. An amount of ₹ 500/- (Rupees Five Hundred) (non-refundable) in the shape of Demand Draft pledged in favour of Registrar, Cluster University of Jammu shall be enclosed with the Expression of Interest by the Chartered Accountants/Firms.

EXPRESSION OF INTEREST (EOI)

The Cluster University of Jammu invites Expression of Interest in two bid formats (Technical & Financial) from CAG empanelled Chartered Accountants/Firms for the following services:

SCOPE OF WORK:

- A) Preparation for income and expenditure.
- B) Certificate of Utilization Certificate in respect of Centrally/State sponsored Schemes/Projects/Funds for the financial years 2024-2025 and 2025-2026.
- C) Filing of Income Tax/Sales Tax Returns, appeals and other documents.

ELIGIBILITY CRITERIA:

The Chartered Accountants/Firms must possess/qualify the following minimum eligibility criteria:

- 1) The Chartered Accountants/Firms must be registered with the Institute of Chartered Accountants of India (ICAI) and empanelled with the Comptroller and Auditor General of India (CAG).
- 2) The Chartered Accountants/Firms must have an average turnover of ₹ 25,00,000/- (Rupees Twenty-five Lakhs) per annum in the last three (03) years.
- 3) The Chartered Accountants/Firms should be in existence at least for the last five (05) years as per the ICAI record and should have experience of dealing with the University/Education Institution of Higher teaching.
- 4) The Chartered Accountants/Firms must have atleast two (02) full time partners who are the members of Institute of Chartered Accountants of India (ICAI) as per the ICAI record as on 01.01.2022.

Technical Bid

The Chartered Accountants/Firms shall submit the supporting documents for the details mentioned in Technical Bid and as per the technical selection criteria along with relevant documents as prescribed **(Part-A)**. The documents pertaining to technical weightage of 60 % as reflected in S.No. 1 to 10 in Part-A should be submitted in a separate envelope titled “Documents pertaining to Technical Criteria.”

Financial Bid

Financial bids shall be submitted separately for professional fee to be charged by the Chartered Accountants/Firms on annual basis for the services mentioned above and shall quote rates shown in the Financial Bid as per item/job. The Award of Contract shall be given to the Chartered Accountants/Firms who secure highest marks as per the QCBS criteria enclosed at Part-A.

TERMS & CONDITIONS

- 1) The Chartered Accountants/Firms must be empanelled with the Comptroller & Auditor General of India (CAG) and the Institute of Chartered Accountants of India (ICAI).
- 2) The office of the Chartered Accountants/Firms must be functional in Jammu and also available on all working days.
- 3) The Chartered Accountants/Firms must have an average turnover of ₹ 25,00,000/- (Rupees Twenty-five Lakhs) per annum in the last three (03) years.
- 4) The Chartered Accountants/Firms should be in existence at least for the last five (05) years as per the ICAI certificate.
- 5) The Chartered Accountants/Firms shall submit supporting documents along with the technical proposal in support of the minimum eligibility criteria.
- 6) The photocopies of the PAN No./Service Tax registration certificate/any other relevant certificate shall be enclosed by the Chartered Accountants/Firms along with the Expression of Interest.
- 7) Financial Bid of only those Chartered Accountants/Firms shall be opened who qualify the minimum eligibility criteria specified in the Technical Bid.
- 8) If any of the information/documents furnished by the Chartered Accountants/Firms is found to be incorrect at any later stage, the offer will automatically stand cancelled without entertaining any correspondence.
- 9) The empanelment of the Chartered Accountants/Firms will be for a period of two (02) Financial years extendable by a period of upto one (01) year subject to the approval of the Competent Authority and satisfactory performance.
- 10) The Cluster University of Jammu shall have the absolute discretion in allotting the job, revising fee structure stipulating terms and conditions of the appointment like experience in the field and termination of the services of the empanelled Chartered Accountants/Firms after giving due notice at any point of time including during the pendency of the contract.
- 11) The Cluster University of Jammu reserves the right to terminate the Contract/Assignment at any stage, if the University is convinced that the Chartered Accountants/Firms is not performing as per assigned job.
- 12) The earnest money deposit of ₹ 10,000/- (Rupees Ten Thousand) in the shape of CDR/FDR pledged in favour of the Registrar, Cluster University of Jammu should be enclosed with the Technical Bid.
- 13) The Chartered Accountants/Firms must quote the rates in figures as well as in words correctly in the Financial Bid.
- 14) Canvassing directly or indirectly in connection with the bid is strictly prohibited and bids submitted by the Chartered Accountants/Firms who resort to canvassing will be rejected.
- 15) The whole process of empanelment of Chartered Accountants/Firms can be called off without giving any prior notice or information by the Competent Authority of the Cluster University of Jammu.
- 16) An amount of ₹ 500/- (Rupees Five Hundred) (non-refundable) in the shape of Demand Draft pledged in favour of Registrar, Cluster University of Jammu shall be enclosed with the Expression of Interest by the Chartered Accountants/Firms.
- 17) The Cluster University of Jammu reserves the right to accept or reject any of the Expression of Interest without assigning any reasons thereof.

18) The Chartered Accountants/Firms should have experience of Audit/Compilation work of atleast five (05) Government/Semi-Government Departments/Corporations/Universities/Autonomous Bodies, etc. during the last five (05) years.

19) The Chartered Accountants/Firms should not have been blacklisted in any Government/Semi-Government Departments/Corporations/Universities/Autonomous Bodies. The Chartered Accountants/Firms should submit an Undertaking to this effect.

20) Dispute Resolution:

- (i) In case of any dispute between the Chartered Accountants/Firms and the Cluster University of Jammu, both the parties shall attempt to resolve the dispute within a period of three (03) months through mutual conciliation under the supervisory guidance of the Vice Chancellor of the Cluster University of Jammu. In case the said dispute is not resolved amicably, the same shall be dealt with in accordance to Circular No. 16-JK(LD) of 2023 dated 28.12.2023 issued by the Department of Law, Justice & Parliament Affairs, Government of Jammu and Kashmir.
- (ii) Other disputes, if any, shall be subject to the jurisdiction of Jammu District Courts only and no other Court shall have the jurisdiction.

**Sd/-
Registrar**

SELECTION CRITERIA

S.No.	Parameters	Basis of Marks	Maximum Marks
A	Techno-Commercial Weightage (60%)		
1.	Years of establishment of Firm(s) since the date of registration.	1 mark per year	10 marks
2.	Number of Partners at office in J&K	1 mark for Associate member and 2 marks for Fellow member	8 marks
3.	Number of Semi-Qualified (Inter Chartered Accountant) in firm	1 mark for each semi-qualified assistant	5 marks
4.	Firm provided Income Tax Consultancy to Government Organization/ PSU's in J&K during 2023-24	1 mark for each appointment / empanelment	5 marks
5.	Firm provided GST Consultancy to Government Organizations/ PSU's in J&K during 2023-24	1 mark for each appointment / empanelment	5 marks
6.	Firm provided Compilation of Financial Statement service to Government Organizations/ PSU's in J&K during 2023-24	2 marks for each such Compilation during 2023-24	14 marks
7.	Firm having experience of compilation/ audit of university or equivalent higher education department in J&K	5 marks for each organisation	10 marks
8.	J&K stationed Partner/ Partners of the firm having done post qualification Diploma in information System Audit by ICAI (DISA (ICAI)) /CISA	1 mark for each Partner	1 mark
9.	J&K stationed Partner / Partners of the firm having done post qualification Certificate Course in Forensic Accounting & Fraud Detection by ICAI (FAFD(ICAI))	1 mark for each Partner	1 mark
10.	J&K stationed Partner/ partners of the firm having completed the Certificate Course on Public Finance and Government Accounting (ICAI)	1 mark for each Partner	1 mark
	Sub -Total		60 marks
B	Financial Weightage (40%)		
1.	Indicative Fee (excluding taxes) in Rs. per year as per Financial Bid.		40 marks
	Sub-Total		40 marks
	Total (A + B)		100 marks



CLUSTER
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OF JAMMU

CLUSTER UNIVERSITY OF JAMMU

Website: www.clujammu.in

Address: Adjoining G.G.M. Science College,
Canal Road, Jammu-180016 (UT of J&K)

Email: registrar@clujammu.ac.in, Phone: 0191-2950533



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TECHNICAL BID

Particulars/Details of the Chartered Accountants/Firm

S.No.	Particulars	Supporting Documents required to be submitted along with this form
1.	Name of the Firm	
2.	Address of the Firm	
	Head Office	
	Date of establishment of the Firm	
3.	Firm PAN No.	
4.	Firm Service Tax Registration No.	
5.	Firm's Registration No. with ICAI	
6.	Empanelment No. with C&AG	
7.	Turnover of the Firm in last three years separately	
8.	Annual Average Turnover with break-up of fee towards Audit, Income Tax matters and others (Specify)	
9.	Details of Partners / Proprietor: Provide the following details: <ul style="list-style-type: none"> Total number of Partners, Number of full time fellow Partners associated with the firm, Name of each Partner, Date of becoming ACA/FCA, Date of joining the firm, Membership Number, Qualification, Experience, Whether the Partners are engaged full time or part time with the firm, Their Contact Mobile No., E-mail and full Address Area of Expertise Certificate for not having any adverse standing regarding negligence / misconduct by the Firm / Partner 	

Note: The Chartered Accountants/Firm shall submit documentary evidence against above particulars along with the Earnest Money.



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Email: registrar@clujammu.ac.in, Phone: 0191-2950533



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FINANCIAL BID

S.No.	Item or Activity	Amount (in Rs.) Per Annum
A.	Preparation of Income and Expenditure Account / Balance Sheet (i) Plan / Non-Plan Expenditure (2024-2025) (2025-2026) = _____ Lakh (ii) Local fund of the University (iii) Local fund of the Department (iv) Examination Development & Maintenance fund (v) Corpus fund (vi) Application / Entrance processing fund (vii) Student Aid fund (viii) Digitization fund (ix) Common Pool fund (x) Development fund (xi) Any other fund (xii) Projects sponsored by UGC/SERB/JKSTIC/Any other Agency	
B.	Certificate of Utilization Certificate in respect of Centrally / UT Sponsored Schemes / Projects / Funds	
C.	Filling of Income Tax Returns and GST Returns and Appeals	
Total Amount (A + B + C)		

- Note:**
- (1) The Award of Contract shall be given to the Chartered Accountants/Firm who will secure highest marks as per QCBS criteria at Part-A.
 - (2) The rate/audit fee shall be quoted for per financial year.
 - (3) Rate inclusive of Service Tax, Income tax, TA/DA both in Numeric and in word.
 - (4) The minimum fee for the work (as prescribed by ICAI) is ₹ 50,000/- (Rupees Fifty Thousand) per annum.