



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Kakryal (Katra)–182320

TENDER DOCUMENT FOR
Appointment of Statutory Auditors for two years (F.Y. 2023-24 & 2024-25) at
Shri Mata Vaishno Devi University, Kakryal, Katra (J&K)

The Shri Mata Vaishno Devi University (SMVDU) has been established under an Act of the J&K State Legislature in the year 1999 & situated near Katra, J&K. SMVDU imparts education in Engineering, Sciences, Humanities & Social Sciences, Business & Management Studies & Architect & Planning under twelve schools and approximately with staff strength of three hundred & fifty in number. The approximate number of students studying in SMVD University is 2650.

E-bids under two-bid system are invited on behalf of SMVDU, Kakryal for appointment of Statutory Auditors for two years at Shri Mata Vaishno Devi University, Kakryal, Katra. The detail of the tender and mode of submission of bids together with the eligibility criteria and scope of work has been detailed as under: -

(a) The brief details of the tender are as under:-

S.No.	Description	NIT Details
1.	University Name	Shri Mata Vaishno Devi University
2.	Name of Department	Finance Wing
3.	Tender No.	SMVDU/FIN/24/ 646 dated: 16.02.2024
4.	Tender Subject	Tender for Appointment of Statutory Auditors.
5.	Tender Type	e-Tendering
6.	Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand only)
7.	EMD / Bid security payable to	EMD of Rs. 10,000/- must be directly deposited in the University Bank Account No.SB- 0477040520000029, IFSC JAKA0SMVDUN of J&K Bank Ltd. in favour of “ SMVDU Retention Money ” (Proof of remittance is to be uploaded)
8.	Tender fee (Non– refundable)	Tender Fee of Rs. 500/- must be directly deposited in the University Bank Account No.SB- 0477040100000023, IFSC JAKA0SMVDUN in favour of “ Registrar, SMVDU ”. (Proof of remittance is to be uploaded).
9.	Availability of tender document	Tender document can be viewed and downloaded from SMVDU website www.smvdu.ac.in and JKUTE-tendering portal http://jktenders.gov.in .
10.	Submission of Tender Document	Tender document can be submitted on the e-tendering portal http://jktenders.gov.in
11.	Contract period	Two years FY 2023-24 & 2024-25
12.	Validity of bids	120 days from the last date of submission/uploading
13.	Tender Inviting authority	Registrar SMVDU, Kakryal, Katra, Dist. Reasi – 182320, email id- finance@smvdu.ac.in
14.	Contact Details	01991-285689, Extn.2111/2109 Mo:889956231

(b) The critical dates of the tender are as under

S. No.	Particulars	Date & Time
1.	Publish date and time	16.02.2024 1600 hrs
2.	Document Download Start Date & Time	16.02.2024 1800 hrs onwards
3.	Document Download End Date & Time	09.03.2024. 1700 hrs
4.	Online Bid Submission Start Date &Time	16.02.2024 1800 hrs onwards
5.	Online Bid Submission End Date	09.03.2024 1700 hrs
6.	<u>Bid Opening Date & Time</u>	
	(i) Technical bid	11.03.2024 1500 hrs
	(ii)Financial bid	To be intimated separately through e-tender portal / University website

**Sd/-
Registrar**

Instructions to bidders regarding e-tendering process

1. Bidders are advised to download bid submission manual from the “Downloads” option as well as from “Bidders Manual Kit” on website www.jktenders.gov.in to acquaint bid submission process.
2. To participate in bidding process, bidders have to get ‘Digital Signature Certificate (DSC)’ as per Information Technology Act-2000, as amended from time to time. Bidders can get digital certificate from any approved vendor.
3. The bidders have to submit their bids online through JK (UT) e-tendering portal <http://jktenders.gov.in> in on electronic format with digital Signature. **No Financial bid will be accepted in physical form.**
4. Bids will be opened online as per time schedule mentioned in the table of critical dates. If the mentioned date is declared as a holiday, the bids shall be opened on the next working day at the same time.
5. Bidders must ensure to upload scanned copy of all necessary documents mentioned in e-NIT.
Note: - Scan all the documents on 100 dpi with black and white option.
6. Proof of EMD /Tender Fee along with the Technical Bid has to be uploaded online on the e-tendering portal <http://jktenders.gov.in>.
7. Bidders are advised to use “My Documents” area in their users on e-tendering portal to store important documents.
8. SMVDU will not be responsible for delay in online submission due to any reasons.
9. Conditional bidding shall not be entertained.
10. Bidders may contact office of the Registrar, SMVDU or the Finance Officer, SMVDU for any guidance or query.
11. Any corrigendum or subsequent information shall be updated on the e-tender portal / University website only. Bidders should keep track of the same.
12. The Price shall be quoted by the bidder entirely in Indian Rupees and the rates quoted shall be deemed to be valid upto the completion of the contract.
13. The bidders are advised not to make any changes in BOQ (Bill of Quantities) contents.

**Sd/
Registrar**

Terms & Conditions

1. The Bidder must be empanelled with C&AG and ICAI. Self-attested copies of requisite documents / certificates issued from appropriate authorities should be submitted online along with the tender to substantiate the claim.
2. The Bidder must have a minimum 5 years of operational experience in similar environment like (Central/State Govt./UT autonomous bodies/Universities).
3. The Bidder must submit the copies of appointment letters as Statutory Auditors / Audit completion certificates of last three years from the audited organizations.
4. The Bidder must have necessary office setup and adequate personnel to ensure proper deployment and timely completion of the assignment.
5. The award process may be postponed / cancelled suo motto without assigning any reason or giving any notice to the Bidder.
6. If, even after the award of contract, information / facts submitted by the Bidder are found misleading / incorrect / false etc., SMVDU reserves the right to disapprove the contract.
7. The Contract of Statutory Audit shall initially be for the F.Y. 2023-24 & F.Y. 2024-25 which may however, be extended on the same terms and conditions subject to the satisfactory performance of the firm.
8. The successful Bidder who may be awarded the contract is subject to verification of original documents and execution of necessary agreement and should start the Audit work **within a period of 10 days** from the date of award of contract.
9. Both SMVDU and the successful Audit firm can opt for termination of contract after serving three months notice of their intent to do so. However, SMVDU reserves the right to terminate the Contract of the successful firm forthwith without assigning any reason thereof.
10. The proof of remittance of Tender Fee/EMD is to be uploaded online along with the technical bid.
11. Tenders received without payment of cost of tender and EMD shall be summarily rejected.
12. The tenders shall be opened through online mode by the designated committee as per date and time reflected in the table of critical dates in the presence of Bidder/bidders or their authorized representatives, who wish to be present, at the time of opening of the tenders.
13. In case of any incomplete document / information submitted by the Bidder, his tender may be rejected without assigning any reason thereof.
14. The Bidder shall not assign, sub-contract or sublet the whole or any part of the contract if so, allotted to him.
15. Any legal dispute shall be subject to the jurisdiction of courts in Jammu District only & no other Court shall have the jurisdiction.

- 16.** The selected Bidder will have to execute the agreement within 7 days of the award of Contract & shall start the audit within 10 days from the date of execution of agreement with the SMVD University.
- 17.** The selected bidder shall be required to comply with the instructions if any issued by the University.
- 18.** The successful Bidder shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work during the period of the contract.
- 19.** The selected Bidder shall have to give an undertaking to follow all ethics of faith and the information provided by SMVDU, Katra shall be kept 'strictly confidential'. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
- 20.** In case of any dispute, the decision of Vice Chancellor, SMVDU shall be final and binding.
- 21.** The selected Bidder shall have to submit Statutory Audit Report to University authorities along with three copies of authenticated final accounts for the respective financial year.
- 22.** The payment of Audit Fees as fixed will be made on completion of Audit process, filling of returns, applicable Forms pertaining to return & fulfilling of other statutory compliances for the Financial Year for which Audit has been conducted. The SMVDU will not pay any advance to the selected Audit bidder under any circumstances. All the taxes shall be charged from the Audit Fee as applicable as per relevant Act.
- 23.** The successful Bidder shall not be provided with any special transport facility for execution of job awarded. However, they can avail the bus facility provided to the University staff from Jammu to Campus & Vice versa, subject to availability of seat.
- 24.** The EMD in respect of unsuccessful bidders shall be released within 15 days after issuance of allotment letter in favour of the successful bidder in the specified Bank Accounts as mentioned by the bidders. The EMD of the successful bidder shall be kept as security deposit which shall be released after successful completion of the assignment.
- 25.** A consistent history of litigation or arbitration awards against the bidders may result in disqualification.
- 26.** Technical and Financial bids complete in all respects, must be uploaded.
- 27.** Financial bids of only those bidders shall be considered, whose technical bids are complete in all respects and qualify the minimum eligibility criteria as per tender document.
- 28.** The tenders uploaded after due date and time shall not be entertained under any circumstances.

29. The selection of the Bidder for the Assignment of Audit in SMVD University shall be based upon the percentage weightage i.e., 70% on the Technical Parameters and 30% on financial parameters
30. In case of Bidders securing equal qualifying percentage, the decision of the Committee as per evaluation on the basis of presentation in respect of Audit Plan and methodology of job to be performed by the bidders shall be final and binding upon all the participating Bidders.

**Sd/-
Registrar**

SCOPE OF WORK

1. Conducting the Statutory Audit of the University Accounts: This includes auditing the financial statements of the university and its subsidiaries, such as the Gas Agency and Medical Fair Shop. The audit will also cover the assessment, audit and verification of Goods and Services Tax (GST) compliance.
2. Reviewing Accounting Systems and Manuals: Examining the University's accounting systems and manuals to identify any areas that require improvement or updates to ensure accurate financial reporting.
3. Providing advice on Accounting Issues: Offering guidance on various accounting matters, including those related to Indian GAAPs (Generally Accepted Accounting Principles), to ensure compliance with relevant guidelines and regulations.
4. Certification and authentication of Utilization Certificates for R&D Projects: Verifying and confirming the proper utilization of funds allocated for Research and Development projects and issuing certificates accordingly.
5. Assisting with Income Tax, GST, and GFR Compliances: Providing support in meeting the requirements for income tax, GST, and GFR (General Financial Rules) compliances, as well as addressing any related issues that may arise.
6. Re-registration under FCRA (Foreign Contribution Regulation Act): Assisting in the re-registration process of SMVDU (Shri Mata Vaishno Devi University) under FCRA and ensuring the timely filing of quarterly and yearly returns as per the FCRA regulations.
7. Filing of yearly Form under Section 197 for Income Tax Exemption: Submitting the necessary documentation and forms to avail income tax exemption under the relevant section of the Income Tax Act, 1961.
8. Filing of requisite forms for renewal of exemption under section 80G/10(23) C for SMVD University.
9. Focus on Statutory Audit: Emphasizing the importance of conducting a thorough audit of the university's financial accounts to assess and review the effectiveness, efficiency, and compliance of accounting, financing, and procedural aspects.
10. Audit of ETDS/GST Compliance: Auditing the university's compliance with Electronic Tax Deduction at Source (ETDS) and GST guidelines, including assisting with assessments, providing consultancy services, and addressing any compliance-related requirements.
11. Audit of Inventory Management and Fixed Assets: Conducting an audit of the university's inventory management practices, ensuring proper controls and accuracy in stock records and reviewing the management of fixed assets.
12. Audit of Records in Schools/Departments/Sections: Verifying the accuracy and completeness of records maintained by various schools, departments, and sections within SMVD University.
13. Filing of Income Tax Returns and Exemption Forms: Managing the annual filing of income tax returns/exemption forms and fulfilling any requirements for exemption forms applicable to the university, as per the provisions and sections of the Income Tax Act, 1961.
14. Any Other Related Matters: Addressing any additional matters of importance that may arise during the audit process or are specifically requested by the university.

By following this revised scope of work, we aim to ensure accurate financial reporting, regulatory compliance, and efficient management of the university's accounting and financial operations.

Eligibility Criteria:

S. No.	Particulars	Minimum Criteria
1.	Number of Full Time Chartered Accountants associated/employed with the bidder (at least one being a Fellow CA from last five years).	3
2.	Turnover of the bidder (Average annual turnover in last three financial years i.e., 2020-21, 2021-22 & 2022-23)	Rs. 10 Lakhs
3.	Number of Years of Bidder's Existence	5 Years
4.	Number of assignments of Statutory Audit of Central/State Govt./UT autonomous bodies/ Universities and other Educational Institution/Bodies in the last 5 years	5
5.	Period of existence of Head Office or Branch Office in J&K (UT)*	5 Years

***Note: - To substantiate the claim of Head Office or Branch Office in J&K (UT), the bidder must ensure to upload the registration certificate of GST in J&K or Rent agreement with the land lord**

Technical Bid Comprises of:-

(i) A copy of constitution/ registration certificates of bidder/organization issued by the C&AG and

ICAI Containing inter-alia: -

(a) Date of formation of the firm.

(b) Details of Chartered Accountants / CA Final/Inter Employees as on date with relevant documents, date of joining the Firm, date of becoming FCA, and their other interest, if any.

(ii) A copy of the IT return of the bidder for the last three years along with photocopy of PAN

Card/GSTN No.

(iii) A copy of financial statements of the bidder along with schedules for the preceding three financial years.

(iv) Detail of court cases / arbitration cases / or any other cases pending against the

Bidder/organization, if any.

(v) Detail of Statutory audit experience of the bidder/organization for the last 5 years may be given.

Financial Bid :

(i) Financial Bid may comprise of the Professional Fee to be charged from the University for a Financial Year (including all taxes, duties and levies)

(ii) The minimum bid price for the job has been fixed at **Rs.75,000/- (Rupees Seventy Five thousand only)** for a period of each Financial Year for SMVD University and its subsidiaries which is excluding of GST.

F.Y. 2023-24	F.Y. 2024-25	Total
Rs.75000/- plus GST	Rs.75000/- plus GST	Rs.1,50,000/- plus GST

- **The bid price quoted below the minimum bid value of Rs. 75000/- per year shall be summarily rejected.**


FINANCIAL BID

1. Name of the bidder:

Address :

Phone No :

2. Rate shall include all taxes & charges for Audit Work.

Item or Activity	Total Consolidated Amount (in Rupees) for the Two Financial Years
1. Statutory Audit of SMVD University	

DATE:
PLACE:

Signature of the authorized person

Name :

Designation :

Technical Evaluation Criteria for selection:

S. No	Evaluation Criteria	Max Marks (100)
1.	Number of Chartered Accountants associated or employed with the firm. (Five marks for each Professional)	20
2.	Number of Professionally semi qualified Staff (CA Inter/CMA) (Four marks for each Professional)	20
3.	Turnover for last three years (Ten Lakh per year)(Five marks for each year) F.Y. 2020-21, 2021-22 & 2022-23.	15
4.	Number of Statutory Audit Assignments in Universities and other Educational Institution/Bodies (Five marks for each assignments)	25
5.	Number of years of existence of Audit Firm 02 mark for each year upto the year 2023.	20

Note:

1. Bidders are advised to ensure to upload the documentary proof with regard to the evaluation criteria reflected in the table above.

2. Bidder securing 70% marks shall qualify for Financial Bidding Process.

AGREEMENT

This Deed of Agreement is executed on this _____ day of _____, _____ between Shri Mata Vaishno Devi University, Kakryal, Katra-182320 (J&K) herein after called the "SMVDU" the Party of the First part on one hand and M/s _____ herein after called the "Bidder" the Party of the Second part. The expression Party of the First part, SMVDU and Party of the Second Part, Bidder shall include their representatives, Administrators, assignees or heirs.

TITLE OF THE CONTRACT: FOR APPOINTMENT OF STATUTORY AUDITORS FOR SHRI MATA VAISHNO DEVI UNIVERSITY, KAKRYAL, KATRA-182320 (J&K).

WHEREAS, SMVDU is desirous of hiring the services of Statutory Auditors for SMVD University, Kakryal, Katra

AND WHEREAS vide letter no. _____ dated _____, the Award of Contract has been allotted in favour of _____, and the bidder has agreed to do the work and provide the services subject to the terms and conditions of the Contract.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE IN UNDER AS FOLLOWS:

1. This agreement shall come into force w.e.f. _____ and shall remain in force for a period of two years but can also be terminated in accordance with the Terms & Conditions of the Contract. However, the SMVD University shall have the right to terminate the Contract forthwith and to forfeit the Earnest Money Deposit, if the services rendered by the Bidder are found to be unsatisfactory.
2. In consideration of the payment to be made to the Bidder as provided in the Letter of Award of Contract, the Bidder shall provide the services of Statutory Auditor in accordance with the accepted terms and conditions of the Letter of Award of Contract which shall be read and construed as forming part of this Agreement on the part of both the parties respectively.
3. That the Terms and Conditions as provided in the Notice Inviting Tender shall also be read and construed as forming part of this Agreement on the part of both the parties respectively.
4. That in the event of any doubt or dispute arising between the parties hereto in respect of or touching of these presents or for determination of their or any of their duties rights, claims, obligations or liabilities during the continuance of this Agreement or thereafter, the same shall be referred to the arbitration by sole Arbitrator to be appointed by the Hon'ble Vice Chancellor of the SMVDU.

5. The arbitration would be conducted and governed by and under the provisions of Arbitration & Conciliation Act, as amended from time to time.

IN WITNESS WHERE OF the parties hereto have signed this Agreement in the presence of the witness on this _____ day of _____, ____.

SIGNED AND DELIVERED BY THE NAMED FOR AND ON BEHALF OF THE SHRI MATA VAISHNO DEVI UNIVERSITY.

IN THE PRESENCE OF THE WITNESSES:

1. _____

2. _____

For Shri Mata Vaishno Devi University, Kakryal, Katra

SIGNED AND DELIVERED BY THE NAMED FOR AND ON BEHALF OF THE M/S _____.

IN THE PRESENCE OF THE WITNESSES:

1. _____

2. _____

For M/s _____