

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	03-10-2025 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	03-10-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Education
विभाग का नाम / Department Name	Department Of Higher Education
संगठन का नाम / Organisation Name	Central University Of Punjab
कार्यालय का नाम / Office Name	Central University Of Punjab, Bathinda
वस्तु श्रेणी / Item Category	Financial Advisory Services - Onsite; Financial Accounting, Chartered Accountant Services
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	25 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	7 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (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 विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
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
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	42500

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).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। 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.

लाभार्थी /Beneficiary :

Registrar
Central University Of Punjab, Bathinda, Department of Higher Education, Central University of Punjab, Ministry of Education
(Registrar)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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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:[1757569007.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per SOW	100	40	View File

Total Minimum Qualifying Marks for Technical Score: 40

QCBS Weightage(Technical:Financial):30:70

Presentation Venue:Central University of Punjab, Ghudda, Bathinda. The date will be decided by the CUPB separately.

Financial Advisory Services - Onsite; Financial Accounting, Chartered Accountant Services (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite

विवरण/ Specification	मूल्य/ Values
Category of financial advisory service	Financial Accounting, Chartered Accountant Services
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Securing big ticket term loans , Bookkeeping Support , Compliance and Governance Needs , Tax Litigation Strategy , As per SOW
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant , As per SOW
Qualification of Professional/Resources required	CA , As per SOW
Certification of Professional/Resources required	ICAI, CAG Empanelled and as per SOW
Total Experience of Professionals / Resources (In years)	As per SOW
एडऑन /Addon(s)	
Post Financial Advisory Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Deepak Sharma	151401,Central University of Punjab, VPO Ghudda, District Bathinda - 151401 (Punjab)	1	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 6

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

1. Generic

OPTION CLAUSE: 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, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. It is a requirement that the Head Office of the Chartered Accountant firm be registered and operate from a location within the states of Punjab or Haryana, or the Union Territory of Chandigarh. Concurrently, the firm must have a branch office within the city of Bathinda. The address proofs be attached with Technical Bid.

2. For more details, please refer Scope of Work/Tender Document uploaded by the University

3. Due to non-availability of Canara Bank in Advisory Bank List for EMD, the HDFC Bank has been selected, but the bidders have to deposit the EMD in Canara Bank Account of the University, the details of which are mentioned in Terms and Conditions and also in Tender Document/SOW.

4. For any bid related queries, the bidder may contact at E-Mail: fo@cup.edu.in, fao@cup.edu.in

4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

CUPB Nodal Officer for E-Tendering
Account No.
2089101018661
IFSC Code
CNRB0002089
Bank Name
Canara Bank
Branch address
Civil Lines, Bathinda

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

5. **Buyer Added Bid Specific ATC**

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

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and

conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. 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 catalogs 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 within 4 days of bid publication on GeM. 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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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 कार्यवाई 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---

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Notice Inviting Quotation - cum - Tender Document
for Engagement of Chartered Accountant Firm
to provide CA Services to Central University of Punjab, Bathinda



Tender Notice for CA Services

(Two Bid System)

Release Date : As per GeM

Last Date : As per GeM

V.P.O. Ghudda, District-Bathinda- 151401

E-mail: fao@cup.edu.in

Central University of Punjab, Bathinda

Central University of Punjab, Bathinda (CUPB) invites NIQ/tenders from Chartered Accountant Firms at Bathinda for **CA Services**

Tender Notice Number : **As per GeM**

Release Date of the Tender : **As per GeM**

Last date for the submission of Tender : **As per GeM**

Opening date of Tender :

(In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)

Name and Address of the University : **Registrar,**
Central University of Punjab,
V.P.O. Ghudda, District,
Bathinda – 151401, Punjab, India.

E-Mail Address : fo@cup.edu.in, fao@cup.edu.in

S. No.	Name of Instrument	Tender Fee (Non-Refundable)	Earnest Money Deposit (EMD)
1	CA Services <i><u>Scope of Work at Annexure- 'A'</u></i>	NIL	Rs. 42,500/- (Rupees Forty Two Thousand Five Hundred Only) in the form of DD in favour of Central University of Punjab payable at Bathinda /Online Payment Transfer

Bank A/c for EMD payment :

A/c Name : CUPB Nodal Officer for E-Tendering
A/c No. 2089101018661
IFSC CNRB0002089

Notice Inviting Quotation - cum - Tender Document for Engagement of Chartered Accountant Firm to provide Services to Central University of Punjab, Bathinda

About the University

Central University of Punjab introduces itself as a Central University under the aegis of Ministry of Education, Govt. of India. The University is established by an Act of Parliament (No. 25 of 2009). University is offering Master Degrees in various languages, management, science and applied sciences subjects and hundreds of Ph.D. Scholars are pursuing their research under the guidance of our Faculty. The permanent campus of University is situated at Village Ghudda Dist. Bathinda (Punjab) PIN 151401. University has approximately 3000 students in UG, PG and PhD Programmes, 300 regular and contractual faculty / staff members. Besides this, University is a research hub with approximately 200+ research projects running sponsored by various government departments / funding agencies.

Important Details

University needs to maintain its books of accounts in compliance with the Ministry of Education/ Government of India / University Grants Commission / CAG of India / Funding Agencies' formats and guidelines issued from time to time. Utilization Certificates for Grants/Projects sanctioned to University / Faculty Members/ Scholars are prepared and submitted accordingly.

University invites proposals from CAG empaneled Chartered Accountants to provide Services (as per Scope of Work Annexure 'A') to the University for a period of two financial Years 2025-26 and 2026-27 (extendable on the basis of satisfactory performance) in two sealed envelopes containing **Technical bid and Financial Bid super-scribed as follows:-**

"Technical Bid for CA Services to CUPB" - Annexure 'B'

"Financial Bid for CA Services to CUPB" - Annexure 'C'

The Technical Bid envelop should contain Technical bid format, undertakings/documents, EMD Payment Proof.

Financial Bid should be in a separate envelop. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. Bids should be sent in hardcopy only, through post or by hand, by due date. Bids received in any other mode shall not be entertained.

Last Date for Submission of Bid	:	As per GeM
Date and time of opening of Technical Bid	:	As per GeM
Date and time of opening of Financial Bid	:	As per GeM

Scope of Work

Part A: Accountancy and Finance Related Services:-

- 1) To do all bookkeeping and accounting functions of the University in Tally ERP/Tally Prime (its latest version) system or any other software applicable in the University.
- 2) To prepare, enter and check vouchers of all kinds of receipts & payments, income & expenditure, and to prepare annual account statements (Income & Expenditure Account, Receipt & Payments Account and Balance Sheet along with Annexures and Schedules prescribed by Formats of Financial Statements for Central Higher Educational Institutions issued by Ministry of Education, GoI).
- 3) Voucher Bundling/Filing on daily basis in chronological order. Ensuring the availability of supporting documents for each transaction and voucher before filing.
- 4) Reconcile transactions in Bank account statements and Books of accounts on a daily basis. To prepare Bank Reconciliation Statement (BRS) for all bank accounts of the University on a monthly basis and clear the non-reconciled entries on a daily basis.
- 5) To correct and maintain expenditure heads and ledgers as per the classification given in the Formats of Financial Statements for Central Higher Educational Institutions. To scrutinize existing grouping of income, expenditure, assets and liabilities heads/ledgers and correct these in compliance with Ministry of Education/CAG guidelines etc.
- 6) Verification of ledgers of sundry creditors and debtors, removing duplicate ledgers, verification of opening balances of ledgers and entering required vouchers wherever necessary.
- 7) To develop in the Tally ERP/Software system customized reports required from time to time for various purposes and decision making by University authorities.
- 8) Budget and expenditure control through Tally ERP/Software system.
- 9) To train and educate the officials/staff of University for Tally ERP/Software system and accounting for day-to-day verification of accounting working.
- 10) To reconcile and correct the previous financial years' un-reconciled/unsettled accounts in various heads – Sponsored Projects Grants, Loan and Advances, Debtors/Creditors, Fixed/Intangible Assets.
- 11) To assist and support Finance Officer in preparation of replies to CAG Audit Paras, observations and enquiries on the Annual Accounts and during transaction audit, Separate Audit Report and Local Audit Report.
- 12) To prepare and provide various reports (Projected Cash Flow statement, Projected Income and Expenditure, Internal Rate of Return statement, Projected balance sheet etc.) and information required from time to time by the University for obtaining Loans from HEFA/other agencies and other purposes.
- 13) **Preparation, verification and certification of annual accounts of a Financial year before 31st May after the end of the Financial year.**
Preparation of annual accounts related work of the University is as under
 - Compilation of all kinds of data and completion of voucher entry.
 - Data entry for the preparation of annual accounts.
 - Calculating proper depreciation on the respective fixed and intangible assets.
 - Adjustment and Final accounts voucher entries.
 - Accounting for the inventory in the Books of accounts.

- To do Actuarial analysis and provide certificate of the various benefits payable to staff. And giving effect by entering necessary vouchers in books of accounts.
 - To reconcile, rectify and enter rectification and adjustment entries in the Books of accounts for errors and omissions in the previous years' books of accounts. And giving proper justification in the Books of Accounts (Notes to Accounts).
 - Preparation of Accounts on the basis of Formats of Financial Statements for Central Higher Educational Institutions and in compliance of previous years' Separate Audit Reports (SARs) issued by CAG of India.
 - Any other work needed for the Account's finalization.
- 14) Verification and Sign/Stamp on Utilization Certificates (of Grants/Funds/Sponsored Projects/One Time Grants).
 - 15) To prepare an Accounts Manual for the Central University of Punjab to elaborate the working of Accounts and all workflow with accounting entries and treatment in compliance of CAG guidelines / Ministry of Education formats / Accounting Standards norms.
 - 16) Any other accounting / bookkeeping / audit and finance related services required time to time.
 - 17) To do work in respect of compliance, action and returns etc. if any new tax, other applicable financial/taxation law/act is introduced by Central/State Govt./Any other statutory body.

Part B: Returns – Data preparation, filing, providing Certificate/Forms and returns rectification related services:-

- 1) Compilation of Data, filing of returns, providing proofs of filed returns, providing Forms/certificates to beneficiaries/vendors/employees (Form 16/16A etc.) after filing of returns, rectifying the returns in respect of all kinds of GST, GST TDS, IT TDS, Income Tax return, PSDT, Income Tax Returns of University and all other statutory returns on the relevant periodicity of returns as per norms. The returns must be filed well before the due dates to avoid any penalty. Any penalty on account of delay of filing of returns shall be recovered from Chartered Accountant.
- 2) To calculate monthly income tax liability of all the employees and issue Form 16 timely.
- 3) Compliance to settle the notices related to tax and other liabilities demanded by GST/Income Tax/any other departments.
- 4) To execute and compliance in connection with any other work related to Tax or other statutory compliance.
- 5) To visit along with University officials to the concerned Offices of Income Tax/ GST / Other department, if required.

Quantum of Work (approx.) and required frequency

Sr. No.	Particulars	Approx. quantity
1	<u>Part A :</u> Voucher preparation, voucher filing and preparation of Bank Reconciliation Statement, and settlement of pending entries in BRS for each account	Approx. 20000 vouchers (Journal/Receipt/Payment etc.) in the year 2024-25. There are more than 100 bank a/cs with University (number of bank accounts may vary).

		Voucher entry and reconciliation should be done on daily basis. BRS of all Bank accounts shall be prepared on monthly basis with clearing all the pending transactions of previous months.
	Balance Sheet as per Format of Ministry of Education for Centrally Funded Higher Education Institutions along with all applicable Schedules.	To be prepared by 31 st May after closure of Financial Year (e.g. for FY 2025-26 Annual Account Statement with all schedules and Annexure be prepared by 31 st May 2026.)
	Scrutiny, Signing of Utilization Certificate (UCs) for Grants/Sponsored Projects/Fellowships/One time grants	Approx. 350 UCs in a year
	Advice / opinion on TDS/GST issues, applicability of various tax amendments time to time on CUPB or other such matters	As per requirement
2.	<p><u>Part B :</u></p> <p>Compilation of Data, filing of returns, providing proofs of filed returns, providing Forms/certificates to beneficiaries/vendors/employees (Form 16/16A etc.) after filing of returns, rectifying the returns in respect of all kinds of GST, GST TDS, IT TDS, Income Tax return, PSDT, Income Tax Returns of University and all other statutory returns on the relevant periodicity of returns as per norms. The returns must be filed well before the due dates to avoid any penalty. Any penalty on account of delay of filing of returns shall be recovered from Chartered Accountant.</p> <p>To calculate monthly income tax liability of all the employees and issue Form 16 timely. Compliance to settle the notices related to tax and other liabilities demanded by GST/Income Tax/any other departments.</p> <p>To execute and compliance in connection with any other work related to Tax or other statutory compliance.</p>	As per norms of Income Tax / GST/ other department and periodicity.

Mandatory requirements :

The Tenderer must upload/submit the documents, fulfill the conditions mentioned below. Non-submission of the mandatory required documents shall make the bid liable to be summarily rejected.

1. CA Firm Must be empaneled with the CAG of India and the empanelment should be existing throughout the contract period. (Supporting documents for current empanelment be enclosed with Technical Bid)

2. CA Firm must have maintained/audited the Accounts of Govt. Higher Educational Institutions like Central Universities/IITs/IIMs/NITs/ Central Educational institutions for at least 1 year in last 3 years. CA Firm shall provide a satisfactory working certificate from such institute(s) (Supporting documents to be enclosed with Technical Bid)
3. The CA firm/LLP/OPC etc. must have experience of 7 years in practice.
4. Familiarity with GFR 2017, rules and regulations on issues of Finance & Accounts of Central Higher Education Institute.
5. The CA firm should have at least 2 or more partners/Directors.
6. The CA Firm should have minimum average annual turnover of Rupees Twenty Five Lakh (in the name of CA firm submitting offer) during preceding three financial years 2022-23, 2023-24 & 2024-25 (Supporting documents i.e. Copy of Audited Financial statements of each year to be enclosed with Technical Bid). In the event, the turnover details/ Copy of Audited Financial statements for the immediate preceding year i.e. 2024-25 is not available then the bidder may submit and attach the turnover details /copy of audited financial statement for the year 2021-22,2022-23 and 2023-24.
7. **It is a requirement that the Head Office of the Chartered Accountant firm be registered and operate from a location within the states of Punjab or Haryana, or the Union Territory of Chandigarh. Concurrently, the firm must have a branch office within the city of Bathinda. The address proofs be attached with Technical Bid.**
8. No partners or the firm should have been debarred by the C&AG or ICAI during last 5 years.
9. No disciplinary case/proceedings are pending before any court of law/authority/ICAI against any partner or the CA Firm.
10. The CA Firm must be registered under GST and provide GST Regn. Number. The CA firm must be registered under the Income Tax Act & provide a PAN Number. **The firm shall provide the proof of address of its partner(s).**
11. The CA Firm shall provide a sufficient number of trained manpower with Proficiency in accounting software such as Tally ERP/Tally Prime etc. with educational qualifications CA Inter / M.Com. This manpower shall visit the University from Monday to Saturday from 9:00 AM to 5:30 PM (in accordance with the working hours of the University) to execute the work. All the work in Part A and Part B above or any other work shall be executed in University Campus Only.
12. The CA Firm shall provide details of the dedicated Chartered Accountant with Name, CA Regn. Number, Address proof, Mobile Number and other details, who shall supervise the working of the manpower and ensure the timely execution of tasks described under Part A

and Part B above or any other work. The Chartered Accountant shall visit the University Campus at Ghudda regularly (**at least once a month**) to scrutinize the work done and update the Finance Officer about the progress of work mentioned in PART A & B above.

Terms & Conditions:

1. The applicant firm must attach the proof of registration/membership (No. and Date) with ICAI and letter/proof of empanelment with CAG along with the application form.
2. The firm must submit an undertaking that there is no litigation pending in any court against the firm & its partners/directors and CA firm has never been blacklisted by any Govt./Private organization. (**Annexure D**)
3. No extra charges will be paid over and above the prescribed rates. The rates be quoted as per the **FINANCIAL BID FORMAT** attached herewith. (**Annexure C**). **As the work is to be done On-site, hence, there will be no extra charges paid for any additional work.**
4. No TA/DA, boarding and lodging facility shall be provided to carry out the job to any person deputed by the CA firm, including Chartered Accountant. The CA firm shall verify the credentials of the manpower (Educational record, Moral Character and Police verification) to be deputed for the University. There shall be no liability or responsibility of the University regarding the manpower or Chartered Accountant or any other person deputed by CA Firm. Any experience certificate etc. shall not be issued by the University to any person/CA deputed by CA firm. The **successful CA Firm shall provide** a certificate in respect of verification of the deputed manpower as per the format attached. (**Annexure F**)
5. TDS / other taxes / deductions / penalty, as applicable shall be recovered from the bill raised by the CA firm.
6. **It is mandatory for all Tenderers to submit an Earnest Money Deposit Rs. 42,500/- concurrent with their bid submission. Upon award of the contract, the successful Tenderer must provide a Performance Guarantee 5% of the Contract Value, in the form of Fixed Deposit Receipt (for the full term of contract including any extended term) or Online Transfer of amount in University Bank Account to secure the faithful performance of the contract.**
7. Financial Bid will be opened only of the bidders who qualify in the Technical Bid.
8. Bidders are advised to satisfy themselves about the quantum of work before submitting their bids. No extra charges consequent on any misunderstanding or otherwise shall be allowed.
9. The University reserves the right to accept or reject the bids and cancel the tender process without any information.

10. The term shall be initially for two financial years i.e. 2025-26 and 2026-27 (extendable on the basis of satisfactory performance). In absence of any communication related to discontinuation beyond the period mentioned above, either from University or the CA firm, the CA firm shall continue till the period the contract is severed by any party.
11. The contract can be terminated by giving one-month Advance notice on either side. If firm ends the contract without any notice Security Deposit amount shall be forfeited. If the performance of the firm is not found satisfactory the Security Deposit amount shall be forfeited and contract shall stand terminated.
12. The CA firms / or their representatives can attend the opening of Financial Bids.
13. Format for Technical Bid and Financial Bid are attached herewith and application must be submitted in prescribed formats only. Incomplete applications shall not be considered.
14. **As a condition for the assessment of their suitability, the prospective CA firm may required to make a comprehensive presentation before the competent authority, detailing their firm's capabilities, relevant experience, and proposed methodology.**
15. University shall not be liable for any claim/compensation / insurance/loss for injury/mishap/theft etc. to any person / life / belongings of the CA Firm / representative/ partner/ employees etc. during their presence in the University Campus / travel to/from University for execution of work etc.
16. **Successful bidder shall have to give acceptance to the scope and terms & conditions of the NIQ & Work Order issued by University within 15 days from the award of work.**
17. The tenderer will not sub-contract the work to any other firm.
18. The CA firm will work with High Ethical and Professional Standards and strictly ensure that the information obtained by them due to this contract will not be shared with anyone and maintain the confidentiality and secrecy of the Information/Data.
19. The contract shall be immediately terminated upon confirmation of the following facts and the tenderer will be debarred from future bids:
 - a) In case, the Tenderer obtains the tender on the basis of false information / false statement/false documents.
 - b) In case, the Tenderer does not take up the assigned work as per the terms & conditions of NIQ and work order.
 - c) In case, the Tenderer violates any of the stipulation/statutory guidelines/terms & conditions of NIQ and work order.
 - d) In case, the performance of CA firm is found to be unsatisfactory by the competent authority of the University.

20. The tenderer should submit the tender strictly as per terms and conditions laid down in the tender document (NIQ) signed by Authorized Signatory of the CA Firm, by due date.
21. Bidders are advised to visit University / contact Finance Office of University for any queries related to scope of work / quantum of work before quoting the rates.
22. The Bidder shall submit a duly completed Technical Bid (**Annexure B**) and Financial Bid (**Annexure C**), strictly in accordance with the formats prescribed. All bidders shall provide Annexure D. **Annexure E** shall be applicable on successful CA firm during the period of execution of contract. **Annexure F** is to be provided only by Successful CA firm at the time of award of contract. Failure to adhere to the stipulated formats may render the bid-non-responsive and result in disqualification.
23. Bidders must sign the copies of the attached documents. In the event of any documents found fabricated/ forged/ tampered/ altered/ manipulated during verification, then the Security Deposit of the bidder shall be forfeited, thereby tantamount to disqualification from future participation in the tenders of CUPB and termination of contract.
24. The proposals received shall be scrutinized and the final outcome, if any, shall be intimated to the concerned CA Firm at their notified address/e-mail.
25. The CUPB reserves its right to reject any/ all the proposals without offering any reason thereof. The Bid Evaluation criteria is given at Annexure G.
26. The rates quoted shall remain frozen for the FY 2025-2026 and 2026-27 and in case of extension beyond this period firm can increase its quoted price up to 10% (Ten percent) for subsequent two financial years.
27. The **Monthly Performance Report (Annexure E)** is to be submitted by CA Firm for each month on monthly basis.
28. **The payment schedule for professional services rendered by the Chartered Accountant firm is structured as follows:**
 - (a)- **Four interim payments each equivalent to twenty percent (20%) of the total annual fee shall be made following the submission and acceptance of monthly performance reports for each respective quarter.**
 - (b)-**The final payment each equivalent to twenty percent (20%) of the total annual fee is contingent upon the satisfactory fulfillment of all contractual obligations and is payable prior to the initiation of the Comptroller and Auditor General(CAG) audit process.**
29. In case of any dispute / misunderstanding, both parties shall try to resolve it with mutual understanding and discussions. However, in case of any dispute beyond mutual resolution, the legal jurisdiction shall lie with the Courts at Bathinda only.

Format for Technical Bid

Note : Please attach documents as mentioned in this format and other relevant documents with the application.

Name of the Firm / CA :

Regd. Office Address :
with Phone, Mob. No. and email ID

Bathinda Branch Address :
with Phone, Mob. No. and email ID

ICAI Regn. No. :

CAG Empanelment No. :

Permanent Account No. :

Last three years Turnover (in Lakh) :

GST Regn. No. :

No. of years of experience :

No. of years of experience with
Govt. Higher Educational Institutes :

No. of Partners :

List of Enclosures :

EMD Payment proof :

I / We undertake that there is no litigation pending in any court against the firm or its partners and firm has never been blacklisted by any Govt./Private organization. I/We have understood the scope of work fully.

Signature & Stamp with date

Financial Bid

We M/s _____

Address _____ state as under:

1. That I/we have completely understood the scope and quantum of work and quoted rates are based on the University requirement mentioned in the NIQ.
2. I/we quote Rs. _____ (Rupees _____ Only))
including all taxes for FY 2025-2026 and 2026-2027 for execution of work against NIQ

3. That I/we shall not charge any additional amount except as quoted at point 2 above.

Signature & Stamp with date

Declaration / Undertaking

I/we, M/s _____ Address _____
_____ declare that :

1. Our CA firm is empaneled with the CAG of India and the empanelment shall exist throughout the contract period with Central University of Punjab (CUPB).
2. That our firm has relevant experience as per the Tender Document of CUPB.
4. That we are familiar with relevant rules and regulations on issues of Finance & Accounts to maintain the accounts of CUPB.
5. The firm has _____ number of partners/Directors.
6. That we have adequate annual turnover as required in the Tender Document.
7. That our Head Office is at _____
(Complete Address). That our Branch Office is situated in Bathinda (Punjab) at _____
(Complete Address).
Attach proofs of address.
8. That no partners or the firm has been debarred by the C&AG or ICAI during last 5 years.
9. That No disciplinary case/proceedings are pending before any court of law/authority/ICAI against any partner or the Firm.
10. That our CA Firm is registered under GST and we are providing GST Regd. Number. The firm is also registered under Income Tax Act & we are providing PAN Number.
11. That our CA firm declare that we are not blacklisted by any Central/State Government/agency of Central/ State Government of India or any other country in the world/Public Sector Undertaking / any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.
12. We hereby declare that we accept all the Terms & Conditions of the referred tender unconditionally. We further accept that if we withdraw or modify our bids during period of validity of above tender etc., we will be liable for suspension for the time period as decided by the University Authorities.

Date _____

Authorized Signatory

Monthly Performance Report

Name of the Firm _____

Month _____

Sr. No.	Particulars	Status of work
1	<u>Part A :</u> Voucher preparation, voucher filing and preparation of Bank Reconciliation Statement, and settlement of pending entries in BRS for each account	
2	Balance Sheet as per Format of Ministry of Education for Centrally Funded Higher Education Institutions along with all applicable Schedules.	
3	Scrutiny, Signing of Utilization Certificate (UCs) for Grants/Sponsored Projects/Fellowships/One time grants	
4	Advice / opinion on TDS/GST issues, applicability of various tax amendments time to time on CUPB or other such matters	
5	<u>Part B :</u> Compilation of Data, filing of returns, providing proofs of filed returns, providing Forms/certificates to beneficiaries/vendors/employees (Form 16/16A etc.) after filing of returns, rectifying the returns in respect of all kinds of GST, GST TDS, IT TDS, Income Tax return, PSDT, Income Tax Returns of University and all other statutory returns on the relevant periodicity of returns as per norms. The returns must be filed well before the due dates to avoid any penalty. Any penalty on account of delay of filing of returns shall be recovered from Chartered Accountant. To calculate monthly income tax liability of all the employees and issue Form 16 timely. Compliance to settle the notices related to tax and other liabilities demanded by GST/Income Tax/any other departments. To execute and compliance in connection with any other work related to Tax or other statutory compliance.	

Remarks of Chartered Accountant _____

Date :

Place :

Sign. of CA with Seal

Annexure F

**Certificate regarding verification of credentials of Manpower and Chartered Accountant
Deputed at Central University of Punjab for onsite execution of work**

We M/s _____ have deployed following Chartered Accountant / our employees for execution of CA services awarded to our CA firm by Central University of Punjab. We certify that the following CA/persons have good moral character. They have qualification as per requirements of the University. We have conducted their police verification and our CA firm is fully responsible for any conduct of these person(s) in respect of Central University of Punjab. We shall pay them wages/emoluments as per rules.

We further declare that following person/persons are our employees and he/she shall not claim any employment or salary or any kind of claim whatsoever from Central University of Punjab.

1. Name of Chartered Accountant/CA Employee _____
2. Father's/Husband's Name _____
3. Date of Birth _____
4. Aadhar Card Number (attach proof) _____
5. Qualification _____
6. Mob. No. _____
7. E-mail ID _____
8. Address _____

Signature of Concerned CA/Person

Verified by CA Firm

Evaluation Criteria of Bids Selection

Bidder M/s _____ (To be filled by University at the time of evaluation)

A. Technical Parameters – Maximum 30 Marks

Sl. No.	Parameter	Maximum Marks	Marks Obtained
1	Experience of the firm	10	
i)	More than 15 years – 10 marks		
ii)	10 – 15 years – 6 marks		
iii)	Less than 10 years - 4 marks		
2	No. of Similar assignments Executed with Central Universities / IITs/IIMs/NITs/State Universities in last 3 years	10	
i)	More than 5 Assignments – 10 marks		
ii)	3 – 5 Assignments – 7 Marks		
iii)	Less than 3 – 4 marks		
3	Presentation	5	
4	Head Office Distance from CU Punjab Less than 50 km – 5 More than 50 km – 2	5	
	Total marks obtained	30	

B. Financial Parameters – Maximum 70 Marks

Sl. No.	Parameter and Formula	Maximum marks	Marks obtained
1	Lowest Bid Price <u>(Lowest Bid price ÷ Quoted price) × 70</u>	70	

C. Final Marks Obtained (A+B)

Sl. No.	Technical Marks obtained	Financial marks obtained	Total Marks obtained
<u>1</u>			