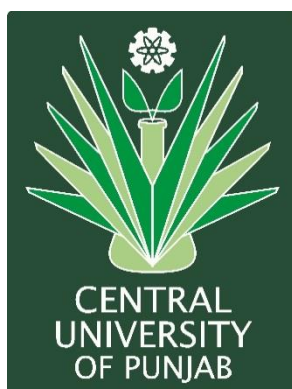


# **CENTRAL UNIVERSITY OF PUNJAB**

Established vide Act No. 25 (2009) of Parliament

**Notice Inviting Quotation - cum - Tender Document**  
**(No.P-06(2022-23))**  
**for Engagement of Chartered Accountant Firm**  
**to provide Services to Central University of Punjab, Bathinda**



## **Tender Notice for CA Services**

(Two Bid System)

Release Date : 07.10.2022

Last Date : 28.10.2022

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** : **P-06(2022-23)**

**Release Date of the Tender** : 07.10.2022

**Last date for the submission of Tender** : **28.10.2022**

**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](mailto:fo@cup.edu.in), [fao@cup.edu.in](mailto:fao@cup.edu.in)

S. No.	Name of Instrument	Tender Fee (Non-Refundable)	Earnest Money Deposit (EMD)
1	<b>CA Services</b> <i><u>Details/Specification at Annexure- 'A'</u></i>	NIL	Bid security declaration to be submitted as per Annexure 'E'

### Note:

- Duly signed/stamped Bid Security declaration as per format is required to be submitted by bidder firms in lieu of Bid Security/EMD. Offer without declaration shall not be accepted.*

**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 is having approx. 300 regular and contractual faculty / staff members. Besides this, University is a research hub, approximately 200+ research projects from 10-15 government agencies are awarded to our faculty.

**Details and dates**

University needs to maintain its books of accounts in compliance of Government of India / University Grants Commission / CAG of India's / Funding Agencies' rules and guidelines issued from time to time. Utilization Certificates for Grants/Projects issued to University / Faculty Members/ Scholars are issued accordingly.

University invites proposals from CAG empaneled Chartered Accountants to provide concerned Services (**as per Scope of Work Annexure 'A'**) to the University for a period of two financial Years 2022-23 and 2023-24 (extendable on the basis of satisfactory performance) in two sealed envelops containing **Technical bid and Financial Bid superscribed as follows:-**

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

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

**These separate envelops should be covered in a single envelop. The Technical Bid envelop should contain Technical bid format, undertakings/documents,EMD and Financial Bid should be in separate envelop. Bids should be sent in hardcopy only, through post or by hand, by due date.**

Address for sending quotations	:	Registrar Central University of Punjab Village Ghudda, Dist. Bathinda (Punjab) Pin 151401
Last Date for Submission of Quotation	:	28.10.2022
Date and time of opening of Technical Bid	:	01.11.2022
Date and time of opening of Financial Bid	:	Shall be notified separately

Scope of Work

**Part A: Accountancy Related Services:-**

- 1) To check vouchers entry.
- 2) Prepare Bank Reconciliation Statement (BRS) for each bank account on monthly basis and clear the pending entries regularly. **(Note : Soft copy of Bank A/c Statements shall not be shared for BRS preparation).**
- 2) Preparation and finalization of accounts on Yearly basis.  
The Annual Accounts related work of the University is as under but not limited to:
  - Preparation of Accounts on the Formats of Financial Statements for Central Higher Educational Institutions and based on previous years' SARs.
  - Preparation of Bank Reconciliation Statements and ensuring correctness of books of accounts based on BRS outcomes.
  - Scrutiny of Ledgers like creation of ledger under proper head of Accounts, removing duplicate ledgers, verification of opening balances of ledgers and suggesting reversal/year-end entries wherever necessary.
  - Ensuring availability of supporting documents for each Schedule of Balance Sheet.
  - Compilation of grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipts & Payment Accounts as per the prescribed format of CAG and as circulated by Ministry of Human Resource Development vide letter No. 29-4/2012-IFD dated 17th April 2016 and certifying the Annual Accounts.
  - Any other work needed for Account's finalization.
- 3) To advice the University from time to time for taking corrective steps so that CUP Accounts are prepared in perfect manner.
- 4) Scrutiny of the balance sheet from the Audit point of view and ensure the availability of all documents required to explain the balance sheet. Present a brief report on balance sheet and to ensure the removal of the shortcomings (if any).
- 5) Sign/Stamp on Utilization Certificates (of Grants/Funds).
- 6) Certification of accounts of the University at the end of each financial year.
- 7) Being present and available in University (personally/through competent representative) for assistance during the Audit (External Audit, C&AG Audit) of University and guiding in replying statutory audit memos and facilitation in getting the audit para(s) dropped.
- 8) Provide opinion (when sought) on taxation / other financial/accounting matters.
- 9) Any other services required time to time.

**Part B: Returns preparation related services:-**

- 1) Filing of TDS Return for salaried and non-salaried, GST, GST/TDS etc., Punjab State Development Tax, University's Income Tax Return and other Statutory Return(s) and provide concerned certificates to be issued to staff / deductees / beneficiaries etc. and deal with notice(s) received in this regard.
- 2) To ensure correctness of Calculation of TDS (for salaried and others) as per Income Tax Act 1961, as amended from time to time.

- 3) Preparation and Filing of TDS return for salaried (24Q) and Other's case (26Q) on quarterly basis and providing the University with TDS Certificates/Form 16 as and when generated for salaried and others.
- 4) Revision and correction of TDS return as and when required; and
- 5) Settlement of notices related to tax demand received from concerned departments.
- 6) To file return(s) of Punjab State Development Tax
- 7) Preparation and filing of all types of GST/GST TDS etc. returns on **Monthly/quarterly (or any other) basis** and providing University with all concerned GST/GST TDS Certificates etc. as per goods and service tax act.
- 8) GST Related Matters such as Advice for proper accounting and maintenance of records and Representing before GST authorities and providing clarifications and opinions on issues.
- 9) File Annual income tax, GST, PSDT etc. return of the University.
- 10) Copy of any kind of return filed/documents related to return as per statutory provisions shall be provided to University as and when return is filed.

**Quantum of Work (approx.) and required frequency**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Approx. quantity</b>
1	<b><u>Part A :</u></b> Preparation of Bank Reconciliation Statement and settlement of pending entries in BRS for each account	Approx. 9000 bank transactions in the year 2021-22 in approx. 200 bank a/cs. The task should be completed on monthly basis.
	Balance Sheet as per Format of Ministry of Education for Centrally Funded Higher Education Institutions along with all applicable Schedules.	Half yearly (Till 30 September) and Annual for complete financial year till 31 <sup>st</sup> March. The Half year Balance sheet to be submitted by 30 <sup>th</sup> November and Annual Balance Sheet to be submitted upto 15 <sup>th</sup> May.
	Scrutiny, Signing of Utilization Certificate (UCs) for Grants/Funds	20(Approx)
	Advice / opinion on TDS/GST issues, applicability of various tax amendments time to	As per requirement

	time on CUPB or other such matters	
2.	<b><u>Part B :</u></b> Filing of all kinds of TDS Return for salaried and non-salaried and issuing Forms 16/16A and revised returns	Shall include regular returns, any revision for current / previous years. The frequency of returns shall be as per relevant act.
	Filing of all kinds of Return under Goods and Service Tax Act and issuing relevant Certificates/Forms	
	Generating Challan for Punjab State Development Tax [PSDT]	
	Filing of Annual Income Tax, GST, PSDT etc. Return	Annual

**Important Note :**

In addition to this University can also take services for other works for which rates will be decided mutually by the University and Firm.

**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. 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. Must have maintained/audited the Accounts of Govt. Higher Educational Institutions like colleges, professional / research institutions or University etc. for at least 1 year in last 5 years. (Supporting documents to be enclosed with Technical Bid)
3. The firms/partners must have experience of 10 years in practice.
4. Familiarity with GFR 2017, rules and regulations on issues of Finance & Accounts.
5. The firm should have at least 2 or more partners/Directors.
6. The Tenderer should have minimum average annual turnover of Rupees Twenty Lakh (in the name of CA firm submitting offer) during preceding three financial years 2019-20,

2020-21 & 2021-22 (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. 2021-22 is not available then the bidder may submit and attach the turnover details /copy of audited financial statement for the year 2019-20,2020-21 and 2021-22.

7. The tenderer should have its Head Office/Branch Office at Bathinda. **The address proof be attached.**
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 Firm.
10. The CA Firm must be registered under GST and provide GST Regd. Number. The CA firm must be registered under Income Tax Act & provide PAN Number. The firm shall provide the proof of address of its partner(s).
11. A competent person/authorized representative must visit the University Campus at Ghudda regularly (**preferably twice a week**) to execute the scope of work mentioned in PART A & B above in satisfactory and time bound manner. Only data required for taxation returns shall be shared. No other data shall be shared through any mode to execute the work outside University campus.
12. The Chartered Accountant shall mandatorily monitor the work (done by the competent person/authorized representative) and shall address the queries/concerns of the University in timely manner.

### **Terms & Conditions:**

1. The applicant firm must attach the proof of registration (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 and firm has never been blacklisted by any Govt./Private organization.
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.
4. No TA/DA shall be paid to carry out the job to any person deputed by the firm. TDS / other taxes / deductions shall be recovered from the bill raised by the firm, as applicable.
5. Tenderer shall submit a declaration regarding EMD with technical bid. The successful bidder shall give a security deposit in the shape of FDR/PBG **for an amount equivalent**

**to two months rate valid for contract period.** Security deposit of the successful firm will be returned after the completion of contract period.

6. Financial Bid will be opened only of the bidders who qualify in the Technical Bid.
7. 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.
8. The University reserves the right to accept or reject the bids and cancel the process without any information.
9. The term shall be initially for two financial years i.e. 2022-23 and 2023-24 (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.
10. The contract can be terminated with one month prior 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.
11. The firms / representatives can attend the opening of Financial Bids.
12. Format for Technical Bid and Financial Bid are attached herewith and application must be given in due formats. Incomplete applications shall not be entertained.
13. University shall not be liable for any claim / compensation / insurance / loss for injury / mishappen / 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 performance of work etc.
14. **Successful bidder shall have to give acceptance to the scope and terms & conditions of the NIQ & Work Order within 15 days from the award of work.**
15. The tenderer must not subcontract the work to any other firm.
16. The CA firm will work in strict confidence and will ensure that the information of University Accounts is dealt in strict confidence and secrecy.
17. The Tenderer will be debarred from getting the assignment in future in CUPB and present assignment will be null and void, in the following cases:
  - a) In case, the Tenderer obtains the assignment on the basis of false information / false statement/false documents.



- b) In case, the Tenderer does not take up the assigned work in terms of work order.
  - c) In case, the Tenderer violates any of the stipulation from 16 and 17.
  - d) In case, the performance of assignment is found to be unsatisfactory by the competent authority.
18. The tenderer should submit the tender strictly as per terms and conditions laid down in the tender document signed by Authorized Signatory, by due date.
  19. 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.
  20. The bidder shall submit a Declaration as per Annexure 'D' and the EMD Declaration with Technical Bid as per format at Annexure 'E'.
  21. Bidders must sign the copies of the attached documents. In the event of any documents found fabricated/ forged/ tampered/ altered/ manipulated during verification and subsequent event, then the Security Deposit of the bidder shall be forfeited, thereby tantamount to disqualification from future participation in the tenders of CUPB.
  22. The proposals received shall be scrutinized and the final outcome, if any, shall be intimated to the concerned at their notified address/e-mail.
  23. The CUPB reserves its right to reject any/ all the proposals without offering any reason thereof.
  24. The rates quoted shall remain frozen for the FY 2022-2024 and in case of extension beyond this period firm can increase its quoted price upto 10% (Ten percent) for subsequent financial years.
  25. **The firm shall quote the single rate for FY 2022-2024 and bill shall be raised monthly on pro-rata basis. The monthly performance report (Annexure F) is to be submitted along with monthly invoice preferably in the first week of the month (e.g. April) for the month (e.g. March). If any shortfall is observed in the monthly performance, an amount equal to 20% of the invoice value shall be withheld until the discrepancies are removed and compliance is done. In case of non-compliance of shortfall in performance of a particular month beyond the next month invoice, the withheld amount shall be forfeited by the University. In case shortfall in monthly performance is more than 20% PBG/Security Deposit can be revoked. (Annexure F)**

**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 :

Office 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 Declaration :

I / We undertake that there is no litigation pending in any court against the firm 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. We shall charge Rs. \_\_\_\_\_ (Amount in words) including all taxes for FY 2022-2024 against NIQ \_\_\_\_\_

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 \_\_\_\_\_ and Branch Office is at \_\_\_\_\_.
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. 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

**Annexure 'E'**

**DECLARATION BY SUPPLIER/SERVICE PROVIDER (in lieu of Bid Security/EMD)**

Tender/NIQ Ref. No.

Date :

"We hereby declare that we accept all the Terms & Conditions of the above 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."

Place :

Signature of Authorized Person

Date :

Designation

**Monthly Performance Report**

Name of the Firm \_\_\_\_\_

Month \_\_\_\_\_

Sr. No.	Particulars	Qty. of works done	Documentary Proof of work done	Verified by (CUPB)
1	<b>Part A :</b> 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/Funds			
4	Advice / opinion on TDS/GST issues, applicability of various tax amendments time to time on CUPB or other such matters			
5	<b>Part B :</b> Filing of all kinds of TDS Return for salaried and non-salaried and issuing Forms 16/16A and revised returns			
6	Filing of all kinds of Return under Goods and Service Tax Act and issuing relevant Certificates/Forms			
7	Generating Challan for Punjab State Development Tax [PSDT]			
8	Filing of Annual Income Tax, GST, PSDT etc. Return			

Remarks of Chartered Accountant \_\_\_\_\_

\_\_\_\_\_

Date :

Place :

Sign. of CA with Seal

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**Note :**

- The monthly performance report is to be submitted along with monthly invoice preferably in the first week of the month (e.g. April) for the month (e.g. March).
- If any shortfall is observed in the monthly performance, an amount equal to 20% of the invoice value shall be withheld until the discrepancies are removed and compliance is done.
- In case of non-compliance of shortfall in performance of a particular month beyond the next month invoice, the withheld amount shall be forfeited by the University if delay is attributable to CA Firm.
- In case shortfall in monthly performance is more than 20% PBG can be revoked.