



MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY,  
DABWALI ROAD, BATHINDA-151001, PUNJAB (INDIA)  
(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 and Approved under Section 2(f) & 12(B) of UGC)

No. MRSPTU/DPR/PURCHASE/2024/544

Dated: 03-12-2024

### Detailed Notice Inviting Tender (DNIT)

E-tender in two bid systems i.e., technical bid & commercial bid are invited for Purchase of Items, Services from manufacturer, distributors, authorized dealers, reputed suppliers having GST registration number. The details are available at the website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) and university website [www.mrsptu.ac.in](http://www.mrsptu.ac.in). Online bid document will be available w.e.f. 09-12-2024.

Sr. No.	Description of Item	EMD (in Rs.)	Cost of Tender Document	Last Date & Time for Online submission of bids	Date & Time of Opening of Bid	
					Technical Bid	Price Bid
1	Hiring of Services for Chartered Accountant for MRSPTU Bathinda	20000/-	1000/- +GST 18% Extra	30-12-2024 (03:00PM)	31-12-2024 (11:00AM)	Will be intimated later on
2	Purchase of Stationery Items for MRSPTU & Its Constituent Colleges.	40000/-	1000/- +GST 18% Extra	30-12-2024 (03:00PM)	31-12-2024 (11:00AM)	
3	Regarding Internet Connectivity Lease Lines 200 MBPS for MRSPTU and 100 MBPS for GZSCCET, Bathinda	19500/-	1000/- +GST 18% Extra	30-12-2024 (03:00PM)	31-12-2024 (11:00AM)	
4	Purchase of 3D Resin Printer for BCL-AICTE IDEA LAB of MRSPTU Bathinda.	7500/-	1000/- +GST 18% Extra	30-12-2024 (03:00PM)	31-12-2024 (11:00AM)	

For participating in the above e-tendering process the firms shall have to get themselves registered with [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) and get user ID and Password, Class-II/Class-III digital signature is mandatory to participate in the e-tendering.

- Interested bidders can purchase the tender documents online from website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in)
- Bidders have to pay the processing fee, earnest money & tender form fee through E-Payment only.
- Cost of the tender form is Rs.1180/- which is payable Online.
- Bidders/tenderers can access tender documents on the website mentioned above, fill them and submit the completed tender document into Electronic Tender in the website itself. Bidders will attach scanned copies of all the papers i.e. Earnest Money, Processing Fee, Tender form fee and certificate as required in terms and conditions.
- Corrigendum/Addendum/Corrections, if any, will be uploaded on the university website & NIC portal. Only revised bid documents will be accepted, if any.
- All the bid documents along with Advertisement will be uploaded at website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in). Bidders should note that only online tenders will be submitted and accepted at the aforesaid website.
- For any clarification/difficulty regarding e-tendering process flow, user id, password, digital signatures please contact 0172-2970263, 0172-2970284 and (6284884511 Only for Saturday and Sunday from 9.00 AM to 5.00 PM).
- Participants are required to visit University website/e-procurement portal regularly for any updates.

  
REGISTRAR

Copy to:

- Prof. Incharge, IT Enabled Services, MRSPTU Bathinda to upload the same on University website.
- Prof. Incharge (F&P)
- Prof. Incharge (CRC)
- Master File.

Signature Not Verified

Digitally signed by GITIKA SOOD  
Date: 2024.12.11 12:32:21 IST  
Location: Punjab-PB



**MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY,**  
**DABWALI ROAD, BATHINDA-151001, PUNJAB (INDIA)**  
(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 and Approved under Section 2(f) & 12(B) of UGC)

No. E-TENDER/MRSPTU/DPR/PURCHASE/2024/544

Dated: 03-12-2024

### **E-TENDER NOTICE**

E-tender is invited for Purchase of 3D Resin Printer, Rate Contract for Stationery Items, Hiring of Chartered Accountants and Internet Lease Lines.

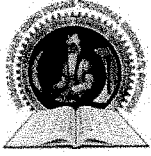
**For details visit: [www.mrsptu.ac.in](http://www.mrsptu.ac.in). Corrigendum, if any, will be issued on University website only.**

**Time & Schedule:- Start Date: 09-12-2024 (11:00 AM), Last Date of Submission: 30-12-2024 (03:00 PM)**

**REGISTRAR**

**Signature Not Verified**

Digitally signed by GITIKA SOOD  
Date: 2024.12.11 12:32:14 IST  
Location: Punjab-PB



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਡੱਬਵਾਲੀ ਰੋਡ,  
ਬਠਿੰਡਾ-151001 (ਪੰਜਾਬ)

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY  
DABLWALI ROAD, BATHINDA-151001, PUNJAB (INDIA)

Annexure-A

**Terms & Conditions of Bid Document for Hiring of Chartered Accountant Services**

Maharaja Ranjit Singh Punjab Technical University (MRSPTU) Bathinda will process the tender as per MRSPTU standard procedure. Tenders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. University reserves the right to reject any or all or part of tender without assigning any reason. MRSPTU will not be under any obligation to give any clarification to the agencies whose bids are rejected.

**A. The firm must fulfill the following criteria:**

1. The Firm should be empanelled with CAG and having ranking points minimum 45 as marked by CAG.
2. The firm should have minimum 3 partners out of which one partner should be DISA/CISA qualified and 2 partners should be FCA.
3. The firm should have at least 10 years of standing experience.
4. The Firm should have experience of audit of University/other large Educational Institutions/Govt. Autonomous/ Public Ltd Companies and Financial Institutions etc. having computerized working environment.
5. The firm should have Minimum average turnover of Rs. 20 lakhs per annum in the last 3 financial years.
6. The firm must not have been blacklisted/debarred from ICAI or RBI or any other statutory autonomous body for any misconduct, the firm will have to give an undertaking regarding the same.

**B. General Terms & Conditions:**


1. This invitation for bids is open to all bidders. Financial bids of only technically qualified firms shall be opened. Conditional Tenders are liable to be rejected.
2. The Auditor so appointed shall carry out the internal audit of University main campus and its Constituent Colleges in Punjab i.e.- GZSCCET, Bathinda; PIT, Rajpura; PIT, Mansa; PIT, GTB Garh, Moga; PIT, Nandgarh; Punjab State Aeronautical Engineering College (PSAEC), Patiala and any other college added to the university during the above said period.
3. A contract agreement shall be entered into where threshold value of order will be Rs. 2 Lacs & above.
4. The validity of the bid shall remain valid for 90 days. No revision will be allowed once the price bids are opened, however university reserves the right negotiate with the eligible lowest tenderer to reduce the rate.

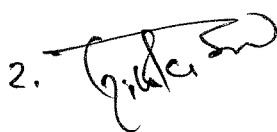
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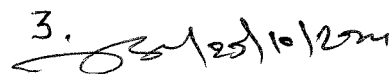
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5. Technical bid (T-1, T-2, T-3) & Financial bid (F-1) must be submitted separately. Rate should be quoted on Financial bid (F-1) for per annum. No separate payment shall be made by the university for Stay/TA/any other for the CA/his staff visiting the university for caring out the work.
6. The tenderer should quote the rates and amount in figures as well as in words the amount for each item should be worked out for the requisite totals given.
7. Tender must accompany Earnest Money of Rs. 20000/- lump sum and should be paid online only. The EMD will be returned to the unsuccessful firms after finalization of the bid and to the successful bidder after submission of performance security amount.
8. On the award of the work, the lowest bidder must deposit a sum equal to 10% of contract value as performance security within 10 (Ten) days in shape of the Bank Guarantee/FDR/Account Payee draft from commercial bank in the name of Registrar, MRSPTU, Bathinda valid for a period of two years and in case of further extension of the contract, the same will be renewed for the remaining period. The same will be returned only after successful completion of work. No interest can be claimed on the security amount.
9. The work order will be released for two years from the date of issue of work order. The extension for one year more will be provided after successful work of the firm with the consent of both parties on same rates as quoted in the financial bid.
10. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract even during the extension in period also. However, if any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the University, then the University shall, without prejudice to any right or remedy, be at liberty to forfeit the said earnest money/securities absolutely.
11. The acceptance of tender will rest with the competent authority i.e. Registrar and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. All tenders, in which any of the prescribed conditions either not fulfilled or incomplete in any respect are liable to be rejected.
12. On acceptance of tender, the name of the accredited representative(s) of the Firm who would be responsible for taking instructions from the competent authority i.e. Registrar shall be intimated to the University.
13. In case, the date for opening of Technical & Financial Bid happens to be a holiday then these will be opened on the next working day.
14. In case of disablement or death of any worker of the firm while on duty due to any reason the firm will be fully liable to pay necessary benefits/compensation to the concerned as per the rules and regulations and statutory provision. The University will not be responsible or liable in this regard at any stage.
15. Since the auditors will be employees of the firm, the competent Authority of MRSPTU, Bathinda will not have any concern or contact with them either directly or indirectly. All statutory obligations shall be discharged by the firm.
16. The Institute shall provide space, Computer(s)/ Printers to the firm to perform its services. The institute will also provide all primary data to the firm for carrying out the jobs listed in the scope of work.
17. Escalation charges shall not be accepted on any grounds during the pendency of contract.

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18. The firm shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws in force in the state of Punjab.
19. The payment shall be released against quarterly bill after satisfactory completion report of the work. The last quarter payment will be released after the filing of annual TDS/GST returns etc.
20. If the firm fails or refuse to complete the work(s) (as explained in scope of work) after accepting the condition of the tender/supply order, at any point of time and University has to get it done from other sources at higher rates, the amount due and the difference in the rates shall be deducted from the firm's bill/securities besides forfeiting the security of the firm, imposing penalty and taking further action as deemed fit by the University.
21. If the firm leaves during the agreement period including extension period, security amount will be forfeited and the firm will be debarred by the university and the matter will be taken up with CAG for further necessary action. The firm will also not be eligible to apply for tender with the university in the future.
22. If the selected firm does not send the Technical Bid/Financial Bid duly signed by them within the stipulated time, their bid is liable to be rejected.
23. If any of the information/documents furnished by the auditor is found to be incorrect, the offer will automatically stand cancelled without entertaining any further correspondence.
24. The firm shall ensure that the advice/ query required by the University is addressed promptly to avoid any loss/ inconvenience to the University.
25. A competent representative of University empanelled Chartered Accountant should remain present on all working days in the University campus at Bathinda.
26. In case of any dispute arising under this agreement, the Vice-Chancellor, Maharaja Ranjit Singh Punjab Technical University Bathinda would act as an Arbitrator and his decision shall be final and binding on both the parties.
27. All disputes will be settled within the jurisdiction of the Head Quarter of MRSPTU, Bathinda.
28. The firm empanelled with the university at present will not be considered for present tender.
29. In case of tie, successful L1 will be considered firstly on the basis of maximum CAG ranking point and then on the basis of higher turnover.

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## Scope of Work

The auditor will prepare a quarterly internal audit report according to the scope of work and will submit it to the competent authority. The following is the detail of the work.

Sr. No.	Details	Periodicity for submission of reports
1	To check the budget provisions and actual expenditure	Quarterly
2	To Check all the entries of Debit and Credit	Quarterly
3	To check the correctness of payments released	Quarterly
4	To check the general ledger, receipt and payment account	Quarterly
5	To Prepare the Bank reconciliation of all accounts of the university and its constituent colleges.	Quarterly
6	Scrutiny of advances sanctioned to the employees & various departments of the University & its constituent Colleges, verification of recoveries, review of outstanding, etc.	Quarterly
7	To verify the physical cash balance as per cash book	Quarterly
8	To check the deposits with the Banks and corresponding correctness of interest due and receipt of same..	Quarterly
9	To ascertain the extent of compliance with the prescribed procedures laid down from time to time by the various departments of the University.	Quarterly
10	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures	Quarterly
11	To check deduction of TDS, GST etc. and remittance thereof to the concerned authorities i.e. filing the monthly/ quarterly/ yearly TDS, GST returns and any other statutory return required by the law and issue Form No. 16 to the employees of the university and its constituent colleges.	Quarterly
12	To Check the receipt of EMD's and Securities related records	Quarterly
13	To check in all respects the quotations, tenders and their opening, listing, Comparative statement, etc. and issue of purchase orders, as per procedures laid down.	Quarterly
14	To check receipt, issue and stock of all stationary Items and other consumable materials.	Quarterly
15	To check the Fixed Assets Registers with a view to ensuring the accuracy of postings for physical verifications.	Quarterly
16	To check all the Annual Maintenance Records entered Into in respect of equipment(s).	Quarterly
17	To check the vehicles maintenance records & vehicles running records.	Quarterly
18	To check the sanctions issued for withdrawal of allowances/perquisites, with reference to delegated powers.	Quarterly
19	To check withdrawal of increments, fixation of pay, leave records, Arrears, allowance, conveyance allowance, leave travel concession, etc.	Quarterly
20	Reimbursement of medical expenses, group insurance etc., with reference to sanction and entitlement.	Quarterly

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*W. S. S.*

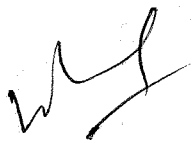
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*G. S. S.*

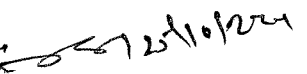
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21	To check the collection of all kinds of fee, credit thereof and reconciliation.	Quarterly
22	Auditing of Consultancy cell & other research projects and certification of Statement of expenditure & Utilization Certificates as per the requirement funding agencies.	Quarterly
23	Monitor all the e-books	Monthly
24	Preparing the Annual Accounts of the Institute comprising of Balance Sheet, Income & Expenditure Statement and Receipt & payments Accounts as per prescribed Format of Accounts for State Autonomous Bodies.	Yearly
25	Advice for updates/change, if any, in statutory laws	As applicable
26	Cash Flow Statements	As and when required
27	Co-ordination with Statutory Auditors in respect of quires raised at the time of Audit and to assist in the discussions with the Statutory Auditors and finalization of Audit Report.	As and when required
28	Any other Assistance required in financial matters, etc.	As and when required
29	Physical hearings of all Income Tax, GST, Service Tax hearings and any other cases. The university will pay an additional fee agreed upon for physical hearings old and new Income Tax, GST and Service Tax hearings any other cases along with TA/DA as per university norms for visit to out station tours by university empanelled Chartered Accountant of any financial years.	As and when required
30	To prepare all new and old Income Tax Service, GST, Service Tax replies and any other replies of cases.	As and when required
31	To apply and make for digital signatures of Registrar, P/I (Finance) and AR (Accounts)	As and when required
32	To scrutinize all vouchers (debit/credit)	As and when required
33	To scrutinize all contracts/agreements	As and when required
34	To prepare filing of IT returns	As and when required
35	To prepare filing of 10(B)	As and when required
36	To apply for any other exemption required from time to time	As and when required

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ON LETTER HEAD

**SELF ATTESTED DECLARATION  
REGARDING NOT BLACKLISTING, DE-BARRING & DE-LISTING**

I/We \_\_\_\_\_ (Tenderer) hereby declare that the firm/agency/company namely M/s \_\_\_\_\_ has not been Blacklisted, Debarred & Delisted by Union/State Government/University/Agency/Government Department/Public Sector/Private Institute or any other organization in the last three years from taking part in the Government Tenders in India.

In case, the above information is found to be false, I/We are fully aware that the tender/contract/ARC will be rejected & cancelled by Registrar, MRSPTU, Bathinda and EMD/Performance Security shall be forfeited. In addition to the above MRSPTU, Bathinda will not be responsible to pay the bill for any completed/partially completion work.

Dated: \_\_\_\_\_

**Authorized Signatory**

**Signature with Seal**

**Full Address:**





ON LETTER HEAD

**SELF ATTESTED DECLARATION REGARDING GST**

I/We hereby certify that the GST charged against the supplied items is as per GST rules & regulations. I /We shall be responsible for the GST rate charged by the firm.

Dated: \_\_\_\_\_

**Authorized Signatory**

**Signature with Seal**

**Address:**

A handwritten signature in black ink, appearing to read 'M. S. Rao', is written over the signature line.

ON LETTER HEAD

**SELF ATTESTED DECLARATION**

I/We \_\_\_\_\_ (Tenderer) hereby declare that the firm/agency/company  
namely M/s \_\_\_\_\_ that the firm is not currently engaged in any  
litigation with other organizations and no complaint & FIR is pending in any Police Station.

Dated: \_\_\_\_\_

**Authorized Signatory**

**Signature with Seal**

**Address:**

A handwritten signature in black ink, appearing to read 'W. S. S. S. S. S.', is written over the signature line.

**Letter of Transmittal**

To

The Registrar,  
Maharaja Ranjit Singh Punjab Technical University,  
Dabwali Road, Bathinda

Dear Sir,

We, the undersigned, offer to provide the audit services for Maharaja Ranjit Singh Punjab Technical University, Bathinda and Its Constituent Colleges according to requirement of university. We are hereby submitting online bids which includes Technical Bid (T-1, T-2, T-3) and Financial Bid (F-1).

We are submitting our bids in association with: (Insert a list with full name and address of each associated firm).

We hereby declare that all the information and statements made in this tender are true and accept that any misinformation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Bid (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.


We agree to bear all costs incurred by us in connection with the preparation and submission of the bids and to bear any further pre-contract costs.

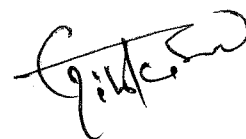
We understand that Maharaja Ranjit Singh Punjab Technical University, Bathinda is not bound to accept any proposal or to give any reason for award, or for the rejection of any proposal.

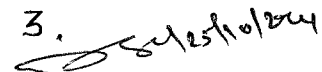
I confirm that I have the authority of (insert Name of C.A Firm) to submit the tender and to negotiate on its behalf.

Yours faithfully,

Signature of Partner with seal

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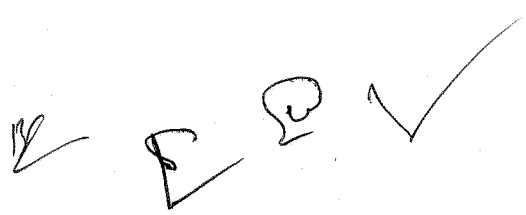
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## SELF ATTESTED DECLARATION UNDERTAKING REGARDING NON PENALIZED

I/We \_\_\_\_\_ (Tenderer) hereby declare that the firm/agency/company namely M/s \_\_\_\_\_ has not been penalized by any University/Union/State Government/Agency/Government Department/Public Sector/Private Institute or any organization of any reason in the past two years.

In case, the above information is found to be false, I/We are fully aware that the tender/contract/ARC will be rejected & cancelled by Registrar, MRSPTU, Bathinda and EMD/Performance Security shall be forfeited. In addition to the above MRSPTU, Bathinda will not be responsible to pay the bill for any completed /partially completion work.

Dated: \_\_\_\_\_

Handwritten signature and a checkmark.

**Authorized Signatory**  
**Signature with Seal**  
**Full Address:**