



**J.C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA,**  
**Mathura Road, Sector-6, Faridabad (HARYANA)**  
(Established by the State Legislature Act No 21 of 2009)  
Ph -0129-2310112, 2310158, 2242141 (Accounts Branch)  
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## **TENDER NOTICE**

**Ref.: JCBUST/P.S/2025-26/02/08**

**Dated: 10.06.2025**

### **TENDER INVITED FOR HIRING OF CHARTERED ACCOUNTANT FIRM FOR MAINTENANCE AND HANDLING OF ACCOUNTS FOR J. C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA FARIDABAD FOR THE FINANCIAL YEAR 2025-26**

Tenders are hereby invited for hiring of Chartered Accountant firm for maintenance and handling of its Books of Accounts. Eligible and competent Chartered Accountant firms are requested to submit their offer in prescribed application form under two bid systems. Tender documents can be obtained from the Haryana Portal website <https://etenders.hry.nic.in>

#### **1. Schedule:-**

1.	Tender Reference	<b>JCBUST/P.S/2025-26/02/08</b>
2.	Tender Detail	Hiring of Chartered Accountant firm for maintenance and handling of accounts for University for the financial year 2025-26
3.	Tender Document fee	1000.00
4.	E Service Fee (Rs.)	1000.00+GST
5.	Bid Security (EMD in Rs)	2% of tender amount if value exceed Rs. 40000/-
6.	Approximate cost in Rs.	1200000.00
7.	Last date and time for submitting Bid Submission documents	30.06.2025 up to 11:00 AM
8.	Date and time of opening of Technical Bids	30.06.2025 at 02:00 PM
9.	Pre-Bid meeting	16.06.2025 at 11:00
10.	Bid system	Technical Bid & Financial Bid through e-Portal
11.	Technical Bid Documents	To be evaluated as per pre-qualification criteria
12.	No. of Covers (1/2)	02 (RFQ &BOQ)
13.	Bid Validity days	6 months
14.	Financial Bid	BOQ
15.	Technical Evaluation	Item wise
16.	Financial bids opening schedule	After the opening/ evaluation of Technical bids, to be announced later
17.	GST	Mention basic rates and GST separately in BOQ
18.	Service period	For One year

## **INTRODUCTION**

J. C. Bose University of Science & Technology, YMCA Setor-6 Mathura Road, Faridabad was established vide State Govt. Act No 17 of 2009 and one of the most prestigious Universities in Haryana and is likely to be a microcosm of the Indian nation, drawing students from every nook and corner of the country and from every group and stratum of society. This University is offering various UG & PG Programmes across numerous academic faculties. At present more than 7000 students are enrolled in the University, together with more than 200 faculty members and 150 non-teaching staff members.

### **A) SCOPE OF WORK**

- i) To make a review of the system of Book-keeping & Accounting.
- ii) Feeding of all types of Vouchers into Tally ERP for receipts and payments in a proper manner as requisite by the University for various purposes.
- iii) Preparation and filling of returns for all type of statutory deductions including i.e. TDS (salary and non-salary) and GST etc. well in time and preparing reply to the notices received from Govt. Tax Authorities from time to time.
- iv) To assist for such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as basis for preparation of Accounts.
- v) Computation and assessment of income tax liability of each employee, preparation and issuance of Form-16 & 16A.
- vi) To record the Student Fee for Accounting and maintaining the student fee ledgers
- vii) To verify accounts with reference to the Books of Accounts i.e. Ledgers, Journals and other subsidiary and supporting records and to see that the accounts agree with the books of accounts.
- viii) Update the officials regarding applicable rates of TDS/GST etc. from time to time.
- ix) Preparation of Balance Sheet, Income & Expenditure and Receipt & Payment in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented inconformity with the generally accepted accounting principles.
- x) To prepare & maintain all requisite ledgers of various Income & Expenses head/center, Assets/suppliers/Employees etc. as may be required in compliance of applicable norms.
- xi) Preparing of Utilization Certificate (UCs) - periodical and annual.
- xii) Verify whether transactions are in accordance with significant accounting policies of the Institute, delegations of financial powers, GFR-2017 and Govt. rules as applicable from time to time.
- xiii) Making entries in Cash Book/Bank/store record and Ledgers.
- xiv) All the GST related returns including TDS under GST and GST Taxpayer (e.g. monthly, quarterly and annual return as the case may be) and their timely filing in the GST portal. Developing of accounting module for GST Input refund which is in excess of output liability.

Preparing reply to the Notices received from the GST department from time to time.

- xv) Preparing all Bank Reconciliation Statements of various Bank accounts.
- xvi) Preparing reply of Institute's Annual Income Tax returns- ITR-7 with all requisite documents.
- xvii) Preparing Form 13 for all the work related to TDS Exemption certificate i.e. for Banks.
- xviii) Maintenance of records related to works and contractor.
- xix) Since the current FY 2025-26 has already elapsed around 3 months, therefore the books of account have to be maintained w.e.f. April 01, 2025

## **B) TIME PERIOD FOR ENGAGEMENT**

The CA Firm will be engaged for the financial year 2025-26. The selected CA firm may be re-engaged on the same terms and conditions with mutual consent and 5% increase in the fee on annual basis depending upon the satisfactory performance.

## **C) PRE-QUALIFICATION CRITERIA OF THE CA FIRM**

- i) The firm should have register with the RBI & CAG for conducting of statutory audit of Government Companies and branches of Nationalized Banks.
- ii) The firm should be in existence for minimum of 10 years with minimum average annual turnover of Rs. 30 lacs during last 3 financial year.
- iii) The firm should have been experienced for internal/statutory audit assignments for at least two Governments organization/PSU in last five financial years.
- iv) The firm should have minimum one similar experience of Central/State Educational institutions /Autonomous bodies / Corporation including universities.

## **D) PAYMENT TERMS**

- i) The professional fee quoted by the firm shall be valid for the entire contract period. Payment will be made on quarterly basis on the recommendation of the Controller of Finance on receipt of Invoice in favor of the University.
- ii) Statutory Taxes will be paid at prescribed rate during the contract period. TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments.

## **E) OTHER GENERAL TERMS**

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- ii) Please ensure that the date of establishment of the registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iii) All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
- iv) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- v) CA Firms are requested to visit the respective office of the University for Further Clarification / query/ exact scope of the work etc.
- vi) No proposal shall be entertained in joint venture/Consortium.
- vii) Period of contract will be initially for financial year further extends with mutual consent. Firm will not sublet the tender at any cost.
- viii) Firm will have to deposit a sum of Rs. 1,00,000/- (Rs. One Lakh Only) by submitting a demand draft/FDR/Bank Guarantee in favor of Registrar, J. C. Bose University of Science & Technology, YMCA Faridabad as security money within 2 days of allotment of work which will be refunded after the expiry of tender, without interest. Firm will have to execute an agreement and start the work within 10 days after issuance of work order on the format provided by GUG.
- ix) The firm will deploy sufficient no of staff to perform the work satisfactory.
- x) The firm will ensure weekly visit of a qualified chartered accountant at the University to supervise the work.
- xi) Firm will maintain and handle the accounts as per University manual, if any or the rules applicable as per Govt. instructions as the case may be.
- xii) Firm will have to provide identity card to its staff and will be responsible for any type of consequences happened with staff during the working. The staff deployed by the firm will be the employees of firm and firm will be responsible for all dues payable to them Such staff will have to maintain the discipline and decorum as per University rules.
- xiii) Firm will have to produce the document regarding qualification and experience of the candidate before commencement of job/services of the staff. Firm will have to deposit the EPF & ESI contribution with concerned authority for the staff provided by it, if applicable.
- xiv) Firm will provide required financial statements/information/reports etc duly signed by the authorize signatory/ CA firm well in time. The date for the submission of monthly Statements by 7th day for the preceding month and for yearly it will be 15th June for the preceding year.
- xv) The University will ensure and provide proper power supply, internet facility, Computer, Printer, Stationery and proper space for staff etc.
- xvi) Firm will be responsible for storage of Accounts data in soft copy (device to be provided by the University) and will hand over the complete data to the university.
- xvii) The firm or any partner of the firm should not have been black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the “No blacklisting certificate” as per Annexure- D

**F) PREPARATION OF BIDS:** The offer/bid should be prepared in two bid systems (i.e.) in prescribed format as Technical bid and financial bid. The technical bid should consist of all technical details along with sporting documents. Financial bid should indicate only price.

**Technical Bid:** Technical Bid should contain the company Profile on letter head of the Bidder's firm in prescribed TENDER FORM as TECHNICAL BID FOR PRE-QUALIFICATION in "FORM-I" along with all other required information /documents etc.

Technical Bid shall contain papers regarding:

- a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as **Form-"I"** duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the tender.
- b. All other requisite documents in support of Bid

**Financial Bid:** Financial bid should contain firm's name and **monthly Charges** including all charges to be quoted by bidder. The financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily.

2. The envelopes containing the Technical bid, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address i.e Asst. Registrar (Purchase), J.C. Bose University of Science and Technology, YMCA, Faridabad and "**BID FOR HIRING OF CHARTERED ACCOUNTANT FIRM FOR MAINTENANCE AND HANDLING OF BOOKS OF ACCOUNTS**". It will also mention the name of the Providers/ Building owners/Agencies with address.

3. The University shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This may be reason for rejection of the bid.

4. The University reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for non-issue of work.

#### **G. Evaluation of Bid:**

- a) At First stage, those of the bidders who satisfy minimum criteria as specified in tender document would be declared as technical qualified and only be considered for evaluation of Financial Bid.
- b) Financial proposals of only those firms which are declared technically qualified shall be opened online, in the presence of service provider's representatives who choose to attend.
- c) The proposal with the lowest financial bid will be considered out of maximum three firms, table for award of work, subject to fulfillment of other terms and conditions.
- d) If more than one bidder happens to quote same lowest price, the University reserves the right to decide the criteria and further process for awarding the contract.

**Technical Proposal (Form-I) APPLICATION**  
**Details to be filled by Chartered Accountant firm**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone No. and Email address	
4	ICAI Registration No. with Region Name and Code no. (Details to be provided as per Annexure-1)	
5	CAG Empanelment No.	
6	Date of constitution of the firm	
7	PAN no. of the Firm	
8	Copy of GST Reg. No.	
9	Firm Experience in PSU/Govt. Audit (Details to be provided as per Annexure-2)	
10	Empanelment with Regulatory Bodies (Details to be provided as per Annexure-3)	
11	Qualified Professionals with Firm (Details to be provided as per Annexure-4)	
12	Cost of Tender Form with detail	
13	Detail of Authorized Person with authority letter	
14	Tender form duly filled, stamped and signed	
15	Experience of single entry to double entry (Details to be provided as per Annexure – 6)	
16	No. of Branch offices of the firm (Details to be provided as per Annexure-5)	

Authorized Signatory  
(Signature with seal having full name and address)

**(On Firm's Letterhead)**

**ANNEXURE-A**

**Undertaking**

I / We the following partners of M/s \_\_\_\_\_, Chartered Accountants  
do here by jointly and severally verify and declare –

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm, or partners has not been blacklisted/debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
4. That the constitution of the firm as on 31<sup>st</sup> March of the relevant year shown is the same as that in the constitution certificate issued by the ICAI.

<b>S. No</b>	<b>Name of Partner</b>	<b>Membershi p Reg. No.</b>	<b>PAN No.</b>	<b>Sign. of Partner</b>
01				
02				

Signature of Authorized Person \_\_\_\_\_

Name of Authorized Person \_\_\_\_\_

Place .....

Date .....

Seal of the Firm \_\_\_\_\_

**Self – Declaration – No Blacklisting (On the letter head of the Firm)**

To

The Registrar,

J. C. Bose University of Science &

Technology, YMCA Haryana - 120006

In response to the Tender for selecting Internal/Statutory Auditors for J.C. Bose University of Science and Technology, YMCA, Faridabad for the financial year 2022-23, I/ We hereby declare that presently our Chartered Accountant (CA) firm... is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm\_\_\_\_\_is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours

faithfully,

Signatures\_\_\_\_\_

Name \_\_\_\_\_

Seal of the CA Firm \_\_\_\_\_

Date: -

The Firm has to submit undertakings in this regard



**Annexure-1****Details of firm incorporation/formation**

Name of Firm	Date of Incorporation/ Formation	No of Completed Year

**Annexure-2****Firm's experience in the field of audit of Public Sector Undertakings in last 5 financial years**

Sr. No.	Name of PSU	Name and Address of unit / branch /block, audited by firm	Year of audit

**Annexure-3**

**Empanelment with Sector's regulatory Authorities.**  
**For example empanelment with RBI, CAG, DGH, AAI, IRDA, CERC, TRAI etc.**

Sr. No.	Nature of Audit Assignment	Name and Address of Govt. Organization / PSU	Duration of Assignment

**Annexure-4****No of Qualified CA Partner / Employee available with the firm**

Sr. No.	Name of Professional	Partner/ Employee	Membership No.

**Annexure-5**

**Post qualification total working experience of partners (in no of years).  
Please provide copy of certificate of Membership /Practice**

Sr. No.	Name of Partner	Qualification Year	Total No of years of experience

**Annexure-6**

**Similar experience of Central/State Educational institutions / Autonomous bodies /  
Corporation including universities**

Sr. No.	Name of Organization	Nature of Assignment	Total No of years of experience