



GAUHATI UNIVERSITY
GOPINATH BARDOLOI NAGAR: GUWAHATI-781014 :: ASSAM:: INDIA

Website: www.gauhati.ac.in :: E-mail- registrar@gauhati.ac.in

Ref. No. GU/FIN/TR/EOI/1655

Date: 28/07/2025

**Expression of interest invited from reputed and experienced
Chartered Accountants Firm for undertaking professional work.**

About Gauhati University

Established in 1948 under the Gauhati University Act of 1947 passed by the Assam State Legislature, Gauhati University (GU) is the oldest and largest university in North-East India. It has consistently ranked among the top universities in the region by the National Institutional Ranking Framework (NIRF). The university has also received an A⁺ Grade accreditation from the National Assessment and Accreditation Council (NAAC). It consists of 45 postgraduate departments, an Institute of Science and Technology, the Gauhati University Centre for Distance and Online Education (GUCDOE), and a constituent Law College, along with several centres on campus. The university also has affiliated colleges offering undergraduate and postgraduate programs across various faculties.

Scope of work

- i) To file income tax returns of the Gauhati University in time and to deal with all income tax-related issues, including appeals and cases related to income tax disputes with the appropriate Authority at the appropriate time. To arrange for other appropriate documents from the Income Tax Department as may be necessary for the University.
- ii) To perform data entry work in Tally or other appropriate accounting software regularly and generate Cash Books and other account records for Gauhati University. Submit at least 5 hard copies of the same in good quality paper and soft form, and its working papers (soft form) at the cost of the firm. The software should be arranged by the firm.
- iii) To prepare receipts and payment accounts, income and expenditure accounts of all accounts, all projects, BRS, and to prepare a consolidated balance sheet.
- iv) The works are to be carried out following the best accounting norms and practices prevailing in India for Educational Institutions.

Terms and Conditions

1. The firm must enclose a copy of:

- a. a constitution/ registration certificate of the firm/organization issued by the ICAI.
- b. date of formation of the firms/other organizations with a full-time FCA.
- c. details of partners/ Sole Proprietor/ CA Employees as on date, date of joining the firm, date of becoming FCA, and their other interests, if any.
- d. the latest partnership deed in the case of partnership firms.

- e. the IT Return of the firm/full-time partners / the Sole proprietor/others as the case may be, for the last three years, along with a photocopy of PAN Card/GST .
 - f. financial statement of the firm, along with schedules for the preceding three financial years.
 - g. details of court cases/ arbitration cases/ or any other case pending against the Firm /organization, if any.
2. The CA Firm must have a minimum of 07 years of existence, having a head headquarters or a branch office in Guwahati with a minimum of 5 years' experience in undertaking regular accounting of transactions of a State-aided University/ Central University/reputed institute of education and medical. The evidence of the head headquarters/branch office in Guwahati must be submitted.
 3. The firm must have experience in the preparation and finalization of Annual Accounts of such a University/reputed Institute of education and medical for a minimum of 5 years. The firm should also possess experience in handling government department work.
 4. The firm must have experience in the preparation and filing of Income Tax Return of such university/institute/medical institute and consultancy in matters of Income Tax, TDS and GST.
 5. The CA Firm's average turnover in the last 3 years should be Rs. 40 Lakhs or more. A turnover certificate certified by a Chartered Accountant should be submitted.
 6. The Firm should have adequate manpower to undertake such works. One Fellow Chartered Accountant with experience in such work of minimum 10 years should be directly and regularly engaged for the works, and other supporting qualified staff with more than 05 years of experience should be engaged for smooth operations.
 7. The firm may quote its expected fee for the whole work without compromising on the work quality.
 8. The proposal of firms will be scrutinised by a committee constituted for the purpose by the Vice Chancellor, and the decision of Gauhati University will be final. There may also be an interaction with the firms if necessary. The appointment is initially for the financial year 2025-26, which can be extended to a further period as per the requirement of G.U.
 9. The selected Firm will have to start the work within 10 days from the date of issuance of the letter of appointment from Gauhati University.
 10. The selected firm will be required to comply with any instructions if issued by the University.
 11. The proposed work to be undertaken as per The Gauhati University Act, 1947 as amended from time to time.
 12. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above work.
 13. These are only proposed draft terms and conditions and can be modified at any time by the University at its sole discretion.
 14. The Firm selected by Gauhati University shall have to give an undertaking to follow all ethics of faith and the information provided by Gauhati University shall be kept 'strictly confidential'. All

assignments shall be carried out with due diligence, maintaining the quality of work done and in least possible time. Maintenance of secrecy in internal matters will be the essence of the arrangement.

15. In case of any dispute or if any issue is not covered in this EOI, the decision of the Vice Chancellor, GU shall be final and binding.

16. The firm shall not be provided with any special transport facility or accommodation, etc.

17. The proposal may be submitted in two bid form i.e technical bid and financial bid. The financial bid may contain only the expected fee quote and in technical bid all other details may be submitted. Both the bid may be submitted separately in sealed cover.

18. The financial bid will be opened only for technically qualified firms.

19. EMD of Rs. Rs75000/- to be paid through SBI Collect must be enclosed. The EOI and the offers without EMD shall be straightaway rejected.

20. The EMD in respect of 'unsuccessful offers' shall be released after issuance of the allotment letter in favor of the successful firm. The EMD of the successful firm shall be kept as a security deposit, which shall be released after successful completion of the assignment.

21. Performance security 10% of the Contract value will have to be deposited by the firm/organization in the form of DD/FDR/irrevocable Bank Guarantee covering 3 months beyond the Contractual period (for lodging a Claim if Any) within 15 days of the Agreement.

22. The firm must submit a fee of Rs. 7000 through SBI Collect as an application fee, which is not refundable.

23. The last date of submission of the proposal of 'EOI' is **19/08/2025 up to 3.00 PM**. The Gauhati University is not responsible for postal delays.

24. There will be a pre-submission meeting on 07/08/2025, and the interested firm may visit the Treasurer Establishment at 11:00 A.M on that day.

25. The firms fulfilling the above may apply to the **Treasurer, Gauhati University**, Guwahati-14, Assam, giving detailed information about their firms with evidence, experience certificate, proof of payment of fee, expected quote, etc.

26. The participating firm must sign each page of this EOI as part of their acceptance of the terms of the EOI and submit with their bid

Date:


28/7/25
Registrar, GU

Financial Bid

(To be submitted on the firm's letterhead)

1. Name of the firm:

(a) Address:

Phone No:

(b) Address of the Head Office: _____

2. Rate shall include all charges and taxes

Item of Activity	Total Amount (in Rupees)

Total Bid Value –

Date:

Place:

Signature of the Proprietor/authorized Partner

Name:

Designation:

Email:

Mobile:

Expression of Interest for Appointment of a Chartered Accountant
Firms for Gauhati University, Guwahati.

Status of Firm Partnership/ Sole Proprietorship

1. (a) Name of the firm/organization (in Capital letters) _____
(b) Address of the Head Office _____

(Please also give telephone no. _____
E-mail address): _____
(c) PAN of the firm/ organization _____
(d) TAN of the firm/ organization _____
(e) GSTN: _____
2. ICAI Registration No. _____ Region Name _____ Region Code No. _____
3. (a) Date of constitution of the firm/organization: _____
(b) Since when the firm has a full-time FCA : _____
4. (a) Full-Time Partners of the firm as on 01-01-2023 :

Sl. No	Number of FCA	Number of ACA	Number of Qualified Assistants (CA's) in the firm	Number of Semi-Qualified Assistants (Article Assistant or inter/ Final Qualified) in the Firm.

- (b) Other staff (With knowledge of bookkeeping and accountancy) :
5. Turnover of the Firm (last 3 years) _____.
 6. Whether the firm/organization is engaged in any similar work to other Universities, etc. Yes/ No
(If yes, details of experiences (with number of completed years of service for each organization).
 7. Whether there are any court/ arbitration/ any other legal case against the firm/organization (If yes, give a brief note of the case indicating status): _____ Yes/ No.
 8. Details of EMD: Issuing Bank _____ Amount _____
- Reference number: _____

UNDERTAKING

I/We the sole proprietor/partners of M/S _____ chartered accountants do hereby jointly and severally verify and declare: -

(i) that the particulars given are complete and correct and that if any of the statements made or information so furnished in the application form is later found to be incorrect or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment.

ii) that the firm proprietor or partners have not been debarred or cautioned by ICAI during last five years (if cautioned, give details).

lii) I am enclosing a signed copy of this EOI document and hereby giving my/our consent to accept the terms of EOI

Seal & Signature of Proprietor/ Partners