

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-10-2025 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-10-2025 14:30:00
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 Agriculture And Farmers Welfare
विभाग का नाम/Department Name	Department Of Agricultural Research And Education (dare)
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Dr Rajendra Pd Central Agril University Bihar
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Financial Management As Per Scope
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	4 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (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 मेन् 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 स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
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
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a).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 :

Comptroller  
Dr Rajendra Pd Central Agril University Bihar, Department of Agricultural Research and Education (DARE), N/A,  
Ministry of Agriculture and Farmers Welfare  
(Comptroller)

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

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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.
6. 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.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
9. 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:[1759652149.pdf](#)

## Financial Advisory Services - Onsite; Financial Management As Per Scope ( 1 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Financial Management As Per Scope
Sub-category of Financial Advisory Services	Financial Management As Per Scope
Financial Advisory Reports	Yes
Frequency of Progress Report	As Per Scope
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	N/A
Total Experience of Professionals / Resources (In years)	As Per Scope
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	NA

### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajeev Kumar	848125,Dr. Rajendra Prasad Central Agricultural University, Pusa, Samastipur, Bihar	1	N/A

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

#### 1. Buyer Added Bid Specific ATC

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

#### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. The contract shall be awarded initially for one FY i.e 2025-26 and if, found satisfactory the contract may be renewed for the following financial year (i.e. 2026-27 and 2027-28). However, in no case shall this contract be extended for more than 3 years.

2. As per previous practice the extension of the contract may be subject to an escalation of 10% of the fees as quoted in L1 and incremental thereof.

### 3. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

### 4. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

## 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. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. 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.
17. 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 कार्रवाई 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---



**Term of References:**

- Job 1:-** To arrange for vouching and data entry of all expenses and receipts of the University
- Job 2:-** Preparation of annual account as per the format prescribed by Ministry of Higher Education, Govt. of India from time to time ( mainly includes Balance sheet, Income and expenditure account, Receipts and payment account and the various schedules prescribed thereof ), preparation of Ledger, Trial balance and other rectification entries as per the requirement of the university.
- Job 3:-** Verification of detailed schedule of interests received on FD Investments and calculations of accrued Interest.
- Job:4-** Providing support in physical verification of the Asset as per the GFR rules
- Job:5-** Preparation of Bank Reconciliation statement of approx. 51 unit/college of the university on quarterly basis
- Job 6:** Providing Utilization Certificate (UC) of various sponsored Projects/Schemes/conferences etc. as per the requirements of funding agencies (approx. 60)
- Job 7:** Preparation and filing of all statutory returns related to financial year 2025-26, preparation of draft reply of notices received from different statutory authorities during the financial year 2025-26 and its submission to statutory authorities.
- Job 8:** Audit related matters such as to assist and co-ordinate at the time of conduct of Audit i.e, Internal Audit, C&AG Audit etc. Assisting in resolving audit paras (if any ) and also provide assistance while developing reply of audit paras
- Job 9:** Preparation and Issuance of Form 16 under Section 203 of the Income-tax Act, Ensure correct TDS deduction and deposit under Section 192, Filing of Form 24Q (Quarterly TDS Return for Salary), Reconcile employee PANs with the Income Tax records, Ensure all PANs are valid (use TRACES PAN Verification) etc.
- Job. 10:** GST TDS Return filling and 26Q Filing as per prevailing norms
- Job:11** Serve as financial advisor on specific financial matter such as investments of funds, etc.
- Job. 12:** Any other work needed for accounts finalization.

  
Comptroller.  
Dr. R. P. C. A. U., Pusa  
Samastipur (Bihar)

## MINIMUM ELIGIBILITY CRITERIA

1. The chartered Accountant firm should be registered with the Institute of Chartered Accountant of India (ICAI)
2. The firm should must have PAN and GST Registration
3. The firm should have been operational for at least 04 years after its Registration and the firm should have their registered head office at Bihar which should be operational during last 04 years
4. The firm should also be empaneled with comptroller and Auditor General of India
5. The chartered Accountant firm should have Full time FCA and ACA
6. The average annual turnover of the CA firm in last three financial year must be minimum ₹30.00 lakhs (Thirty lakhs) i.e. 2021-22, 2022-23, 2023-24. A copy of duly audited certificate must be attached for verification purpose.
7. The firm must have experience of atleast 3 original assignments completed after its registration in preparation of finalization of Annual Account, filing of statutory return etc in any Central Government funded Educational Institution or in Central Government funded Research Institutions.
8. The firm or any partners of the firms should not have been debarred /blacklisted from appointment by any government institution and regulating bodies such as SEBI, RBI, ICAI, PSU etc.
9. Production of original for verification: The bidder maybe asked to produce the original documents for verification at any stage of tender process or as and when sought for failing to which the bid are liable for disqualification
10. Bidders must submit documentary evidence to demonstrate that they meet each of the minimum qualification criteria. A simple undertaking or declaration by the bidder for any of the stated criteria will **not** be accepted. All documentary evidence must be listed on the company's letterhead, clearly indicating the page number where each document can be found.

  
Comptroller  
Dr. R. P. C. A. U., Patna  
Samastipur (Bihar)



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Comptroller.  
Dr. R. P. C. A. U. P. S.  
Samastipur (Bihar)

### Detailed Evaluation Criteria

The score of technical bids shall be called the technical score.

The firm would be assessed on the basis of eligibility criteria given below on a scale of 100 points. The bids which secure minimum 60% of the technical score shall only be considered for opening of financial bid

### Technical Parameter

S.NO.	Parameter	Maximum Marks	Criteria	Supporting documents are placed at
1	Year of Establishment of Firm	10	2 Marks for each completed Year after meeting the minimum Eligibility Criteria of 4 years	
2	Number of Partners	20	5 Marks for each full time FCA 4 Marks for each full time ACA	
3	Average Annual Turnover during last three financial Year i.e. FY 2021-22, 2022-23, 2023-24	15	Above 50 lakhs- 15 marks 40-50 Lakhs- 10 Marks 30-40 Lakhs- 8 Marks	
4	No of Completed Assignments for finalisation and preparation of Annual Accounts, Filing of Statutory Return and other relevant works	30	5 marks for each completed work for Preparation and finalisation of Annual Account 3 Marks for other assignments such as filing of statutory return etc	
5	Presentation Before the committee / University Authority	25	Topic will include work plan, profile and experience of the relevant job handled	
	Grant Total	100 Marks		

ASST. COMPTROLLER  
Dr. R.P.C.A.U., Pusa  
Samastipur (Bihar)

4.10.2024  
Comptroller.  
Dr. R. P. C. A. U., Pusa  
Samastipur (Bihar)