



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय

केन्द्रीय विश्वविद्यालय

श्रीनगर गढ़वाल (उत्तराखण्ड)–246174

**Hemvati Nandan Bahuguna Garhwal University**  
(A Central University)

Srinagar (Garhwal) Uttarakhand-246174

GSTIN-05AAALH0213N3ZE

PAN-AAALH0213N

TAN N-MRTH00338C

NIT NO.: HNBGU/F&A/CA/2024-25/01

Dated:13.03.2025

## E-TENDER DOCUMENT

FOR

“ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS”

(<https://eprocure.gov.in> or [www.hnbgu.ac.in](http://www.hnbgu.ac.in).)

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(A Central University)  
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NIT NO.: HNBGU/F&A/CA/2024-25/01

Dated: 13.03.2025

**NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANT  
FIRMS**

Hemvati Nandan Bahuguna Garhwal University (HNBGU) invites tenders from Chartered Accountant Firms registered with the Comptroller and Auditor General (C&AG) for engagement in the University for the tasks outlined under the ‘**Scope of Work**’ in this document for the Financial Years 2025-26, which may be extended based on satisfactory performance during the period.

The selection process will follow a **Two-Bid System** using Quality and Cost Based Selection (QCBS), consisting of:

- **Technical Bid (Part I):** Bidders must secure a minimum of 70 marks to qualify for the Financial Bid.
- **Financial Bid (Part II):** Only those firms that qualify in the Technical Bid will have their Financial Bid evaluated. Quality and Cost Based Selection (QCBS)- 60:40 (Technical: Commercial)

Incomplete or non-compliant bids will be summarily rejected. Bidders are therefore advised to ensure that their submissions fully comply with the requirements specified in the tender document, including acceptance of the bid evaluation criteria, general terms and conditions, the scope of work, etc.

The bids, along with all requisite documents, shall be submitted online on or before **27.03.2025**. Tender forms and further details are available at <https://eprocure.gov.in> and [www.hnbgu.ac.in](http://www.hnbgu.ac.in).

**Finance Officer**

## INFORMATION SHEET

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	<b>Name of Work</b>	E-Tender for “Engagement of Chartered Accountant Firms”
2.	<b>Date of Issue/Publication of E-Tender Notice</b>	13/03/2025
3.	<b>Bid Document Download Start Date</b>	13/03/2025 (14:00 Hrs)
4.	<b>Last date &amp; time of online downloading and submission of bid, online EMD and other documents as specified in the bid document</b>	27/03/2025 (14:00 Hrs)
5.	<b>Earnest Money Deposit (EMD) &amp; Bank Details</b>	₹50,000/- (Rupees Fifty Thousand only) to be deposited online via NEFT/RTGS in favour of HNB Garhwal University. The EMD is refundable. <b>Bank Details:</b> - <b>Account Name:</b> Registrar H.N.B.G.U - <b>Bank Name:</b> State Bank of India - <b>Account Number:</b> 30676515394 - <b>Branch:</b> HNBGU, Srinagar, Garhwal, Uttarakhand - <b>IFSC Code:</b> SBIN0010583 - <b>MICR Code:</b> 246002904
6.	<b>Date &amp; Time of Technical Bid Opening</b>	28/03/2025 (14:00 Hrs)
8.	<b>Completion Period</b>	As per the terms and conditions of the tender document
9.	<b>Contact Person for Communication</b>	Assist. Registrar (Finance) +919927128869, assistantregistrarfinance@gmail.com
10.	<b>Institute Website</b>	<a href="http://www.hnbgu.ac.in">www.hnbgu.ac.in</a>

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### **1.1. About The University:**

Hemvati Nandan Bahuguna Garhwal University (HNBGU) was established as a State University through a notification of the Government of Uttar Pradesh on 23rd November 1973 and was subsequently converted into a Central University on 15th January 2009 under the Central Universities Act, 2009. Situated in the Garhwal region of Uttarakhand, the University serves as a residential-cum-affiliating institution of higher education. It comprises three campuses—Birla Campus (including Chauras Campus) in Srinagar Garhwal, B. Gopal Reddy (BGR) Campus in Pauri, and Swami Ram Teerth (SRT) Campus in Badshahithaul, Tehri. Additionally, more than 60 colleges and institutes across seven districts of the Garhwal region are affiliated with the University. HNBGU offers undergraduate, postgraduate, and doctoral programs across various disciplines, including specialized courses designed to address the academic and developmental needs of the mountainous region.

### **1.2. Minimum Eligibility Criteria-cum-Technical Bid:**

Only firms meeting the following eligibility criteria will be considered. All required certificates must be self-attested, scanned, and uploaded along with the bid:

1. The firm should be empanelled with the Comptroller and Auditor General (C&AG) of India as a Category "A" firm during 2024-25. The Registration Number and relevant details must be scanned and uploaded.
2. The firm must have been in operation for at least five years after its registration.
3. The firm must have been registered with the Institute of Chartered Accountants of India (ICAI) and possess a valid Permanent Account Number (PAN) and GST Registration for 2024-25. Copies of these certificates must be scanned and uploaded.
4. The firm must have at least five full-time partners, of which at least two must be FCA (Fellow Chartered Accountant) partners. The Member Status Card for each partner must be scanned and uploaded.
5. The firm must have experience in the Preparation and Finalization of Annual Accounts, filing of e-TDS Returns (Income Tax), GST returns, and other similar work mentioned in the Scope of Work. The firm must have successfully provided such services to at least two centrally funded Government organizations and out of which one should be centrally funded institutes/organizations (such as IITs, NITs, IISERs, Central Universities, or other higher educational institutions) between the period April 2021 and March 2024.
6. Earnest Money Deposit (EMD): The bidder must deposit an Earnest Money Deposit (EMD) of ₹50,000/- via NEFT/RTGS in favour of HNB Garhwal University. Proof of deposit must be scanned and uploaded. The EMD is refundable as per tender terms.
7. The firm's average annual turnover must be at least ₹50 Lakhs per year for the last three financial years (F.Y. 2021-22 to 2023-24). A certificate from a Chartered Accountant (CA) confirming this must be scanned and uploaded.
8. The firm or its partners must provide an undertaking stating that it has not been blacklisted or debarred by any government agency or department. The declaration must be scanned and uploaded.

9. Disciplinary & Legal Compliance:

- No disciplinary case or proceedings should be pending before any court, authority, or ICAI against any partner or the firm.
- The firm must not have been convicted by any court of law (a declaration must be provided).
- The firm must submit an undertaking confirming that no litigation is pending in any court against the firm.

11. The firm must submit an undertaking stating that no near relative of the bidder is in service at HNB Garhwal University, Srinagar Garhwal, Uttarakhand. Proof must be scanned and uploaded.

12. Submission of Documentary Proof:

- Bidders must submit documentary proof for each eligibility criterion.
- Simple undertakings or declarations without supporting documents will not be accepted.
- All required documents must be listed on the firm's official letterhead and submitted in a sealed cover along with the Technical Bid (scanned copies must be uploaded).

## 2.1. Scope of Work

### **A. Accounting Services**

1. Preparation and finalization of the University's Annual Accounts and other related financial matters, as detailed in Schedule-1.
2. Conducting routine financial scrutiny and vouching, including extracting, verifying, & endorsing the Trial Balance up to the finalization of accounts, along with bank reconciliation, etc.
3. Ensuring the systematic recording of financial transactions through regular data entry in Tally or other relevant accounting software to maintain an updated and accurate financial database.
4. Preparing the annual financial statements, including the Income and Expenditure Account, Cash Flow Statement, Statement of Accounts, and actuarial projection of pensionary liabilities, along with schedules and notes on accounts, in accordance with the latest prescribed format/schedule issued by the Ministry of Education (MoE) / University Grants Commission (UGC).
5. Certifying the University's accounts at the close of each financial year.
6. Certifying the accounts of sponsored projects, consultancies funded by external agencies, and any other financial certifications required by the University.
7. The scope of work extends to the University's two additional campuses, Pauri Campus and Tehri Campus, in addition to the main campus at Srinagar/Chauras Garhwal.
8. The Chartered Accountant firm shall deploy skilled personnel at University's HQ, Srinagar, Garhwal based on the volume and nature of work, for each activity. The assigned personnel shall report on a monthly basis to the Deputy/Assistant Registrar (Finance & Accounts), who will act as the designated point of coordination and provide the necessary support.

### **B. Internal Audit, Control Mechanism, and Advisory Related Services:**

1. Conducting the internal audit of the University for the financial years 2025-26 on a quarterly basis, including those related to student activities, research projects, sponsored and funded projects, consultancies, and other financial undertakings, with submission of comprehensive quarterly reports.
2. Reviewing the University's internal systems and procedures to evaluate their effectiveness in terms of propriety & efficiency-cum-performance audit, in addition to conducting a routine internal audit of all financial transactions, activities, and operational areas.
3. Assisting the University in preparing responses to audit observations from statutory bodies, including the SAR, AIR, UGC, and MoE, etc. addressing statutory audit memos, and facilitating the resolution and closure of audit observations.
4. Providing assurance and advisory services, including financial and operational guidance, as required by the University from time to time.

### **C. Physical Verification and stock taking:**

1. Conducting annual physical verification and stock taking of fixed assets, stores, consumables, and library books across all three campuses, in compliance with **GFR 2017**. This includes scrutiny and reconciliation of fixed asset registers with financial records, as well as the identification and assessment of obsolete and unserviceable assets for removal from financial records.
2. Carrying out additional physical verification as and when required by the University.

3. Preparing and updating asset registers, ensuring the maintenance of both soft and hard copies of a Centralized Fixed Assets Register in the prescribed GFR format for the University.

#### **D. Taxation, Compliance, Statutory Returns/Fillings, & Fund Management**

1. Complete taxation work including filing of various statutory returns, including TDS, EPF, Taxes, GST, etc. as well as handling exemption, assessment, and other tax-related matters with the concerned departments. Providing regular guidance to the University on circulars issued by the tax authorities, including providing information on all the latest amendments through letters/email to University periodically and promptly on a regular basis, and advising on all matters related to the Income Tax Act.
2. Pursuing refund claims and ensuring timely processing.
3. Facilitating the registration of the University under Section 80G for tax exemptions.
4. Representing the University before tax authorities, courts, or other regulatory bodies on matters related to income tax, GST, etc. as and when required.
5. To deal with GPF and other investment-related matters in accordance with Government of India rules, as well as handling various advances.
6. Maintaining employee & vendor master details required for Form 24Q and 26Q with annexures and for Form 16/Form 16A. Preparing and filing TDS returns on a quarterly basis for both salaried employees (24Q) and others (26Q). Generating and issuing TDS certificates (Form 16 and Form 16A) on an annual basis for salaried employees and a quarterly basis for others.
7. Revising and correcting TDS returns as needed and ensuring the settlement of notices received from the Income Tax Department regarding TDS-related issues.
8. Computing GST liability on a monthly basis and ensuring timely remittance on monthly basis in compliance with the Goods and Services Tax Act, as and when required
9. Submission of Form 15CA/15CB or other applicable certificates related to foreign payments, ensuring compliance with regulatory requirements.

#### **SCHEDULE-1**

- A. Scope of Work with respect to Preparation and Finalization of Annual Accounts** (*Time schedule for preparation and submission of Annual Accounts by Central University (Central Autonomous body of MHRD), in line with D.O. No. 33-4/2020-TS. III , dated 22<sup>nd</sup> March 2021, is given in Schedule -1A.*)

The Chartered Accountant Firm shall be responsible for preparing the University's Final Accounts as per Government requirements. Therefore, the firm shall ensure that all necessary proformas, documents, statements, etc., are prepared well in advance. The firm may ensure, by way of personal visits, etc., that records maintained in various offices are accurate, up to date, and compliant with applicable accounting standards. The following list outlines key responsibilities, though it is not exhaustive:

- i. Preparing the Annual Accounts of the University, including the Balance Sheet, Income and Expenditure Statement, and Receipt and Payment Accounts, as per the prescribed format for Central Autonomous Bodies. The timeline for submission is specified in Schedule-1A.
- ii. Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses passed in the Financial Year.
- iii. Identifying prior period income/expenses, while processing the receipt and payment vouchers.
- iv. Ensuring that all adjustments arising from the Bank Reconciliation Statement are made on a



- monthly basis and verifying monthly Bank Reconciliation Statements for all University bank accounts.
- v. Mapping the expenditure as booked under OH-31, OH-35 & OH-36 (formerly Non- Plan/Plan) into appropriate subheads based on the nature of expenditure.
  - vi. Entering all receipts and payments into the accounting software running at the University (e.g., Tally, PFMS-TSA, ERP, SAMARTH). This is a full time activity and therefore the firm must deploy at least two experienced and trained staff members full-time at the Finance and Accounts office or other designated locations as per the Finance Officer's instructions. The firm must also comply with all labor laws, including those related to minimum wages, EPF, and ESI.
  - vii. Passing of year-end adjustment entries required for accrual basis related to accrued income including interest on investments and FDs, advances and outstanding liability for expenses as well as provision for retirement benefits on the basis of actuarial valuation and provision(s) for depreciation.
  - viii. Preparation and Consolidation of all Accounts of the Departments, Projects with the University Accounts.
    - ix. Separate GPF/CPF/NPS/GIS Accounts on accrual basis.
    - x. Passing entries with respect to assets created out of sponsored projects where the ownership vests with the University to merge them with the assets of the University under respective conventional classified Heads.
    - xi. Preparation of Detailed Schedule of Fixed Assets.
    - xii. Preparation of Detailed Schedules relating to outstanding liabilities and accrued assets.
    - xiii. Prepare schedules relating to loans and advances.
    - xiv. Prepare schedules for prepaid expenses and receipts.
    - xv. Preparation of a detailed schedule of Investments.
    - xvi. Calculation and Provision of Depreciation in the annual accounts as per the rates adopted by the University.
    - xvii. Checking that the figures in accounts tally with subsidiary records.
    - xviii. Checking the calculation of accrued interest on loans and advances.
    - xix. Calculation of accrued interest on Investments.
    - xx. Compiling supporting statements and working sheets for all schedules, as well as for the Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet to facilitate the audit process.
    - xxi. Obtaining necessary data for actuarial valuation of pension, gratuity, and leave encashment, and arranging to forward the data to the actuary after getting the same approved from AR Accounts/DR Accounts and the Finance Officer.
    - xxii. If required, make a presentation of certified Annual Accounts to the Finance committee/Executive Council.
    - xxiii. Staff of the CA firm shall be present at the time of AG Audit and GST audit to explain the various issues. Further, the CA firm will also support providing appropriate/suitable replies to audit observations and paras.
    - xxiv. Providing necessary in-house training to University staff on maintaining accounts and cashbooks.
    - xxv. Any other work which may be necessary for the finalization of Annual Accounts.

## SCHEDULE-1A

### **Time schedule for preparation and submission of Annual Accounts by Central University (Central autonomous body of MHRD) (In line with D.O. No. 33-4/2020-TS. III , dated 22<sup>nd</sup> March 2021)**

<b>S#</b>	<b>Particulars</b>	<b>Dates</b>
1.	Date of finalization of accounts by the Institute	31 <sup>st</sup> May
2.	Approval of Annual Accounts by FC	Before 15th June
3.	Date of submission of Accounts to AG	30 <sup>th</sup> June
4.	Commencement of inspection of Accounts by AG/CAG	31 <sup>st</sup> July
5.	Completion of inspection of Accounts by AG/CAG	15 <sup>th</sup> August
6.	Actual date of receipt of Approved Accounts in the Institute from AG (English & Hindi)	30 <sup>th</sup> August
7.	Approval of Audited Accounts by the FC	30 <sup>th</sup> September
8.	Completion of Printing of Annual / Audited Reports	31 <sup>st</sup> October
9.	Submission of Annual Reports and Audited Accounts to the Ministry	15 <sup>th</sup> November
10.	Laying of Annual Report and Audited Account in both the Houses of Parliament	31 <sup>st</sup> December*

\*As per GFR-2017, the Annual Report and Annual Audited Accounts are to be laid on the Table of both the Houses of Parliament within nine months from the closure of the financial year. As such, these Reports should mandatorily be laid before 31 December so as to avoid any delay in submission of these Reports.

### 3.1. Guidelines For Bidder/ General Terms & Conditions

1. Interested bidders must carefully review all terms and conditions of HNBGU. Bids should be submitted only if the bidder meets the eligibility criteria specified in the tender document and possesses all required documents.
2. Information and instructions for bidders, as posted on the official website, shall form part of the bid documents. These can be accessed and downloaded free of cost from <https://eprocure.gov.in> or [www.hnbggu.ac.in](http://www.hnbggu.ac.in).
3. Bids can be submitted only after depositing the Earnest Money Deposit (EMD)/Bid Security/Security Deposit of Rs. 50,000 through the available payment modes on the CPP Portal.
4. On the bid opening date, bidders may log in to view the bid opening process. After bid opening, competitor bid sheets will be made available.
5. Bidders must upload documents in JPG or PDF format only.
6. If any field is left blank and no rate is quoted by the bidder, the rate for such an item shall be considered as "0" (ZERO).
7. Online bid documents shall be opened only for those bidders who have deposited the EMD and uploaded the required documents in the prescribed format. The bid shall be deemed invalid if:
  - i. The bidder is found ineligible.
  - ii. The bidder fails to deposit the EMD/Bid Security/Security Deposit online.
  - iii. The bidder fails to upload all mandatory documents (including GST registration) as per the eligibility criteria.
8. Bidders should quote their lowest possible rates in accordance with the terms and conditions of the tender document and ICAI guidelines. Bidders are advised to assess the scope of work before submitting their bids. No additional charges due to misinterpretation of the scope shall be entertained.
9. The EMD/Bid Security/Security Deposit of unsuccessful bidders will be refunded within 30 days of tender finalization. No interest shall be paid on the deposit. The security deposit of the successful bidder will be refunded upon submission of a performance security equivalent to 5% of the contract value, which will be released upon successful contract completion.
10. The quoted rates shall remain valid throughout the contract period, including any extensions.
11. GST Number shall be mentioned in the quotation/tender for the University records
12. The successful bidder must commence work from the month of April 2025. Failure to initiate work on time or discontinuation midway shall result in forfeiture of the Performance Security Deposit, and the University reserves the right to cancel the contract.
13. The University reserves the right to amend the tender document in written before the bid submission deadline. Such amendments shall be binding on all bidders.
14. The quoted price must be inclusive of all applicable taxes.
15. **Opening of Price/Financial Bids:** Price bids will be opened only for bidders who qualify in the technical evaluation. The contract will be awarded to the eligible bidder quoting the lowest rate
16. The University reserves the right to accept or reject any or all tenders without providing any justification.
17. Tenders shall remain valid for a minimum of 90 days from the date of opening.
18. If at any stage the University finds the work unsatisfactory or the vendor/firm fails to comply with the terms and conditions, the contract may be terminated. Penalties, including forfeiture

of the Bid Security/Performance Security Deposit, may be imposed. If the selected firm fails to fulfill its obligations, HNBGU reserves the right to complete the work through another firm at the risk and cost of the defaulting bidder. Any additional costs incurred shall be borne by the defaulting firm and deducted from its payments.

19. The selected firm must operate in accordance with the prescribed agreement and directives of HNBGU. Subcontracting of work is strictly prohibited.
20. The firm must deploy adequate skilled manpower at University Headquarter at Srinagar, Garhwal for execution of work. A minimum of two personnel including one preferably be a CA Inter is required who are proficient in the latest Tally Software and taxation matter. Interns or Articles shall not be deputed. The firm shall submit resumes of the proposed personnel, and the University shall finalize the selection. The deputed personnel must adhere to office timings, maintain discipline, and comply with minimum wage regulations as per Government of India. The firm shall ensure compliance with all statutory labour laws and indemnify the University from any liabilities.
21. Any misconduct by the firm's personnel shall not be tolerated, and such individuals must be replaced immediately upon university instructions.
22. Each page of the tender document must be signed and stamped by the bidder as a token of acceptance and submitted along with the bid.
23. If any information provided by the firm is found to be false, the bid shall be summarily rejected, and no correspondence on the same shall be entertained. The security deposit shall also stand forfeited.
24. The firm shall not share any University-related information with any external organization or individual. Confidentiality of information should be maintain
25. All suits shall be in the courts of **Srinagar Garhwal/ Pauri Jurisdiction** only.
26. The initial contract period shall be for Financial Years 2025-26. It may be further renewed annually, subject to satisfactory performance and mutual consent. The University reserves the right to terminate the contract with one month's notice, with payment settled on a pro-rata basis.
27. **Payment Terms:**
  - i. 20% of the total contract value shall be made at the end of each quarter, upon satisfactory completion of work.
  - ii. 10% of the total contract value shall be made after finalization of Annual Accounts, completion of internal audit, physical verification, and acceptance of the final balance sheet by the University.
  - iii. 10% of the total contract value shall be made upon satisfactory completion of the audit by the CAG office.

**DECLARATION:** I/We have carefully read and understood the above terms & conditions and undertake to abide by the same.

Firm's Name	
Owner's Name	
Signature of owner	

**4.1. Submission Of Tender**

Interested firms meeting the eligibility criteria are requested to submit the bids, along with all requisite documents, shall be submitted online on or before **28.03.2025**. Tender forms and further details are available at <https://eprocure.gov.in> and [www.hnbggu.ac.in](http://www.hnbggu.ac.in).

The Tender should contain the following documents:

S#		Content
1.	Technical Bid	Supporting documents as per the checklist mentioned below
2.	Financial Bid	Proforma in Annexure-IV

**4.2. CheckList/Mandatory documents to be uploaded**

**Note:** The Technical Bid shall be instantly rejected if the following documents are not scanned and uploaded online.

S#	Particulars	Yes/No
1.	Self-attested copy of the Technical Bid.	
2.	A copy of online payment of ₹50,000/- (₹Fifty Thousand Only) as EMD/Bid Security/Security Deposit.	
3.	A copy of empanelment with C&AG of India as a Category "A" firm for 2024-25. Registration No. must be provided. ICAI Registration Certificate of the firm shall be provided.	
4.	The firm should have at least five full-time partners, out of which at least two should be FCA partners. Member Status Card for each partner must be uploaded. The proforma in Annexure-X is to be submitted as well.	
5.	A supporting document confirming that the firm has been in operation for at least five years after its registration.	
6.	A supporting document confirming that the firm has a registered office in Garhwal region of Uttarakhand. (If available)	
7.	The firm must have experience in the Preparation and Finalization of Annual Accounts, filing of e-TDS Returns (Income Tax), GST returns, and other similar work mentioned in the Scope of Work. The firm must have successfully provided such services to at least two centrally funded Government organizations and out which one should be centrally funded institutes/organizations (such as IITs, NITs, IISERs, Central Universities, or other higher educational institutions) between the period April 2021 and March 2024. Letter of award, Work completion certificates/Experience Certificate or agreements must be uploaded. The proforma in Annexure-IX is to be submitted as well.	
8.	The average annual turnover of the firm during the last three years should not be less than ₹50 Lakhs per year. A certificate from a Chartered Accountant (CA) confirming this must be uploaded. Submit details as per proforma in Annexure-XI	
9.	A copy of the firm's PAN Card.	
10.	Copies of Income Tax Returns of the firm/company/agency (or individual in the case of a sole proprietorship firm) for the last three financial years.	

11.	A copy of GST registration certificate.	
12.	A declaration on non-blacklisting/debarment of the firm or its partners by any government agency or department	
13.	A declaration that no disciplinary case/proceedings are pending before any court of law/authority/ICAI against any partner or the firm, and confirming that no court of law has convicted the firm.	
14.	Bidder Profile / Mandate Form with enclosures.	
15.	Copy of Declaration Certificate as per Annexure-I(on a stamp paper of ₹100/-).	
16.	Any other documents as may be necessary in connection with the job tendered for, including a certificate of experience and a list of clients (with contact numbers and addresses) where similar services are being provided.	
17.	An undertaking by the bidder that no near relative is in service of HNB Garhwal University, Srinagar Garhwal, Uttarakhand.	
18.	A copy of the declaration by the bidder regarding acceptance of the Terms & Conditions of the Tender.	

### **4.3. Evaluation of Tender**

The entire bid process shall be conducted in **Two Parts / Steps** which shall be as under:

**A) Part - I: Technical Evaluation (Weightage: 0.6)**

S#	Criteria	Max. Points	Remarks/Supporting Document
<b>1.</b>	<b>Experience of the Firm</b>		
(a)	<b>The firm's Existence in years after its registration</b> For 10 Years 5 marks and 1 extra mark for every additional completed year and maximum 10 marks.	<b>10</b>	<b>ICAI Registration Certificate</b>
(b)	<b>Experience of the firm in doing similar work of Centrally funded Autonomous Educational Institutions with a CU being one of the institutes (Central University, IIT, NIT, and other educational institutions) for the period April 2021 – March 2024</b>	<b>10</b>	<b>Experience Letter/Letter of Award along with details submission as per proforma in Annexure-IX</b>
	1 to 2 Organizations	3	
	3 to 5 Organizations	6	
	Over 5 Organizations	10	
(c)	<b>Experience of handling following work in centrally funded Govt. Educational Institutions / Central Autonomous Bodies / Central Government funded Organizations / Institutions / Public Sector Undertakings</b>	<b>50</b>	
	(i) Filing of Annual Income Tax Returns & e-TDS Returns filing.	15	
	(ii) Preparation and Verification of Annual Accounts on an Accrual basis.	20	
	(iii) Services related to GST Matters.	15	
<b>2.</b>	<b>Location of the firm</b>	<b>10</b>	<b>Submit copy of supporting document regarding address</b>

(a)	Firm having office in the Garhwal Region of Uttarakhand	10	
3.	<b>Average Annual turnover of the Firm (in the last 3 financial years) ended on March 31<sup>st</sup> 2025</b>	<b>10</b>	<b>A certificate from a Chartered Accountant (CA) confirming this must be uploaded. Submit details as per proforma in Annexure-XI</b>
(a)	Rs. 50-70 Lakhs	5	
(b)	More than 70 and less than 100 Lakhs	7	
(c)	Above 100 Lakhs	10	
4.	<b>Number of Partners</b>	<b>10</b>	<b>ICAI Certificate. Member Status Card for each partner must be uploaded. Submit details as per proforma in Annexure-X</b>
	2 Marks for each FCA and 1 Mark for each ACA.		
	<b>Total</b>	<b>100</b>	

**The minimum score to qualify for a technical bid is 70.**

**Part - II: Financial Bid Evaluation (To be submitted as per format in Annexure-IV) (Weightage: 0.4)**

Financial Bid evaluation will be based on the bid prices. In case of a tie, preference shall be given to those firms having a higher number of experiences in dealing with similar nature of assignments as mentioned in the tender documents.

Sl. No.	Description of the Services	Total quoted rate with Taxes
1.	Account Services including Preparation and finalization of Annual Accounts of the University for the year 2025-26 and subsequent years.	
2.	Internal Audit for the year 2025-26 and subsequent years, Control Mechanism, and Advisory Related Services	
3.	Physical Verification and Stock Taking for the year 2025-26.	
4.	Taxation, Compliance, Statutory Returns/Fillings, & Fund Management	

	<b>Total</b>	
--	--------------	--

Formula for the final calculation of bids:

$$B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

where

$C$  = Evaluated Bid Price

$C_{low}$  = the lowest of all Evaluated Bid Prices among responsive Bids

$T$  = the total Technical Score awarded to the Bid

$T_{high}$  = the Technical Score achieved by the Bid that was scored best among all responsive Bids

$X$  = weightage for the Price as specified in the BDS

**Note:**

1. The firm having a technical score of less than 70 will be rejected. The firm having maximum total score i.e. technical score plus financial score will be selected for the award of work.
2. The evaluation of financial bid shall be made in totality for all jobs and not separately for each job.



(On the Letterhead of the Bidder)

**DECLARATION**

**(To be executed by Bidder on Letter head of the firm)**

I,.....Name,.....  
.... designation, acting on behalf of.....

..... (agency name & address), which is an applicant for Engagement of Chartered Accountant at HNBGU Srinagar Garhwal, Uttarakhand-246174, hereby undertake that we shall abide by the terms and conditions of the Work Order/Agreement signed between me/us and the HNBGU Srinagar Garhwal. We are not debarred/black listed by any agency/organization. In the event of any breach of the terms and conditions of Work Order/Agreement during the entire period of contract, the full responsibilities of any loss incurred by HNBGU Srinagar Garhwal because of our negligence including financial, time and reputation as assessed by HNBGU Srinagar Garhwal, shall lie with my agency and my agency will fully compensate HNBGU, Srinagar Garhwal for all such losses without resort to any legal process.

Signature:.....

Name:.....

Address:.....

Official Seal

(On the Letterhead of the Bidder)

**Bidders Profile Form**

Sl.No	Firm'sName			
01	Owner'sName			
02	Full Postal Address			
03	E-mail address		Website address	
04	Contact Person's Name		Contact No.	
05	GST No. (Upload scanned copy)		PAN (Upload scanned copy)	
06	C&AG of India as category "A" firm. Registration No. (Upload scanned copy)			
07	List of the organizations to whom the similar works have been done. (Upload scanned copy)			
Note: Bidder/Firm must print GST No. and Current Bank Account No. with ISBN No. On their Letter Head/Bill/Quotations(Scan and upload).				
Signature with Seal				

(On the Letterhead of the Bidder)

**Mandate Form**

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement(RTGS) Facility for Receiving Payments.

**Details of Account Holder:**

1.	Firm/Contractor/Agency	
2.	Name of Accounts Holder	
3.	Complete Contact Address	
4.	Telephone Number/Mobile Number	
5.	E-mail	

**Bank Accounts Details:**

1.	Name of the Bank	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/CashCredit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	
11.	Signature of Accounts Holder/s	

(On the Letterhead of the Bidder)

**Financial Bid**

I/We(NameoftheFirm)\_\_\_\_\_ hereby offer following rates, to Engagement of Chartered at HNB Garhwal University, Srinagar Garhwal Uttarakhand.

<b>Sl. No.</b>	<b>Description of the Services</b>	<b>Total quoted rate with Taxes</b>
<b>1.</b>	Account Services including Preparation and finalization of Annual Accounts of the University for the year 2025-26 and subsequent years.	
<b>2.</b>	Internal Audit for the year 2025-26 and subsequent years, Control Mechanism, and Advisory Related Services	
<b>3.</b>	Physical Verification and Stock Taking for the year 2025-26 and subsequent years.	
<b>4.</b>	Taxation, Compliance, Statutory Returns/Fillings, & Fund Management	
	<b>Total</b>	

**Note: The rate for the above-mentioned items shall be filled out online only. A scanned copy of this document is not to be attached along with other enclosures.**

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS OF  
THE TENDER**

(On the Letter Head of the Firm/Agency)

To:

The Registrar  
Hemvati Nandan Bahuguna  
Garhwal University  
Srinagar Garhwal,  
Uttarakhand

**Regarding: Acceptance of Terms and Conditions**

- A. I/We, Owner/Director/authorized signatory of the Company/Firm M/s \_\_\_\_\_, is competent to sign this declaration and execute this tender document.
- B. I have carefully read understood and accepted all the terms and conditions of the tender and undertake to abide by them.
- C. The information/documents furnished along with the above application are authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricate document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person:

Place:

Name:

Seal:

Note: Scanned copy of this document is to be uploaded along with other enclosures.

**DECLARATION REGARDING BLACKLISTING /NON-BLACKLISTING**

**(To be executed by the bidder on Rs. 50/- Stamp paper & attested by Public Notary/Executive Magistrate)**

I/We Director(s)/Authorized Signatory of M/S \_\_\_\_\_ hereby declare that the Company has not been blacklisted or debarred in the past by H.N.B. Garhwal University, Srinagar Garhwal or any other Government department /organization/ Under-taking from taking part in Government tenders.

**Or**

I/We Director(s) of M/S. ----- hereby declare that the Company namely M/S.-  
----- Was blacklisted or debarred by H.N.B. Garhwal University Srinagar Garhwal, or any other Government Department (Name of the Department) from taking part in Government tenders for a period of -----years w.e.f.-----.The period is over on-----and now the company is entitled to take part in Government tenders.

In case the above information is found false, I/We are fully aware that the tender/contract will be rejected/cancelled by H.N.B. Garhwal University, and EMD shall be for forfeited.

In addition to the above, H.N.B. Garhwal University, will not be responsible to pay the bills for any completed/partially completed work.

SIGNATURE and NAME OF THE BIDDER WITH SEAL

Note: Scanned copy of this document is to be uploaded along with other enclosures.

**DECLARATION REGARDING NO PENDING DISCIPLINARY  
CASE/PROCEEDINGS/LITIGATION AND NO CONVICTION**

(To be executed by the bidder on Rs. 50/- Stamp paper & attested by Public Notary/Executive Magistrate)

I/We, Director(s)/Authorized Signatory of M/S \_\_\_\_\_, hereby declare that no disciplinary proceedings, inquiries, or cases are pending before any court of law, statutory authority, or the Institute of Chartered Accountants of India (ICAI) against the firm or any of its partners. It is further declared that neither the firm nor any of its partners have been convicted by any court of law for any offense.

I/We understand that in the event this declaration is found to be false or misleading at any stage, the tender/contract will be rejected/canceled by H.N.B. Garhwal University, and EMD shall be forfeited.

SIGNATURE and NAME OF THE BIDDER WITH SEAL

Note: Scanned copy of this document is to be uploaded along with other enclosures.

(On the Letterhead of the Bidder)

**PROFORMA FOR NO NEAR RELATIVE(S) OF THE CONTRACTOR WORKING IN  
HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY, SRINAGAR GARHWAL**

I/We, Owner/Director/Authorized Signatory of the company M/s.....

Hereby certify that none of my relative (s), as defined, is/are employed in H.N.B. Garhwal University, Srinagar Garhwal. In the case at any stage, if it is found that the information given is incorrect, H.N.B. Garhwal University, Srinagar Garhwal shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative(s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in a manner as father, mother, son(s), son's wife (daughter-in-law), Daughter (s), daughter's husband (son-in-law), brother (s), brother's wife, sister (s), sister's husband (brother-in-law)

**The certificate will be given by all the Owner/Director/Authorized Signatory of the company/Firm (or company secretary on behalf of all directors). Any breach of these conditions by the company/Firm, the tender/work will be cancelled and earnest money/ performance security deposit will be forfeited at any stage, whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.**

1. Name of Director \_\_\_\_\_ Signature \_\_\_\_\_

2. Name of Director \_\_\_\_\_ Signature \_\_\_\_\_

3. Name of Director \_\_\_\_\_ Signature \_\_\_\_\_

**OR**

**(Name of Owner/Director/Company Secretary)**

Signature

Note: Scanned copy of this document is to be uploaded along with other enclosures.



(On the Letterhead of the Bidder)

**Details of CA Firm's Experience of Similar Services**  
**During the last 3(three) years]**

<b>S#</b>	<b>Name of the Assignment</b>	<b>Start date &amp; End date</b>	<b>Name of the Central Autonomous Body</b>	<b>Nature of the Assignment (Pl. specify whether the work provided involved all jobs as detailed in the scope of work)</b>	<b>Nature of the Supporting Documents Provided</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Furnish a copy of the documentary evidence in support of the Information provided above.  
Please attach additional sheets, if required.

**Seal:**

**Signature:**

**Date:**

**Name & Designation:**

(On the Letterhead of the Bidder)

**Details of CA Firm's Partners**

S#	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Furnish a copy of the documentary evidence in support of the Information provided above.  
Please attach additional sheets, if required.

**Seal:**

**Signature:**

**Date:**

**Name & Designation:**

(On the Letterhead of the Bidder)

**Details of CA Firm's Professional Income**  
**[Gross Professional Fees Earned]**

<b>S#</b>	<b>Particular</b>	<b>Financial year 2021-22</b>	<b>Financial year 2022-23</b>	<b>Financial year 2023-24</b>	<b>Average Annual Turnover</b>
1.	Annual Income* (Rs. In Lakh)				

\* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 3 (three) years

**Seal:**

**Signature:**

**Date:**

**Name & Designation:**