



**KSKV KACHCHH UNIVERSITY**  
**TENDER NOTICE**

ક્રમ	કામની વિગત	ટેન્ડર ફી રકમ(રૂ.)
૧	નાણાકીય હિસાબોના ઓડિટની ચાર્ટડ એકાઉન્ટન્ટ (સી.એ.) વાર્ષિક કામગીરી માટેનું ટેન્ડર	Rs.600/- + 108/ (18% GST) = 708/-
૨	ઈપીએફ (EPF) કન્સલ્ટન્સી વર્ક	Rs.600/- + 108/ (18% GST) = 708/-

ઉપરોક્ત ટેન્ડર ફોર્મ યુનિવર્સિટીની વેબસાઈટ <http://kskvku.ac.in> ઉપરથી ડાઉનલોડ કરી શકાશે. ટેન્ડર સાથે ટેન્ડર ફી નો ડીડી અથવા બેંકર્સ ચેક રજીસ્ટ્રાર કેએસકેવી કચ્છ યુનિવર્સિટીના નામનો જોડવાનો રહેશે, અન્યથા ટેન્ડર રદબાતલ ગણાશે. ટેન્ડર ભરીને રજીસ્ટર્ડ એડીથી સીલબંધ કવરમાં મોકલી આપવાનો રહેશે. ટેન્ડર ઉપર સ્પષ્ટ શબ્દોમાં કામનું નામ લખવાનો રહેશે. ટેન્ડરની ટેન્ડર ફી પરત મળવાપાત્ર નથી. ટેન્ડર ઈસ્યુ તા.૧૨/૩/૨૦૨૫ થી તા.૧/૪/૨૦૨૫ સુધી (જાહેર રજાના દિવસો સિવાય), ટેન્ડર સ્વીકારવાની આખરી તા.૧/૪/૨૦૨૫ ઓફિસ સમય સુધી રહેશે.

નોંધ : ટેન્ડર બાબતે આખરી નિર્ણય લેવાની સંપૂર્ણ સત્તા યુનિવર્સિટીના સત્તાધિશોની રહેશે.  
તા.૭/૩/૨૦૨૫

કુલસચિવ  
કચ્છ યુનિવર્સિટી

## **TENDER FORM**

### **THE CHARTERED ACCOUNTANTS FIRM (SERVICES)**

WITH

### **KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY**

01	Tender YEAR	FINANCIAL YEAR 2025-26
02	Name of Work/ Job	CHARTERD ACCOUNTANT ( C.A)
03	Location	Bhuj ,Dist: Kachchh
04	Tender Fee[Non refundable]	Rs.600+54(9%S.G.S.T.)+54(9%C.G.S.T.)=Rs.708/-by D.D. should be of Nationalized Bank only in favor of "The Registrar – KSKV Kachchh University payable at Bhuj – Kachchh.
05	Earnest Money(refundable)	Tender must accompany Earnest Money (EMD) of Rs.6000/- and should be paid through Demand Draft in Favour of The Registrar, kskv Kachchh University
06	Availability of tender	On website <a href="http://www.kskyku.ac.in">www.kskyku.ac.in</a>
07	Date of Releasing of Tender	From 12/3/2025 –Onwards.
08	Last Date of Submitting filled up tender.	On 1/4/2025 Before 6.00 PM
09	Bid Opening	Informed by Kachchh university
10	Validity of Offer	90 days
11	Period of Honoring R.A. Bills	30 Days from the data of receipt of certified bill from the Account Department.
12	Income Tax/Cess. /Taxes/Other If any.	Shall be deducted from every running Bill and final bill / payment as applicable from time to time as per GOI / State Govt. rules.
13	Submission of Tender	By register ad.
14	GST	INCLUSIVE OF GST



KRANTIGURUSHYAMJIKRISHNAVARMA

# KACHCHHUNIVERSITY

MUNDRA ROAD,

PHONENO:235035

BHUJ-KUCHCHH

FAX NO : 235012

Email-info@kskvkachchhuniversity.org

web.-kskvkachchhuniversity.org

DATE: / /2025

## APPLICATION FORM

### THE CHARTERED ACCOUNTANTS FIRM (SERVICES)

WITH

KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY

1. Name of The Firm:

2. Address:

3. Phone number:

Office No.

Residence No

Mobile No

E Mail Id

4. Address

5. Qualification of Proprietor\Owner of The Firm:

6. Formation of Firm:

(Proprietary/Partnership/Company) (Enclosure Relevant Documents)

7. Turn Over of Last Three Years(Consultancy Fees Only):

8. Details of Works Completed In Last Three Years : As per annexure-1 Along with  
Completion Certificate And Performance Certificate of the client/Department

9. List of permanent employees : As per annexure-3

10. List of office equipments and software : As per annexure-4

11. Registration Details of Firm With Govt./Semi-  
Govt. Organization, If any. :

12. Give Brief Details Regarding Any Dispute leading  
to police case/Court Case/Arbitration with The  
Client. :

13. Registration number with ICAI

**CONDITIONS:**

- The applications in prescribed Performa received due time shall not be considered.
- The application shall contain the correct authenticate information.
- The application with in sufficient, false and misleading details are liable for rejection at any stage
- The works will be executed as per the directives Head of the Account Department & registrar kskv kachchh university bhuj, kachchh.
- Misbehavior of the personnel of the consulting agency with university department employees shall lead to immediate withdrawal of assignment from consultancy firm.
- The decision of vice-chancellor will be final and binding all case of dispute.
- The university may get in touch with past clients of consultancy firm and information regarding attitude, approach and behavior of agency can be collected confidentially from them, if required.
- Head of the Account Department can be contacted in case of further clarification regarding works.
- Preference shall be given to agency with following specialization in various categories of works.
- Certificates of qualitative excellence from the client with whom the agency (firm) have worked shall be submitted with the application.
- Kskv Kachchh University reserves the right to change the pre- qualification criteria and selection or rejection of any or all applications without assigning any reasons whatsoever.
- Full time attendance of one Junior Assistant & one Senior Assistant . They will present daily in office time of university for audit work & bank reconciliation.

**REGISTRAR  
KUCHCHHUNIVERSITY**

**I have carefully read above given conditions and promise you to a bid by them.**

**Dated**

**Signature of Applicant with Seal**

**ANNEXURE-1**

**DETAILS OF WORKS COMPLETED IN LAST THREE YEARS**

<b>SR NO.</b>	<b>YEAR</b>	<b>NATURE OF CONSULTANCY SERVICE OFFERED</b>	<b>NAME OF CLIENT/ DEPARTMENT WITH ADDRESS AND PHONE NUMBER</b>	<b>TIME DURATION OF WORK</b>
1				
2				
3				

**ANNEXURE-2**

**DETAILS OF WORKS ON HAND**

<b>SR NO.</b>	<b>NATURE OF CONSULTANCY SERVICE OFFERED</b>	<b>NAME OF CLIENT/ DEPARTMENT WITH ADDRESS AND PHONE NUMBER</b>
1		
2		
3		
4		
5		

**Dated**

**Signature of Applicant with Seal**

**ANNEXURE-3**

**DETAILS OF PERMANENT EMPLOYEES ONLY**

<b>SR. NO.</b>	<b>NAME OF EMPLOYEE</b>	<b>DESIGNATION</b>	<b>QUALIFICATION WITH DATE OF PASSING ELIGIBLE QUALIFICATION</b>	<b>DATESINCE EMPLOYED INTHECOMPANY/ FIRM</b>	<b>REMARKS, IF ANY</b>
1					
2					
3					
4					
5					

**ANNEXURE-4**

**LIST OF OFFICE EQUIPMENT AND SOFTWARE**

<b>SR. NO.</b>	<b>NAME OF EQUIPMENT/SOFTWARE</b>	<b>TECHNICAL DESCRIPTION</b>	<b>DATE OF PURCHASE</b>	<b>NUMBERS</b>
1	Personal computer(PC)			
2	LapTop			

**Dated**

**Signature of Applicant with Seal**



KRANTIGURUSHYAMJIKRISHNAVARMA

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## Application Form For The Empanelment For Chartered

Accountants Firm( Services)

With

Krantigurushyamjikirshnavermakachchhuniversity

### 1.NAME OF THE FIRM:

No.	ITEM OF WORK	RATE PER MONTH (Rates are inclusive of GST/Taxes)	TOTAL OF ANNUAL(1*12) (Rates are inclusive of GST/Taxes)
	The firm is required to carry audit work of the university with 100% of checking on day to day basis & to submit a report on the quarterly, Annual financial statement of the university & work as per scope of work of tender & provided work by university.		

Dated Signature of Applicant with Seal

## **SCOPE OF WORK**

- ❖ **The Appointment Will Be For One Financial Year Starting From 2025-26, If University Authority Decide To Extend The Contract For An Additional Year, It Will Be Contingent Upon The satisfactory Completion Of The Work To Be Evaluated At That Time.**
- ❖ **The Firm Is Require To Carry Audit Work Of The University With 100 % Of Checking On Day To Day Basis regular And To Submit A Report On The Quarterly And Annual Financial Statement Of The University**
- ❖ **To Prepare the Bank reconciliation of all the Institute accounts.**
- ❖ **Full time attendance of one Junior Assistant & one Senior Assistant . They will present daily in office time of university for audit work & bank reconciliation.**
- ❖ **The Firm Is Required Must Be To Verify All Tds Related Transactions And File Tds Returns And Issue Form 16/16a/ 26 And Prepair Other Related Document**
- ❖ **The Firm Is Also Require To File Annual Income Tax Return File Of The University**
- ❖ **The Firm Is Require To Verify All Gst Related Transaction And File All Applicable Gst Returns**
- ❖ **The Firm Should Provide Assistance In Preparation Of University Budget And Other Related Financial Matters/financial queries Of The University**
- ❖ **The Firm Should Provide Assistance At The Time Of C.A.G. And Local Fund Audit**
- ❖ **The Firm Is Require to Give Utilization Certificate For All Type Of Grants As And When Required**
- ❖ **The Firm Is Expected To Give Its Advice On General Matter Of Accounting / Tally Correspondence With Tax Authority**
- ❖ **The Firm Should Be Take Care For Timely Submission Of Tds.,Gst., Labour Cess ., Income Tax Returns And Other Work Given By University**
- ❖ **The Auditing Organization Must Submit Quarterly And Annual Reports And Accounts As Well As Audit Reports And Correspondence In Both Gujarati And English Language**

## **The firm should fulfill the following requirement ANNEXURE -1**

- ❖ **The Firm Should Must Be Having At Least Three Partners And With An Experience Of Minimum 15 Years In Audit Field. The Firm Must Have Additional Knowledge Of Grant Accounting And Government Audit And Also As Per RBI Rules CA Firm Should Be Category-iii.**
- ❖ **The Average Turnover Of The Firm For The Last Three Financial Years Should Be More Than Rupees 30 Lakhs**
- ❖ **The Firm Must Have Its Registered Office In Kutch District. That Is, Any Firm Having Offices In The Whole Of Kutch Will Be Able To Fill The Tender Prices**
- ❖ **Preference Will Be Given To A Firm With At Least Five Years Of Experience in Government/University Audit**
- ❖ **The Firm is Required To Submit Proper Evidences For RBI0 Category Annual Turnover, Registration Certificate Of The Firm With Icai, Gst, Registration Certificate, And Certificate On Satisfactory Completion Of Audit Work From The Clients.**
- ❖ **The Firm Will Not Be Permitted Assign The Audit Works On Sharing /Sub Contract Basis To Any Other Firm Person**
- ❖ **In Case Of Same Quote From Two Or More Firms, Firm's Experience For Similar Work Will Be Considered For Final Selection**
- ❖ **University Decision Will Be Final For The Selection Of Firm**
- ❖ **All Rate Are Inclusive Of Gst/ Taxes**
- ❖ **Agency Firm Should Have office Set Up in Kachchh District Compulsory**
- ❖ **Minimum Fees For The Assignment Shall Be Rupees 3.00 Lac For One Financial Year**

**ANNEXURE: 2 (1 TO 2.32 POINT ENGLISH)**

<b>Sr.No.</b>	<b>Details</b>	<b>Periodicity</b>	<b>Extent of Audit</b>
2.1	To check the budget provisions and actual expenditure	Quarterly	100%
2.2	To Check all the entries of Debit and Credit	Quarterly	100%
2.3	To check the correctness of payments released	Quarterly	100%
2.4	To check the general ledger, receipt and payment account	Day To Day	100%
2.5	To Prepare the Bank reconciliation of all the Institute accounts.	Quarterly	100%
2.6	Scrutiny of advances sanctioned to the employees, verification of recoveries, review of outstanding, etc.	Quarterly	100%
2.7	To periodically verify the physical cash balance as per cash book	Quarterly	100%
2.8	To check the deposits with the Banks and corresponding correctness of interest due and receipt of same.	Quarterly	100%
2.9	To ascertain the extent of compliance by the various payments of the Institute, with the prescribed procedures laid down from time to time	Quarterly	100%
2.10	To check advances/adjustments issued to various Department of Institute.	Quarterly	100%
2.11	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures	Quarterly	100%
2.12	To check deduction of TDS, Service Tax, GST etc. and remittance thereof to the concerned authorities	Quarterly	100%
2.13	To Check the receipt of EMD's and Securities and related records	Quarterly	100%

2.14	To check in all respects the quotations, tenders and their opening, listing, Comparative statement, etc. and issue of purchase orders, as per procedures laid down.	Quarterly	100%
2.15	To check receipt, issue and stock of all stationary including printed stationary items.	Quarterly	100%
2.16	To check the Fixed Assets Registers with a view to ensuring the accuracy of postings for physical verifications.	Quarterly	100%
2.17	To check records of consumable materials receipt and issue thereof	Quarterly	100%
2.18	To check the Annual Maintenance Contracts entered into in respect of equipment including computer hardware etc.	Quarterly	100%
2.19	To check the vehicle maintenance records, with a view to economic running of the vehicles.	Quarterly	100%
2.20	To check the sanctions issued for withdrawal of allowances/perquisites, with reference to delegated powers.	Quarterly	100%
2.21	To check withdrawal of increments, fixation of pay, leave records, Arrears, Overtime/allowance, conveyance allowance, leave travel concession, etc.	Quarterly	100%
2.22	Reimbursement of medical expenses, group insurance etc., with reference to sanction and entitlement.	Quarterly	100%
2.23	To check the collection of all kinds of fee, credit thereof and reconciliation	Quarterly	100%
2.24	Cash Flow Statements	As and when required	
2.25	Monitor all the e-books(If any require)	Monthly	
2.26	To assist in the discussions with the Statutory Auditors and finalization of Audit Report	As and when required	
2.27	Auditing of Consultancy cell and other projects	Quarterly	100%
2.28	Any other Assistance required in financial matters	As and when required	
2.29	Advice for updates/change, if any, in statutory laws	Applicable	
2.30	To Prepare the Annual Account of the Institute university	Yearly	100%
2.31	To prepare, finalized and certify the Utilization certificate (UC), Statement of expenditure (SoE) of various projects as per the format of the Funding Agency.	As and whenrequired	100%

2.32	To Check and ensure timely payment of various statutory dues including TDS, NPS, GST, LABOUR CESS etc. to respective authorities well before the respective due dates.	As applicable	100%
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