

OFFICE OF THE REGISTRAR  
B.R.A. BIHAR UNIVERSITY, MUZAFFARPUR –  
842001

Website: [www.brabu.ac.in](http://www.brabu.ac.in)

Tender No.: BU/2025/07 (C.A. Firm)

**NOTICE INVITING TENDER**

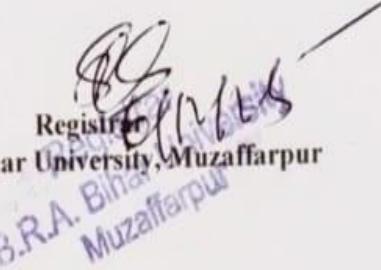
A Tender is invited under two bid systems i.e. Technical & Financial for hiring the services of *Chartered Accountants (C.A.) Firm at B.R.A. Bihar University, Muzaffarpur* from eligible Firm/Agencies in sealed separate envelopes as mentioned in tender document only as per the following Schedule: **Period for downloading of tender document: From 07.12.2025 at 10:00 A.M. to 17.12.2025 till 04:00 P.M.** Last date of submission of Printed Copy (Hard Copy) of tender paper with EMD payment acknowledgement: **17.12.2025 till 4:00 P.M.**, either through speed post or by hand, in the office of the undersigned.

**Date of opening of Technical Bid of Tender: 18.12.2025**

**Date of opening of Financial Bid of Tender: 19.12.2025.**

For detailed information, please see the University website: [www.brabu.ac.in](http://www.brabu.ac.in).

By the order of the Vice-Chancellor

  
Registrar  
B.R.A. Bihar University, Muzaffarpur

**TENDER DOCUMENT**

**FOR**

**SELECTION OF CHARTERED ACCOUNTANTS FIRM**

**AT**

**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY, MUZAFFARPUR**

**Tender No.: BU/2025/07**



**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY – 842001 (BIHAR)**

**NOTICE INVITING TENDER**

**Tender No.: BU/2025/07**

**Date: 06.12.2025**

**Subject: Tender for selection of Chartered Accountants firm (herein after called as “firm”) for Financial Management & Technical Support at Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur.**

Sealed tenders are invited by the undersigned up to 17/12/2025 till 4:00 P.M. from registered firms/LLP for selection of Chartered Accountants firm for Financial Management & Technical Support at Babasaheb Bhimrao Ambedkar Bihar University, Its 42 constituent colleges and affiliated colleges under Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar). The details of tender document along with terms and conditions may be obtained from the Office of the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) or at [www.brabu.ac.in](http://www.brabu.ac.in). Tender document fee of Rs. 1,000/- (Rupees One thousand only) (Non-refundable) is required to be deposited by the tenderer D.D/Banker's cheque in favour of Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar), and Payable at Muzaffarpur (Bihar) along with EMD of Rs 1,00,000/- (Rupees One Lakh only) in technical bid.

**Terms & Conditions**

1. The rates quoted should be net and taxes should be shown separately.
2. Applicable taxes on date will be deducted from the bill.
3. Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves the absolute right to accept or reject any or all the tenders in whole or in part without assigning any reason thereof.
4. The firm should be empaneled with CAG for F.Y. 2024-25 and the Head Office of the firm must be at Bihar.
5. Terms of Payment: Bill should be submitted by the agency on a monthly basis and payment will be made after due verification of the same and recommendation from concerned officer.
6. Postal delays will not be considered, and the Tender received late will be rejected.
7. Earnest money of Rs 1,00,000/- (Rupees One Lakh only) (Refundable) to be enclosed, in the form of Account Payee D.D/Bankers Cheque drawn in favour of the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) payable at Muzaffarpur (Bihar).
8. The chartered accountant firm is required for service at Babasaheb Bhimrao Ambedkar Bihar University including 42 constituent colleges as per scope of work mentioned in this tender document.
9. Earnest Money can be forfeited in case of non-completion/part completion/delayed completion of services unless permitted in writing by Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar).
10. The bids shall be submitted in two parts, viz. (i) Technical Bid (ii) Financial Bid.

Tender Fee and EMD may be kept in separate envelopes along with technical bid. EMD of Rs 1,00,000/- (Rupees One Lakh only) is to be paid in the form of Account payee Demand Draft/Banker's Cheque in favour of Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) payable at Muzaffarpur (Bihar).

11. Technical bid should contain papers regarding registration of the firm, Biodata of the firm in prescribed format as Annexure-V, Photocopy of PAN Card, Proof of CAG Empanelment, Proof of ICAI registration, Proof of work experience/work order for providing of Financial Management & Technical Support in government organization. There should be no case pending with the police/court against the proprietor/firm/partner (Bidder), affidavit in this regard to be provided along with a character certificate of signing partner issued not below by superintendent of police should be submitted in support. The financial bid should contain & filled up Annexure VI of the enquiry indicating the taxes, if any, for the items stated therein. The bids must be signed & sealed by the bidder in separate cover duly super-scribed EMD & Fee, Technical bid and financial bid respectively and all signed sealed covers are to be put in a bigger cover which should also be signed & sealed and duly super-scribed. "Bid for Selection of Chartered Accountants Firm for Financial Management & Technical Support at Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) vide Tender No.: BU/2025/07 Date 06/12/2025" A bidder who submits more than one bid shall be disqualified.
12. The firm should handover the Tally software (Cloud Version) to the University & also the source code to us, If it develops other software, again it will be the property of this university along with the source code.
13. All the firms have to strictly follow all the guidelines on hiring of Manpower issued by the Ministry of Labour Government of Bihar circular No. - संचिका संख्या - 4/MW, 04/01/2024 बिहार सरकार श्रम संसाधन विभाग, दिनांक -21/02/2024.

Tender document Issue Date	: 07/12/2025
Last Date and Time for Receipt of tenders	: 17/12/2025 till 4:00 P.M.
Date & Time of opening the tenders (Technical bid)	: 18/12/2025 at 11:30 A.M.
Date & Time of opening Financial bid	: 19/12/2025 at 11:30 A.M.

#### **Address for Communication:**

The Registrar,

BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY, MUZAFFARPUR

(BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY Campus)

MUZAFFARPUR, BIHAR-842 001

**Website:** [www.brabu.ac.in](http://www.brabu.ac.in)

**BID DOCUMENT**

**Tender No.: BU/2025/07**

**Date: 06/12/2025**

**Name of the Project** – Selection of Chartered Accountant firm at Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar).

**1. Instructions to the bidders**

- 1.1.** Sealed tenders are invited by the undersigned up to 17/12/2025 till 4:00 P.M. from reputed registered firms for selection of Chartered Accountants firm for Financial Management & Technical Support at Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar). The bidder must be a legally constituted Proprietorship firm/ partnership firm/ LLP who possess the required registrations etc., as per law valid at least for 12 months from the date of the opening of the tender for providing services.
- 1.2.** The bidders should quote their offer/rates in clear terms without ambiguity.
- 1.3.** The rates should be quoted both in figures and words and legibly written without any over-writing. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.
- 1.4.** In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5.** The last date for receipt of the bid is 17/12/2025 till 4:00 P.M. In case the above date is declared a holiday for Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar), then the bids will be received up to the given time on the next working day.
- 1.6.** The bids may be sent by registered post/speed post / Hand to Hand only so as to reach the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) before/on the last date of receipt.
- 1.7.** Bids received after the deadline of receipt indicated in para 1.5 above shall not be taken into consideration.
- 1.8.** The bids shall be submitted in two parts, viz. (i) Technical Bid (ii) Financial Bid. EMD may be kept in separate envelopes along with technical bid. EMD of Rs 1,00,000.00/- (Rupees One Lakh only) is to be paid in the form of Account payee Demand Draft/Banker's Cheque in favour of Registrar, Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) payable at

Muzaffarpur (Bihar).

**1.9. Time Period:** The Chartered Accountant firm will be required to provide desired services for a period of 24 months after signing the agreement with Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur. Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur reserves the right to extend the tender for a further period of 24 Months after completion of agreement period on the basis of performance.

**1.10. Technical bid should contain papers regarding.**

**1.10.1.** Registration Certificate issued by ICAI.

**1.10.2.** Biodata of the Firm in prescribed format as Annexure-V.

**1.10.3.** Certificate of Empanelment with CAG for Financial Years 2024-25.

**1.10.4.** GST Registration Certificate.

**1.10.5.** Photocopy of PAN card.

**1.10.6.** Copy of Work Order/Agreement for providing Accounting Work in Government organization or PSU- Minimum Ten Work Experience.

**1.10.7.** Copy of Work Order/Agreement for providing audit of university or educational Institution – Minimum One Work Experience.

**1.10.8.** Copy of Work Order/Agreement for providing Taxation work (Income Tax or GST) in Government organization or PSU – Minimum Two Work Experience.

**1.10.9.** Copy of Work order/Agreement for work related to CAG Objection compliances – Minimum One Work Experience.

**1.10.10.** Character certificate of signing partner issued not below by superintendent of police should be submitted in support.

**1.10.11.** EMD Rs 1,00,000.00 (Rupees One Lakh only).

**1.10.12.** Biodata of the Firm in prescribed format as Annexure-V.

**1.10.13.** The firm should not have been indicted or convicted by court of law or no adverse orders have been passed against the firm by the Regularity authorities.

### **1.11. Financial bid**

- 1.11.1. The financial bid should contain filled up Annexure-VI of the enquiry indicating Service Charges for all constituent colleges under Babasaheb Bhimrao Ambedkar Bihar University including University.
- 1.11.2. The above bids should be signed & sealed by the bidder in separate cover duly super-scribed EMD, Technical bid and financial bid respectively and all signed sealed covers are to be put in a bigger cover which should also be signed & sealed and duly super-scribed. 'Bid for Selection of Chartered Accountant firm for Financial Management & Technical Support at Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) vide Tender No.: BU/2025/07 Date 06/12/2025, A bidder who submits more than one bid shall be disqualified.
- 1.12. Self-undertaking to be provided regarding information submitted in the Bid is correct and if found false in future also, the contract may be terminated.
- 1.13. The cover containing the bid must be signed sealed and super-scribed "Bid for Selection of Chartered Accountants at Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) vide Tender No.: BU/2025/07 Date 06/12/2025.
- 1.14. The bids shall be opened in Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) campus on the date and time given in the enquiry letter. The bidders themselves attend the bid opening meeting or may send their authorized representative to attend the bid opening meeting if they desire. In the event of the above bid opening date being declared holiday for Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar), the bids will be opened at the given time and place on the next working day.
- 1.15. Only the technically qualified bidders selected by the committee shall participate in the Financial Bid will be open on the date fixed in the tender document.
- 1.16. In case the bid being submitted by a firm must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding authorization to do so. The signatures on the tender will be deemed to the authorized signatures.
- 1.17. An Index Page showing contents/ annexure and page no. should be annexed first followed by relevant documents with proper page numbering and signed by the owner of the firm or his/her authorized signatory as a token of acceptance of terms and conditions. In case the tenders are signed by the authorized signatory, a copy of the authorization may be enclosed along with the tender along with signed copy of tender documents.
- 1.18. Any changes w.r.t. to this tender will be notified on notice board only.
- 1.19. Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) reserves the right to accept or reject any or all the tenders without assigning any reason.
- 1.20. In case, two or more bidders are at the same position or Tie, the following sequence will be followed by **TIA to break the tie.**
  - (i) Bidders having experience of providing manpower related services to maximum Government Universities will be initially preferred.
  - (ii) Further bidders having a single larger annual work order value (supported by the experience certificate) for providing the services in the Government sector will be preferred to break the tie.
  - (iii) Further maximum years of experience will be preferred.

## **ELIGIBILITY CRITERIA**

Annexure I

**Only those bidders who qualify the full eligibility criteria will qualify for opening of financial bid. Bidders with Incomplete/missing documents will be rejected without any further proceedings.**

1. The Chartered Accountants Firm should have a minimum of 10 years of existence since the date of Registration of the firm.
2. The location and Head Office of the Firm must be based in Bihar.
3. The Firm should be empaneled with C&AG office for the year 2024-25.
4. The firm should be registered under GST.
5. The firm should have PAN and 03 Yrs. ITR.
6. The Firm should have a work Order/Agreement for providing Accounting Work in Government organization or PSU- Minimum Ten Work Experience required.
7. The Firm should have work Order/Agreement for providing audit of university or State Government educational Institution – Minimum One Work Experience required.
8. The firm should have a work Order/Agreement for providing Taxation work (Income Tax or GST) in Government organization or PSU - Minimum Two Work Experience required.
9. The firm should have one working experience of providing a service related to CAG Para Compliance– Minimum One Work Experience required.
10. The firm should not have been indicted or convicted by court of law or no adverse orders have been passed against the firm by the Regularity authorities. An affidavit for this effect is required to be submitted.
11. Bid without EMD/Application Fee will be summarily rejected.
12. A valid character certificate of signing partner issued by not below superintendent of police.

**Note:** The bid will be finalized on the basis of experience, contracts executed earlier, and other relevant factors as considered by the competent committee authority. On being qualified by the above criteria, a financial bid will be open.

**SCOPE OF WORK**

Following Scope of work of Financial Management and Technical support with respect to Babasaheb Bhimrao Ambedkar Bihar University including constitute colleges of Babasaheb Bhimrao Ambedkar Bihar University. The Chartered Accountants firm should ensure that: -

- i) Filling or verification of GST Compliance like filling of returns, etc.
- ii) Filling or verification of Income Tax Compliance related.
- iii) Filling or verification of ESIC & EPF Return related.
- iv) Filling or verification of Labour Cess & Royalty.
- v) Filling or verification of Professional Tax.
- vi) Other works as enumerated in annexure-III as monthly/Quarterly/Yearly compliance.
- vii) Review of accounting systems and internal control systems to ensure that no revenue leakage takes place.
- viii) Proper and adequate MIS exists for different levels of management.
- ix) Audit of affiliated colleges.
- x) Compliance with the comments given by Statutory Auditor (C&AG) on the Auditors' Report.
- xi) Depute one C.A. intermediate or B. Com. at each constituent college and four C.A. intermediate or B. Com. at university level for accounting and any otherwork during each month.
- xii) Four Chartered Accountant will review the work under the project of all constituent colleges, affiliated colleges and university.
- xiii) The Chartered Accountants firm will attend to any taxation matters & offer tax advice.
- xiv) The Chartered Accountants firm is required to prepare Quarterly report including their findings and to advise any matter where financial prudence is wanting in function of the college.
- xv) Management has the right to increase or decrease any number of staff as per the needs of the university and additional fee will be paid in case of an increase in number of staff on same rate which are quoted in the tender.

**TERMS OF REFERENCE OF CHARTERED ACCOUNTANT FIRM**

<b>S. No.</b>	<b>Details</b>	<b>Periodicity</b>	<b>Extent of Audit</b>
<b>1.</b>	<b>Finance &amp; Accounts</b>		
1.1	To Check or maintain all the Cash Books for Journal Vouchers and their recording in the original books of entries		
1.2	To check or maintain the correctness of regulatory deduction for payments released	Monthly	100%
1.3	To scrutinize or maintain the general ledger pertaining to the income, expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted	Monthly	100%
1.4	To scrutinize or maintain and check the Bank Reconciliation Statement of all the Bank Accounts	Monthly	100%
1.5	To check or maintain the deposits with the Banks are correctly entered in bank book and corresponding correctness of interest entry	Monthly	100%
1.6	To check or maintain the budget provisions and actual against it and highlight the variations	Monthly	100%
1.7	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures	Monthly	100%
1.8	To check or maintain deduction of TDS, GST, Works Tax and remittance thereof to the concerned authorities	Monthly	100%
1.9	To Check or maintain the receipt/release of EMD's Security Deposits and related records	Monthly	100%
<b>2</b>	<b>Administration</b>		
2.1	To check the quotations, Tenders and their opening, listing, Comparative statement, etc. and issue of purchase orders, as per procedures laid	Quarterly	100%
2.2	To check the Fixed Assets Registers, with a view to ensuring the accuracy of postings and physical	Quarterly	100%

	verifications.		
2.3	To check records of consumable materials receipt and issue thereof	Quarterly	100%
2.4	To check the Annual Maintenance Contracts entered into in respect of equipment including computer hardware	Quarterly	100%
<b>3</b>	<b>Academic Affairs</b>		
3.1	To check the collection of fees, credit thereof and reconciliation of the financial and departmental records in regard.	Monthly	100%
3.2	To check the collection of hostel fees, bus fees, credit thereof and reconciliation of the financial and departmental records in this regard	Monthly	100%
3.3	To check stock/Asset Registers or Resource Centre, acquisition of books/material collections, payment thereof	Monthly	100%
3.4	To check the collection of security deposits and refund thereof in respect of library and hostel	Monthly	100%
<b>4</b>	<b>Admission</b>		
4.1	To check the MoU / agreement with the outsource agency	Quarterly	100%
4.2	To check the Payment to the outsource agency as per MoU	Quarterly	100%
<b>5</b>	<b>Establishment</b>		
5.1	To check drawl of increments, fixation of Quarterly pay, leave records, leave travel concession, reimbursement of medical expenses, Transfer TA, Children education allowance, with reference to sanction and entitlement, Service Book.	Quarterly	Test Basis /Sample Basis
<b>6.</b>	<b>Final Accounts</b>		
6.1	To assist in preparation of final accounts and consolidation thereof	Yearly	100%

6.2	To assist in the discussions with the Statutory Auditors and finalization of Audit Reports	Yearly	
6.3	To assist in the reply of Audit Paras if anyraised as required by Govt. auditors.	Yearly	
6.4	Assist in auditing of projects cell files & Accounts	Quarterly	
6.5	To Check the Budget	Yearly	
7.	<b>Other Services</b>		
7.1	Advisory role for Project Management ofaccounts at Centers including projects.	As and when required	
7.2	To assist in Filling of Quarterly e-TDS Return (salary & other than salary)	Quarterly	
7.3	Updates/Changes in Statutory Laws	From time to time	
7.5	To assist in Filling of Income Tax Return of University &their Assessment.	Yearly and as when required.	
7.6	Advisory role in tax related matter	As & when required	
7.7	To assist in Filling of Monthly GST Return	Monthly	
7.8	To assist in Generate Form 16/16A before 30 <sup>th</sup> June with respect of all staff and contractors etc.	Quarterly	
7.9	Any other related works	As Assigned	

**IMPORTANT INSTRUCTIONS**

1. The Chartered Accountant Firm should invariably discuss the draft report with the Principal/Registrar/Finance Officer, so that the minor discrepancies are rectified locally in their presence.
2. They should not merely point out shortcomings/ weaknesses but should give concrete suggestions for the improvement of the system and ensure compliance with the observations at the project site itself.
3. The Chartered Accountant Firm is required to prepare the report in four parts as given as under:  
-

Part-I Action taken on previous Reports.

Part-II Important items which, in the opinion of The Chartered Accountants firm, should be brought to the notice of the Management.

Part-III Matters which, though erroneous, are minor in nature and would be adequate if rectified.

Part-IV Suggestions for systems improvement.

4. The Chartered Accountants are required to adopt a solution-oriented approach while conducting the work. They should identify the factors affecting the profitability of the University and suggest solutions to mitigate adverse impact on the profitability of the University.
5. Termination — The contract may be terminated by giving one month's notice, in case the agency:
  - Assign or subcontract any of the services.
  - Violation / contravention of any of the terms and conditions mentioned herein.
  - The performance of services is not found satisfactory and does not improve the performance of the services in spite of instruction.
  - Any violation of instruction / agreement or suppression of fact
  - Contractor being declared insolvent by competent court of law.
  - If the agency is willing to sign this contract, two months' notice in advance should be produced by the agency.

- On termination of the contract, it shall be the responsibility of the agency to remove its persons, machinery, and materials immediately. Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) shall not indemnify any loss caused by the agency by such terminations, whatsoever it may be.
- During the notice period of the termination of the contract in the situation contemplated above, the agency shall keep on discharging its duties till the expiry of the notice period.
- In the event of premature closure of the contract for the said reason, the security deposit money shall be absolutely forfeited by Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar).

**6.** In case of any change of constitution of the Agency, the rights of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) should not suffer.

**7.** The tender will be awarded to that bidder whose financial bid (Annexure-VI) will be lowest (L-1).

**8.** A signed copy of the tender document must be attached with tender for acceptance of term and condition of tender document.

**9.** The scope of work & rate schedule of contract and conditions of tender shall form the part and basis of the contract and the decision of the University in reference to all matters of dispute shall be final and binding.

**10.** The number of personnel to be deployed for the project may increase or decrease as per the requirement. The exact number of personnel required in a particular department/section/affiliated college/constituent college of the university will be communicated by the university and the payment will be made accordingly on the basis of attendance/absentee from the concerned office.

**11.** Management has the right to increase or decrease any number of staff as per the needs of the university and additional fee will be paid in case of an increase in number of staff on same rate which are quoted in the tender.

**12.** The agency will maintain a daily attendance Register of the personnel along with their deployment position at the University to be produced with the monthly bill of the agency for monthly payment to be made duly countersigned by the concerned officer.

**13.** Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur (Bihar) shall be at liberty to check

any time the deployment of persons / work by the agency and in case of any default shall deduct the wages of absentee personnel from monthly payment due to the agency and imposed penalty to agency as decided by the competent authority.

- 14.** The successful bidder shall, within **15 days** of the issue of the Letter of Award, furnish a Performance Security for an amount equivalent to **2.5% of the annual contract value** in the form of **Bank Guarantee, Demand Draft, or Fixed Deposit Receipt** from a scheduled commercial bank, in favour of the Registrar, Babasaheb Bhimrao Ambedkar Bihar University, payable at Muzaffarpur.
- 15.** In case of delay in providing services or non-compliance with any provision of this contract, the University reserves the right to impose a penalty @ **0.1% of the monthly contract value per month of delay**, subject to a maximum of **5% of the annual contract value**. This amount may be recovered from the monthly bills or the Performance Security.
- 16.** Neither party shall be held responsible for non-performance due to natural calamities, strikes, acts of Government, or any other circumstances beyond the control of the parties. However, the affected party shall notify the other party in writing within **7 days** of occurrence and make all reasonable efforts to resume performance.
- 17.** All disputes or differences arising out of or in connection with this contract shall be referred to arbitration by a sole arbitrator appointed mutually by both parties. The decision of the arbitrator shall be final and binding. The venue of arbitration shall be **Muzaffarpur, Bihar**, and the jurisdiction of all legal proceedings shall be with the **Courts at Muzaffarpur, Bihar** only.
- 18.** The Firm shall maintain strict confidentiality of all University data, records, and information accessed during the course of the assignment and shall not disclose it to any third party without prior written consent of the University. All such data shall remain the exclusive property of the University.
- 19.** The Firm shall be responsible for obtaining and maintaining adequate insurance coverage for its personnel, equipment, and liabilities arising from performance of services under this contract. The Firm shall indemnify the University against all losses, claims, damages, or expenses arising from any negligence, omission, or default on the part of the Firm.
- 20.** The bid submitted by the bidder shall remain valid for **120 days** from the date of opening of the Technical Bid. Any bid with a shorter validity period shall be rejected.

**TECHNICAL BID**

<b>Sl. No.</b>	<b>Head Name</b>	<b>Details with Attached Documents</b>	<b>Requirement</b>
1	Registration Certificate issued by ICAI.		Attach Copy
2	Head Office must be in the State of Bihar with firm card issued by ICAI		Attach Copy
3	Certificate of empanelment with CAG for the Year 2024-25		Attach Copy
4	GST Number with certificate		Attach Copy
5	Photocopy of PAN Card & Income Tax Return Form for last 03 Yrs.		Attach Copy
6	List of Major Accounting Work in Government organization or PSU with copy of work order/agreement		Minimum Ten work order attach
7	List of Major audits of university or educational Institution copy of work order/agreement		Minimum One work order attach
8	List of Major Taxation work (Income Tax or GST) in Government organization or PSU with copy of work order/agreement		Copy of minimum Two work order attach
9	List of Major service related to CAG Para Compliance with copy of work order/agreement		Copy of minimum one work order attach

10	Affidavit that the firm has not been indicted or convicted by the Court of Law or no adverse orders have been passed against the firm by Regularity authorities.		Attach Copy
11	EMD of Rs. 1,00,000/-		Attach EMD
12	Character certificate of signing partner issued not below by superintendent of police should be summitted in support		Attach Copy

Signature of Bidder

Name:

Full Address:

Place:

Date:

(Office Seal)

**Annexure VI**

**FINANCIAL BID**  
**(Professional Fees)**

**The Chartered Accountants Firm may quote their professional fees in the following Format:**

S. No.	Particulars	Amt. (Rs.) Per Month Per Person	Amount in word
1.	Professional Fee for Financial Management & Technical Support		
	➤ For Accountant		
	➤ For Chartered Accountant		
2.	Add: GST (As Applicable/18%)		
3.	<b>Gross Total</b>		

Signature of Bidder

Name:

Full Address:

Place:

Date:

(Office Seal)