

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	07-01-2026 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	07-01-2026 12:30:00
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 Education
विभाग का नाम / Department Name	Department Of Higher Education
संगठन का नाम / Organisation Name	Central University Of Punjab
कार्यालय का नाम / Office Name	Central University Of Punjab, Bathinda
वस्तु श्रेणी / Item Category	Financial Advisory Services - Onsite; FINANCIAL ACCOUNTING, CHARTERED ACCOUNTANT SERVICES
अनुबंध अवधि / Contract Period	2 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	12 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	7 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (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 मेनू 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>	3
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

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	50000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	36

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).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 :

Registrar  
Central University Of Punjab, Bathinda, Department of Higher Education, Central University of Punjab, Ministry of Education

(Registrar)

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

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. 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.

2. 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.

3. 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:[1765952475.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per SOW	100	40	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 40**

**QCBS Weightage(Technical:Financial):30:70**

**Presentation Venue:**As per SOW

#### **Financial Advisory Services - Onsite; FINANCIAL ACCOUNTING, CHARTERED ACCOUNTANT SERVICES ( 1 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Category of financial advisory service	FINANCIAL ACCOUNTING, CHARTERED ACCOUNTANT SERVICES

विवरण/ Specification	मूल्य/ Values
Sub-category of Financial Advisory Services	As per SOW
Financial Advisory Reports	Yes
Frequency of Progress Report	As per SOW
Type of Professional/Resources required	Chartered accountant , As per SOW
Qualification of Professional/Resources required	As per SOW
Certification of Professional/Resources required	As per SOW
Total Experience of Professionals / Resources (In years)	As per ATC Document
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Deepak Sharma	151401,Central University of Punjab, VPO Ghudda, District Bathinda - 151401 (Punjab)	1	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 10</li> </ul>

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

**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. 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.

### 3. **Service & Support**

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

### 4. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### 5. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 6. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

#### **1. For more details, please refer Scope of Work/Tender Document uploaded by the University**

2. Due to non-availability of Canara Bank in Advisory Bank List for EMD, the HDFC Bank has been selected, but the bidders have to deposit the EMD in Canara Bank Account of the University, the details of which are mentioned in Terms and Conditions.

3. For any bid related queries, the bidder may contact at E-Mail: fo@cup.edu.in, fao@cup.edu.in

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### 7. **Buyer Added Bid Specific ATC**

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

### 8. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

CUPB Nodal Officer for E-Tendering

Account No.

2089101018661

IFSC Code

CNRB0002089

Bank Name

Canara Bank

Branch address

Civil Lines, Bathinda

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Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along 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. 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.
16. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate**

**action in accordance with the contract and applicable law.**

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---**

# CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

**Tender Document**  
**for Engagement of Chartered Accountant Firm**  
**to provide ON-SITE CA Services to Central University of Punjab, Bathinda**



## Tender Notice for On-Site CA Services

(Through Bidding on Government e-Marketplace [GeM] Portal)

Release Date : As per GeM

Last Date : As per GeM

V.P.O. Ghudda, District-Bathinda- 151401  
E-mail: fo@cup.edu.in, fao@cup.edu.in



### **Central University of Punjab, Bathinda**

Central University of Punjab, Bathinda (CUPB) invites Bids from the Chartered Accountant Firms for **On-Site CA Services**.

**Tender Notice Number** : As per GeM

**Release Date of the Tender** : As per GeM

**Last date for the submission of Tender** : As per GeM

**Opening date of Tender** :  
(In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)

**Name and Address of the University** : **Registrar,**  
Central University of Punjab,  
V.P.O. Ghudda, District,  
Bathinda – 151401, Punjab, India.

**E-Mail Address** : [fo@cup.edu.in](mailto:fo@cup.edu.in), [fao@cup.edu.in](mailto:fao@cup.edu.in)

S. No.	Name of Instrument	Tender Fee (Non-Refundable)	Earnest Money Deposit (EMD)
1	<b>On-site CA Services</b> <i>Scope of Work at Annexure- 'A'</i>	NIL	Rs. 50,000/- (Rupees Fifty Thousand Only)

*ML*  
*9/12/15*

**Tender Document for Engagement of Chartered Accountant Firm to provide On-Site Services to Central University of Punjab, Bathinda**

**About the University**

Central University of Punjab introduces itself as a Central University under the aegis of Ministry of Education, Govt. of India. The University is established by an Act of Parliament (No. 25 of 2009). University is offering Master Degrees in various languages, management, science and applied sciences subjects and hundreds of Ph.D. Scholars are pursuing their research under the guidance of our Faculty. The permanent campus of University is situated at Village Ghudda Dist. Bathinda (Punjab) PIN 151401. University has approximately 3500 students in UG, PG and PhD Programmes, 300 regular and contractual faculty / staff members. Besides this, University is a research hub with approximately 200+ research projects running sponsored by various government departments / funding agencies.

**Important Details**

University needs to maintain its books of accounts in compliance with the Ministry of Education/ Government of India / University Grants Commission / CAG of India / Funding Agencies' formats and guidelines issued from time to time. Utilization Certificates for Grants/Projects sanctioned to University / Faculty Members/ Scholars are prepared and submitted accordingly.

University invites proposals from CAG empaneled Chartered Accountants to provide Services (as per Scope of Work Annexure 'A') to the University for a period of two financial Years 2026-27 and 2027-28 (extendable on the basis of satisfactory performance) through GeM portal.

**Bids should be applied through GeM only. Bids received in any other mode shall not be entertained.**

**Note : The Bid formats, undertakings/documents etc. as given in this document must be filled and to be uploaded on GeM.**

Last Date for Submission of Bid	:	As per GeM
Date and time of opening of Technical Bid	:	As per GeM
Date and time of opening of Financial Bid	:	As per GeM

*ml*  
*9/10/28*

Scope of Work

**Part A: Accountancy and Finance Related Services:-**

- 1) To do all bookkeeping and accounting functions of the University in Tally ERP/Tally Prime (its latest version) system or any other software applicable in the University.
- 2) To prepare, enter and check vouchers of all kinds of receipts & payments, income & expenditure, and to prepare annual account statements (Income & Expenditure Account, Receipt & Payments Account and Balance Sheet along with Annexures and Schedules prescribed by Formats of Financial Statements for Central Higher Educational Institutions issued by Ministry of Education, GoI).
- 3) Voucher Bundling/Filing on daily basis in chronological order. Ensuring the availability of supporting documents for each transaction and voucher before filing.
- 4) Reconcile transactions in Bank account statements and Books of accounts on a daily basis. To prepare Bank Reconciliation Statement (BRS) for all bank accounts of the University on a monthly basis and clear the non-reconciled entries on a daily basis.
- 5) To correct and maintain expenditure heads and ledgers as per the classification given in the Formats of Financial Statements for Central Higher Educational Institutions. To scrutinize existing grouping of income, expenditure, assets and liabilities heads/ledgers and correct these in compliance with Ministry of Education/CAG guidelines etc.
- 6) Verification of ledgers of sundry creditors and debtors, removing duplicate ledgers, verification of opening balances of ledgers and entering required vouchers wherever necessary.
- 7) To develop in the Tally ERP/Software system customized reports required from time to time for various purposes and decision making by University authorities.
- 8) Budget and expenditure control through Tally ERP/Software system.
- 9) To train and educate the officials/staff of University for Tally ERP/Software system and accounting for day-to-day verification of accounting working.
- 10) To reconcile and correct the previous financial years' un-reconciled/unsettled accounts in various heads – Sponsored Projects Grants, Loan and Advances, Debtors/Creditors, Fixed/Intangible Assets.
- 11) To assist and support Finance Officer in preparation of replies to CAG Audit Paras, observations and enquiries on the Annual Accounts and during transaction audit, Separate Audit Report and Local Audit Report.
- 12) To prepare and provide various reports (Projected Cash Flow statement, Projected Income and Expenditure, Internal Rate of Return statement, Projected balance sheet etc.) and information required from time to time by the University for obtaining Loans from HEFA/other agencies and other purposes.
- 13) **Preparation, verification and certification of annual accounts of a Financial year before 31<sup>st</sup> May after the end of the Financial year.**  
Preparation of annual accounts related work of the University is as under
  - Compilation of all kinds of data and completion of voucher entry.
  - Data entry for the preparation of annual accounts.
  - Calculating proper depreciation on the respective fixed and intangible assets.
  - Adjustment and Final accounts voucher entries.
  - Accounting for the inventory in the Books of accounts.

  
8/11/2022



- To do Actuarial analysis and provide certificate of the various benefits payable to staff. And giving effect by entering necessary vouchers in books of accounts.
  - To reconcile, rectify and enter rectification and adjustment entries in the Books of accounts for errors and omissions in the previous years' books of accounts. And giving proper justification in the Books of Accounts (Notes to Accounts).
  - Preparation of Accounts on the basis of Formats of Financial Statements for Central Higher Educational Institutions and in compliance of previous years' Separate Audit Reports (SARs) issued by CAG of India.
  - Any other work needed for the Account's finalization.
- 14) Verification and Sign/Stamp on Utilization Certificates (of Grants/Funds/Sponsored Projects/One Time Grants).
  - 15) To prepare an Accounts Manual for the Central University of Punjab to elaborate the working of Accounts and all workflow with accounting entries and treatment in compliance of CAG guidelines / Ministry of Education formats / Accounting Standards norms.
  - 16) Any other accounting / bookkeeping / audit and finance related services required time to time.
  - 17) To do work in respect of compliance, action and returns etc. if any new tax, other applicable financial/taxation law/act is introduced by Central/State Govt./Any other statutory body.

**Part B: Returns – Data preparation, filing, providing Certificate/Forms and returns rectification related services:-**

- 1) Compilation of Data, filing of returns, providing proofs of filed returns, providing Forms/certificates to beneficiaries/vendors/employees (Form 16/16A etc.) after filing of returns, rectifying the returns in respect of all kinds of GST, GST TDS, IT TDS, Income Tax return, PSDT, Income Tax Returns of University and all other statutory returns on the relevant periodicity of returns as per norms. The returns must be filed well before the due dates to avoid any penalty. Any penalty on account of delay of filing of returns shall be recovered from Chartered Accountant.
- 2) To calculate monthly income tax liability of all the employees and issue Form 16 timely.
- 3) Compliance to settle the notices related to tax and other liabilities demanded by GST/Income Tax/any other departments.
- 4) To execute and compliance in connection with any other work related to Tax or other statutory compliance.
- 5) To visit along with University officials or appear on behalf of University to the concerned Offices of Income Tax/ GST / Other department, if required, for any current or previous period tax litigation/appeals under process. For this no additional professional fee shall be provided, only TA/DA shall be admissible for the days of visit as per University rules.

**Quantum of Work (approx.) and required frequency**

Sr. No.	Particulars	Approx. quantity
1	<b>Part A :</b> Voucher preparation, voucher filing and preparation of Bank Reconciliation Statement, and settlement of pending entries in BRS for each account	Approx. 20000 vouchers (Journal/Receipt/Payment etc.) in the year 2024-25. There are more than 100 bank a/cs with University (number of bank accounts may vary).



		Voucher entry and reconciliation should be done on daily basis. BRS of all Bank accounts shall be prepared on monthly basis with clearing all the pending transactions of previous months.
	Balance Sheet as per Format of Ministry of Education for Centrally Funded Higher Education Institutions along with all applicable Schedules.	To be prepared by 31 <sup>st</sup> May after closure of Financial Year (e.g. for FY 2026-27 Annual Account Statement with all schedules and Annexure be prepared by 31 <sup>st</sup> May 2027.)
	Scrutiny, Signing of Utilization Certificate (UCs) for Grants/Sponsored Projects/Fellowships/One time grants	Approx. 350 UCs in a year
	Advice / opinion on TDS/GST issues, applicability of various tax amendments time to time on CUPB or other such matters	As per requirement
2.	<p><b>Part B :</b></p> <p>Compilation of Data, filing of returns, providing proofs of filed returns, providing Forms/certificates to beneficiaries/vendors/employees (Form 16/16A etc.) after filing of returns, rectifying the returns in respect of all kinds of GST, GST TDS, IT TDS, Income Tax return, PSDT, Income Tax Returns of University and all other statutory returns on the relevant periodicity of returns as per norms. The returns must be filed well before the due dates to avoid any penalty. <b>Any penalty on account of delay of filing of returns shall be recovered from Chartered Accountant.</b></p> <p>To calculate monthly income tax liability of all the employees and issue Form 16 timely. Compliance to settle the notices related to tax and other liabilities demanded by GST/Income Tax/any other departments.</p> <p>To execute and compliance in connection with any other work related to Tax or other statutory compliance.</p>	As per norms of Income Tax / GST/ other department and periodicity.
3.	Any other associated work regarding appeals in Tax Tribunals, tax litigation - Income Tax/ GST etc.	As per requirement

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### **Mandatory requirements :**

The Tenderer must upload/submit the documents, fulfill the conditions mentioned below. Non-submission of the mandatory required documents shall make the bid liable to be summarily rejected.

1. CA Firm Must be empaneled with the CAG of India, registered with ICAI and the empanelment/registration should be existing throughout the contract period. Supporting documents for current empanelment be uploaded. The bidder must upload the proof of registration/membership (No. and Date) with ICAI and letter/proof of empanelment with CAG on GeM.
2. CA Firm must have maintained/audited the Accounts of Govt. Higher Educational Institutions like Central Universities/IITs/IIMs/NITs/ Central Educational institutions for at least 1 year in last 3 years. **CA Firm shall provide a satisfactory working certificate from such institute(s) (Supporting documents to be uploaded)**
3. The CA firm/LLP/OPC etc. must have experience of 7 years in practice.
4. Familiarity with GFR 2017, rules and regulations on issues of Finance & Accounts of Central Higher Education Institute.
5. The CA firm should have at least 2 or more partners/Directors. **The firm shall provide the proof of address of its partner(s).**
6. The CA Firm should have minimum average annual turnover of Rupees Twelve Lakh (in the name of CA firm submitting offer) during preceding three financial years 2022-23, 2023-24 & 2024-25 (Supporting documents i.e. Copy of Audited Financial statements of each year to be uploaded). In the event, the turnover details/ Copy of Audited Financial statements for the immediate preceding year i.e. 2024-25 is not available then the bidder may submit and attach the turnover details /copy of audited financial statement for the year 2021-22,2022-23 and 2023-24.
7. **It is a requirement that the Regd./Head Office of the Chartered Accountant firm be located within 500 km radius of the Central University of Punjab, Campus at VPO Ghudda, District Bathinda (Punjab). The address proofs be uploaded.**
8. No partners or the firm should have been debarred by the C&AG or ICAI during last 5 years.
9. No disciplinary case/proceedings are pending before any court of law/authority/ICAI against any partner or the CA Firm.
10. The CA Firm if registered under GST must provide GST Regn. Number or inform accordingly in the declaration. The CA firm must be registered under the Income Tax Act & provide a PAN Number. Accordingly, CA Firm shall provide proof of GST Regn. and PAN.



11. The CA Firm shall provide a minimum two trained manpower with Proficiency in accounting software such as Tally ERP/Tally Prime etc. with minimum one year experience having educational qualifications **CA Inter / B.Com / M.Com / MBA (Finance) or any equivalent degree in Finance / Accounts / Audit.** This manpower shall work On-site in the University from Monday to Saturday from 9:00 AM to 5:30 PM.
12. The CA Firm shall provide details of the dedicated Chartered Accountant with Name, CA Regn. Number, Address proof, Mobile Number and other details, who shall supervise the working of the manpower and ensure the timely execution of work. The Chartered Accountant shall visit the University Campus at Ghudda regularly (**at least once a month**) to scrutinize the work done and update the Finance Officer about the progress of work.

**Terms & Conditions:**

1. The firm must upload an undertaking that there is no litigation pending in any court against the firm & its partners/directors and CA firm has never been blacklisted by any Govt./Private organization. (**Annexure D**)
2. No extra charges will be paid over and above the prescribed rates. The rates be quoted on GeM and also upload the duly filled **FINANCIAL BID FORMAT** attached herewith. (**Annexure C**). **As the work is to be done On-site, hence, there will be no extra charges paid for any additional work.**
3. No TA/DA, boarding and lodging facility shall be provided to carry out the job to any person deputed by the CA firm, including Chartered Accountant. The CA firm shall verify the credentials of the manpower (Educational record, Moral Character and Police verification) to be deputed for the University. There shall be no liability or responsibility of the University regarding the manpower or Chartered Accountant or any other person deputed by CA Firm. Any experience certificate etc. shall not be issued by the University to any person/CA deputed by CA firm. The **successful CA Firm shall provide** a certificate in respect of verification of the deputed manpower.
4. TDS / other taxes / deductions / penalty, as applicable shall be recovered from the bill raised by the CA firm.
5. **It is mandatory for all Tenderers to submit an Earnest Money Deposit Rs. 50,000/- (Rs. Fifty Thousand Only) at the time of bid submission, except on providing exemption certificate for EMD. Upon award of the contract, the successful Tenderer must provide a Performance Guarantee 5% of the Contract Value, in the form of Fixed Deposit Receipt (for the full term of contract including any extended term) or Online Transfer of amount in University Bank Account to secure the faithful performance of the contract.**
6. Financial Bid will be opened only of the bidders who qualify in the Technical Bid.
7. Bidders are advised to satisfy themselves about the quantum of work before submitting their bids. No extra charges consequent on any misunderstanding or otherwise shall be allowed.

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8. The University reserves the right to accept or reject the bids and cancel the tender process without any information.
9. The term shall be initially for two financial years i.e. 2026-27 and 2027-28 (extendable on the basis of satisfactory performance).
10. The contract can be terminated by giving three-month Advance notice on either side. If firm ends the contract without any notice Security Deposit amount shall be forfeited. If the performance of the firm is not found satisfactory the Security Deposit amount shall be forfeited and contract shall stand terminated.
11. **As a condition for the assessment of their suitability, the prospective CA firm may required to make a comprehensive presentation before the competent authority, detailing their firm's capabilities, relevant experience, and proposed methodology.**
12. University shall not be liable for any claim/compensation / insurance/loss for injury/mishap/theft etc. to any person / life / belongings of the CA Firm / representative/ partner/ employees etc. during their presence in the University Campus / travel to/from University for execution of work etc.
13. The tenderer will not sub-contract the work to any other firm.
14. The CA firm will work with High Ethical and Professional Standards and strictly ensure that the information obtained by them due to this contract will not be shared with anyone and maintain the confidentiality and secrecy of the Information/Data.
15. The contract shall be immediately terminated upon confirmation of the following facts and the tenderer will be debarred from future bids:
  - a) In case, the Tenderer obtains the tender on the basis of false information / false statement/false documents.
  - b) In case, the Tenderer does not take up the assigned work as per the terms & conditions of tender document.
  - c) In case, the Tenderer violates any of the stipulation/statutory guidelines/terms & conditions of tender document.
  - d) In case, the performance of CA firm is found to be unsatisfactory by the competent authority of the University.
16. The tenderer should submit the tender strictly as per terms and conditions laid down in the tender document signed by Authorized Signatory of the CA Firm, by due date.
17. Bidders may visit University / contact Finance Office of University for any queries related to scope of work / quantum of work before quoting the rates.

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18. Bidders must sign the copies of the attached documents. In the event of any documents found fabricated/ forged/ tampered/ altered/ manipulated during verification, then the Security Deposit of the bidder shall be forfeited, thereby tantamount to disqualification from future participation in the tenders of CUPB and termination of contract.
19. The CUPB reserves its right to reject any/ all the proposals without offering any reason thereof. The Bid Evaluation criteria is given at **Annexure E**.
20. The rates quoted shall remain frozen for the FY 2026-2027 and 2027-28 and in case of extension beyond this period firm can increase its quoted price up to 10% (Ten percent) for subsequent two financial years.
21. The **Monthly Performance Report** is to be submitted by successful bidder CA Firm for each month on monthly basis.
22. **The payment schedule for professional services rendered by the Chartered Accountant firm is structured as follows:**
- (a)- Four interim payments each equivalent to twenty percent (20%) of the total annual fee shall be made following the submission and acceptance of monthly performance reports for each respective quarter.
- (b)-The final payment each equivalent to twenty percent (20%) of the total annual fee is contingent upon the satisfactory fulfillment of all contractual obligations and is payable prior to the initiation of the Comptroller and Auditor General(CAG) audit process.
23. **Arbitration:**
- a. If, at any time, any question dispute or difference of whatsoever nature arise between the purchaser/University and the bidder/contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to sole arbitration of a nominee of the purchaser/University, who shall give a reasoned/speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996(Amended up to date) and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the University whose name is approved by the Vice Chancellor. It will not be objectionable if the Sole arbitrator is an officer of the university and he has expressed his views on all or any of the matter in question of dispute or difference.
- b. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between the solicitor and client or as between party and shall direct by whom & to whom and in what manner the same is to be borne and paid.
- c. The work under the contract shall, if reasonable possible continue/during the arbitration proceedings and no payment due or payable by the purchaser/university shall be withheld on account of such proceedings.
24. The legal jurisdiction shall be the Court at Bathinda (Punjab) Only.

**NOTE : BIDDER MUST UPLOAD THE DULY STAMPED AND SIGNED TENDER DOCUMENT ON GEM PORTAL AT THE TIME OF BID SUBMISSION.**

  
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Format for Technical Bid

Note : Please fill this format and upload documents as mentioned in this format and other relevant documents with the bid.

Name of the Firm / CA :

Regd. Office Address :  
with Phone, Mob. No. and email ID

ICAI Regn. No. :

CAG Empanelment No. :

Permanent Account No. :

Last three years Turnover (in Lakh) :

GST Regn. No. (if applicable) :

No. of years of experience :

Whether Maintained/audited accounts of Govt. Higher : Yes / No \_\_\_\_  
Educational Institutes for 1 year within last 3 years

No. of years of experience with  
Govt. Higher Educational Institutes :

No. of Partners :

EMD Payment details :  
(Txn. No. and Date) Upload Proof

Exemption proof for EMD :

I / We undertake that there is no litigation pending in any court against the firm or its partners and firm has never been blacklisted by any Govt./Private organization. I/We have understood the scope of work fully.

Signature & Stamp with date



Annexure 'C'

Financial Bid

We M/s \_\_\_\_\_

Address \_\_\_\_\_ state as under:

1. That I/we have completely understood the scope and quantum of work and quoted rates are based on the University requirement mentioned in the Tender Document.
2. I/we quote Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only)) including all taxes for FY 2026-2027 and 2027-2028 for execution of work against Tender Document \_\_\_\_\_
3. That I/we shall not charge any additional amount except as quoted at point 2 above.
4. The CA Firm shall provide a minimum two trained manpower with Proficiency in accounting software such as Tally ERP/Tally Prime etc. with minimum one year experience having educational qualifications **CA Inter / B.Com / M.Com / MBA (Finance) or any equivalent degree in Finance / Accounts / Audit.** This manpower shall work On-site in the University from Monday to Saturday from 9:00 AM to 5:30 PM.
5. The CA Firm shall provide details of the dedicated Chartered Accountant with Name, CA Regn. Number, Address proof, Mobile Number and other details, who shall supervise the working of the manpower and ensure the timely execution of work. The Chartered Accountant shall visit the University Campus at Ghudda regularly (**at least once a month**) to scrutinize the work done and update the Finance Officer about the progress of work.

Signature & Stamp with date





Declaration / Undertaking

I/we, M/s \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_ declare that :

1. Our CA firm is empaneled with the CAG of India and the empanelment shall exist throughout the contract period with Central University of Punjab (CUPB).
2. That our firm has relevant experience as per the Tender Document of CUPB.
3. That we are familiar with relevant rules and regulations on issues of Finance & Accounts to maintain the accounts of CUPB.
4. The firm has \_\_\_\_\_ number of partners/Directors.
5. That we have adequate annual turnover as required in the Tender Document.
6. That our Head/Regd. Office is at \_\_\_\_\_  
 (Complete Address).
7. That no partners or the firm has been debarred by the C&AG or ICAI during last 5 years.
8. That No disciplinary case/proceedings are pending before any court of law/authority/ICAI against any partner or the Firm.
9. That our CA Firm is/is not registered under GST and we are providing GST Regd. Number (if applicable).
10. The CA Firm shall provide a minimum two trained manpower with Proficiency in accounting software such as Tally ERP/Tally Prime etc. with minimum one year experience having educational qualifications **CA Inter / B.Com / M.Com / MBA (Finance) or any equivalent degree in Finance / Accounts / Audit.** This manpower shall work On-site in the University from Monday to Saturday from 9:00 AM to 5:30 PM.
11. The CA Firm shall provide details of the dedicated Chartered Accountant with Name, CA Regn. Number, Address proof, Mobile Number and other details, who shall supervise the working of the manpower and ensure the timely execution of work. The Chartered Accountant shall visit the University Campus at Ghudda regularly (**at least once a month**) to scrutinize the work done and update the Finance Officer about the progress of work.
12. The firm is also registered under Income Tax Act & we are providing PAN Number.
13. That our CA firm declare that we are not blacklisted by any Central/State Government/agency of Central/ State Government of India or any other country in the world/Public Sector



Undertaking / any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

14. We hereby declare that we accept all the Terms & Conditions of the referred tender unconditionally. We further accept that if we withdraw or modify our bids during period of validity of above tender etc., we will be liable for suspension for the time period as decided by the University Authorities.

Date \_\_\_\_\_

Authorized Signatory

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Evaluation Criteria of Bids Selection

Bidder M/s \_\_\_\_\_ (To be filled by University at the time of evaluation)

A. Technical Parameters – Maximum 30 Marks

Sl. No.	Parameter	Maximum Marks	Marks Obtained
1	<b>Experience of the firm</b>	10	
i)	More than 15 years – 10 marks		
ii)	10 – 15 years – 6 marks		
iii)	Less than 10 years - 4 marks		
2	<b>No. of Similar assignments Executed with Central Universities / IITs/IIMs/NITs/State Universities in last 3 years</b>	10	
i)	More than 5 Assignments – 10 marks		
ii)	3 – 5 Assignments – 7 Marks		
iii)	Less than 3 – 4 marks		
3	<b>Presentation</b>	10	
	<b>Total marks obtained</b>	30	

B. Financial Parameters – Maximum 70 Marks

Sl. No.	Parameter	Formula	Maximum marks	Marks obtained
1	Lowest Bid Price	$\frac{(\text{Lowest Bid price} \div \text{Quoted price}) \times 70}{70}$	70	

C. Final Marks Obtained (A+B)

Sl. No.	Technical Marks obtained	Financial marks obtained	Total Marks obtained
<u>1</u>			