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**NIT: R/PPU/2026-27/01**

**NOTICE OF CALLING OPEN TENDER**

**Name of Work: Engagement of Chartered Accountant Firm**

**Total Estimated Cost: Rs. 36 lakhs (Approx)**

**Two Bid system: (a) Technical Bid (b) Financial Bid**

Patliputra University (PPU) a government run university under Bihar Education Department invites online Open Tender to facilitate accounting, taxation and book keeping works for Patliputra University in two bid system (Technical and Financial bid) from the eligible and experienced CA Firms for providing their services.

The details are given below: -

Sl No	Name of the works	Estimated Cost	EMD	Tender Paper cost
1	Providing accounting and book keeping works, writing/maintenance of Cash Book of all 24 Bank Accounts, BRS, Balance Sheet, Preparation of Inventory and Asset Register, Filing of GST & IT returns (details can be seen at Pg 04).	Rs. 36,00,000/- (Rupees Thirty-Six Lakhs) only	Rs.100,000/- (Rupees One lakh) only	Rs.3000/-(Rupees Three thousand) only which is non refundable.

**The time line for the above tender follows: -**

Particulars	Date fixed
Start date of sale of Bid documents	26/02/2026 at 10.30 AM
Close date of sale of Bid documents	13/03/2026 closes at 4.30 PM.
Last date of submission of bid along-with tender cost and EMD amount	19/03/2026 closes at 4.30 PM
Date and time of opening of Technical Bid	23/03/2026 at 11.30 AM
Date and time of opening of Financial Bid	25/03/2026 at 11.30 AM

Hardcopy of all the required documents/papers etc. along with EMD must be submitted to the Registrar, Patliputra University, Rajendra Nagar, Patna 800020 positively **as per above time schedule** through **Speed Post/ Registered Post/Courier only**.

The information is available on [www.ppup.ac.in](http://www.ppup.ac.in) also.

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## Specific Terms and Conditions of the Tender

### 1. Eligibility of the Firm: -

The applicant shall be a partnership firm/proprietorship/company of Chartered Accountants duly registered with the Institute of Chartered Accountants of India (ICAI) and holding a valid Firm Registration Number (FRN) as prescribed under the Chartered Accountants Act, 1949 and the regulations framed thereunder.

### 2. Location of Head Office

The Head Office or Branch Office of the Chartered Accountant Firm shall be located in Patna. The firm shall submit valid documentary evidence in support of the same, such as registration certificates or Firm Card.

### 3. Financial Capacity

The firm shall have an average annual turnover of not less than **₹1.00 Crore** during the immediately preceding **Three (03)** financial years (**2022-23, 2023-24 & 2024-25**). A certificate to this effect, duly certified by a practicing Chartered Accountant, shall be submitted along with the audited financial statement of the firm.

### 4. Manpower Requirement

The firm shall deploy a minimum of two (02) qualified staff members on full time basis for execution of the assignment. Such personnel shall possess adequate knowledge and hands-on experience in manual as well as computerized accounting systems, preferably including **Tally and/or ERP**-based accounting software. The manpower requirement may be increased as and when required by the university.

### 5. Tenure of Contract

The engagement shall be awarded initially for a period of 03 (three) years from the date of signing of the agreement.

### 6. Extension of engagement

The University may, at its sole discretion, extend the engagement for a further maximum period of two 20% (twenty percent) of agreed period/ agreed quantity/agreed value of contract (taking all three together) only

### 7. Experience Requirement

The firm shall have a minimum of five (05) years of experience in accounting, auditing, and financial reporting assignments pertaining to State/ Central Govt. Departments/Universities/PSU/Autonomous Bodies.

**8. Security Deposit: -**

The selected bidder will be required to deposit Security Deposit of 10% of bid value within 10 days of issue of letter of acceptance in the form of DD/FDR pledged in the name of **Registrar, Patliputra University**.

**9. Earnest Money: -**

All bidders are required to submit Earnest Money of Rs 100000.00 along with their bid in shape of DD drawn in the name of Registrar Patliputra University. Bid without earnest money will be rejected. Earnest money of unsuccessful bidder will be refunded.

**10. Jurisdiction of Court: -**

The jurisdiction for all legal matters will be under The Honorable Patna High Court, Patna,

**11. Statutory Compliance**

The firm shall, at all times during the tenure of the engagement, comply with all applicable statutory provisions, including but not limited to the Income-tax Act, 1961, the Central Goods and Services Tax Act, 2017 and the respective State GST Act, applicable Labour Laws, and all other laws, rules, and regulations in force.

**12. Non-Blacklisting Declaration**

The firm shall not have been blacklisted, debarred, or otherwise disqualified by any Central or State Government Department, University, Public Sector Undertaking (PSU), or Autonomous Body. A self-declaration to this effect, duly signed by an authorized partner of the firm, shall be submitted.

**13. Confidentiality Obligation**

The firm shall maintain strict confidentiality of all financial, accounting, and related records, information, and data of the University and shall not disclose the same to any third party without prior written consent of the University, except as required under law.

**14. Termination of Contract**

The University reserves the right to terminate the contract for any breach of terms and conditions of the contract by the contractor/ agency/ unsatisfactory performance/ noncompliance of any Rule, Act, Law. For this purpose, a 15 days termination notice will be served to the contractor calling his explanation and giving him opportunity for comply the terms and conditions and remove the short comings pointed out in the notice. If no compliance is done or the compliance/explanation found unsatisfactory by the university, the contract will be terminated and Security Deposit of the contractor will be forfeited.

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**15. University reserves the following rights: -**

**(A)** University reserves the right cancel the tender at any stage of tender process without assessing any reason there of. Bidder shall have no right to call reason from university for cancelation of tender. In this case EMD deposited by the bidder/bidders will be refunded.

**(B)** University reserves the right to short or close the contract during original validity/ extended validity period of contract without assessing any reason there off. Contractor shall have no right to call reason for short closure of contract. In this case, contractor will be paid his claim for completed work on rate agreed in to contract and his Security Deposit will be released by the university, if otherwise refundable.

**Documents required: -**

1. Copies of Audited Financial Statements and Annual Income Tax Returns for the last 03 (three) financial years i.e., for 2022-23, 2023-24 & 2024-25.
2. Work Orders/Work completion certificates of at least **3(three)** Universities/Central Govt Offices/State Govt Offices/PSU required.
3. Proof of Address of Head Office/Branch Office located at Patna.
4. 3 (three) years Average Turnover Certificate of **Rs.1 Crore or more.**
5. DISA qualification Certificate of minimum 2 staffs who will deployed for the assigned work.
6. Working Experience Certificate at least **05 (five) years** in any universities/Govt Offices/PSU required
7. PAN Copy of the Firm.
8. GST Registration Copy of the Firm.
9. ICAI Registration Certificate of the Firm.
10. EMD Amount of **Rs.1,00,000/-** in form of DD/FDR/Bank Guarantee in favour of **“Registrar, Patliputra University, Patna** payable at Patna only.
11. Tender cost **Rs.3,000/-** (Rupees Three thousand) only in form of DD only in favour of **“Registrar, Patliputra University, Patna** payable at Patna only.
12. **“Non Black Listed Firm “**Declaration on Stamp Paper.

*Handwritten Signature*  
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**Scope of work:-**

1. Conversion of Accounts of PPU from Cash based accounting system to Accrual based accounting on double entry system of accounting.
2. Preparation of Annual Accounts, Cash Book for each account and Balance Sheet in the new system of accounting and various Financial Reporting formats as prescribed by UGC.
3. Preparation of Bank Reconciliation Statement (BRS) of each account.
4. Preparation of Fixed Asset Register/Inventory Register.
5. Coordination and support in conduct of various Audits and resolving Audit paras.
6. Consolidation of Annual Budget.
7. Filing of various statutory returns like Income Tax, TDS, GST, 24Q, 26Q, 24G & 27A etc;
8. Filing of TDS returns and issuance of Form 16/Form 16A.
9. Preparation of all communications/replies regarding notices of Tax authorities.
10. Verification of various claims such as employee benefit etc made by colleges under PPU
11. Any other accounting work/ reporting work assigned by the University whenever required.
12. Preparation of head wise ledgers.
13. Preparation of monthly and annual account of Receipts & Payment – head wise for university.
14. Preparation of monthly and annual consolidated account.

**Penalty :-**One each defaults not more than three commutative defaults may be imposed a penalty of 2% of contract value and forfeiture of EMD amount.

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By order of Vice chancellor,  
Patliputra University, Patna

Sd-  
Registrar,  
Patliputra University, Patna

# Annexure I

## Bidder's Profile/Technical details

To be submitted by the Bidder alongwith Technical Bid

1	Name of the Registered Firm/Company		
2	Full Postal Address		
3	Contact details	Mob:	Email:
4	Experience in Universities/PSU/Central Govt	YES: NO:	Attach certificates
5	Annual Turnover of the previous 3 years	FY 2022-23: FY 2023-24: FY 2024-25:	Attach proof
6	Bank Details	Name of the Bank:	
		Bank Account Number:	
		IFSC Code:	
		Address:	

TO BE SUBMITTED WITH TENDER PAPER: THE BIDDER SHOULD CONFIRM WITH 'YES' or 'NO' by ticking one.

1	TENDER DOCUMENT FEE (Rs.3000/-)	YES:	NO:	DD No/date
2	EARNEST MONEY DEPOSIT (EMD Rs.1,00,000/-)	YES:	NO:	DD No/date
3	ICAI Registration Certificate	YES:	NO:	Mention No/ attach proof
4	GST Registration	YES:	NO:	Mention No/ attach proof
5	PAN NUMBER	YES:	NO:	Mention No/ attach proof
6	Affidavit for non black listing by any Institution	YES:	NO:	ATTACH AFFIDAVIT

DECLARATION:-

I, hereby certify that the information furnished above are correct to the best of my knowledge. I understand that in any case of wrong information found against, my firm will be blacklisted at any stage.

Signature of Authorized Signatory

With stamp and date

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