

REQUEST FOR EXPRESSION OF INTREST
FOR APPOINTMENT OF STATUTORY
AUDITOR OF



KRANTIGURU SHYAMJI KRISHNA VERMA
KACHCHH UNIVERSITY

Mundra Road, Bhuj-Kachchh. 370 015.

Web: kskvku.ac.in

Email: kskvku.accounts@gmail.com / registrar.kskvku@gmail.com

TENDER FORM

THE CHARTERED ACCOUNTANTS FIRM (SERVICES)

WITH

KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY

01	Tender YEAR	FINANCIAL YEAR 2026-27
02	Name of Work/ Job	CHARTERD ACCOUNTANT (C.A)
03	Location	Bhuj ,Dist: Kachchh
04	Tender Fee [Nonrefundable]	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 www.kskvku.ac.in
07	Date of Releasing of Tender	From 10/04/2026
08	Last Date of Submitting filled up tender.	On 21/04/2026 Before 6.00 PM
09	Validity of Offer	90 days
10	Period of Honoring R.A. Bills	30 Days from the data of receipt of certified bill from the Account Department.
11	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.
12	Submission of Tender	By register Ad.
13	GST	Inclusive of GST



KRANTIGURUSHYAMJIKRISHNAVARMA
KACHCHH UNIVERSITY

MUNDRA ROAD,
BHUIJ-KUCHCHH
Email-

PHONENO:235035
FAX NO : 235012
web.-

DATE: / /2026

TENDER 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 – III
10. List of office equipment and software : As per Annexure – III
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 :

Eligibility Criteria

The firm should fulfil the following requirement ANNEXURE -1

- ❖ The firm must have at least **three (3) partners** with a minimum of **15 years of experience in the audit field**. The firm must have additional knowledge of **grant accounting** and **Government audit**. As per RBI rules, the CA firm should be **Category–III**.
- ❖ The average turnover of the firm for the last **three financial years** should be **more than ₹30 lakhs**.
- ❖ The firm must have its **registered office in Kutch District**.
- ❖ Any firm having offices within the whole of **Kutch District** shall be eligible to fill the tender prices.
- ❖ Preference will be given to firms having at least **five (5) years of experience in Government/University audit**.
- ❖ The firm is required to submit proper evidence of:
 - RBI Category–III certificate
 - Annual turnover
 - Registration certificate with ICAI
 - GST registration certificate
 - Certificate of satisfactory completion of audit work from clients
- ❖ The firm will not be permitted to assign the audit work on a sharing/sub-contract basis to any other firm or person.
- ❖ In case of the same quote from two or more firms, the firm's experience in similar work will be considered for final selection.
- ❖ The University's decision shall be final for the selection of the firm.
- ❖ The agency/firm should have an office setup in **Kachchh District** (compulsory).
- ❖ The minimum fee for the assignment shall be **₹4.40 lakhs per financial year (inclusive of GST)**.

CONDITIONS

- ❖ Applications received in the prescribed proforma **after the due date and time** shall not be considered.
- ❖ The application shall contain **correct and authenticated information**.
- ❖ Applications containing **insufficient, false, or misleading details** shall be liable for rejection at any stage.
- ❖ The work shall be executed as per the directives of the **Finance & Account Officer and the Registrar, KSKV Kachchh University, Bhuj (Kachchh)**.
- ❖ Any misbehavior by the personnel of the consulting agency with University department employees shall lead to **immediate withdrawal of the assignment** from the consultancy firm.
- ❖ The decision of the **Vice-Chancellor** shall be final and binding in all cases of dispute.
- ❖ The University may contact past clients of the consultancy firm. Information regarding the attitude, approach, and conduct of the agency may be collected confidentially, if required.
- ❖ The Head of the Account Department may be contacted for any further clarification regarding the work.
- ❖ Preference shall be given to agencies having specialization in relevant categories of work.
- ❖ Certificates of qualitative excellence from clients with whom the agency (firm) has worked shall be submitted along with the application.
- ❖ KSKV Kachchh University reserves the right to modify the pre-qualification criteria and to accept or reject any or all applications without assigning any reason whatsoever.
- ❖ The firm shall ensure the full-time attendance of **three Assistants** for audit work and one Assistant for reconciliation (day to day base) and suspense entry must be done by the firm. All of whom shall remain present daily during the official office hours of the University.
- ❖ The selected firm shall be required to sign an agreement on non-judicial stamp paper worth Rs. 300. Upon submission of the audit report, the CA firm shall provide four (4) copies of the audit report along with all required statements and duly signed financial statements.
- ❖ Auditor will have to comply with any comment raised by Finance Committee or Board of Management / Executive Council of the KSKV Kachchh University on the Financial Statement under Audit.

Terms of Payment

- ❖ Payment to the CA firm shall be made upon submission of the **quarterly report**, as per the scope of work.
- ❖ The auditing organization must submit a **quarterly report** for processing of payment.
- ❖ It is required to attach the details of work for bill (Annexure–II) and provide a status update on the progress. Attach sit along with bill.

Declaration

I have carefully read the above-mentioned conditions and agree to abide by them.

Date: _____

Signature of Applicant with Seal: _____

ANNEXURE-1

DETAILS OF WORKS COMPLETED IN LAST THREE YEARS

SR NO.	YEAR	NATURE OF CONSULTANCY SERVICE OFFERED	NAME OF CLIENT/ DEPARTMENT WITH ADDRESS AND PHONE NUMBER	TIME DURA TION OF WORK
1				
2				
3				

Date

Signature of Applicant with Seal

ANNEXURE-2

DETAILS OF WORKS ON HAND

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

Date

Signature of Applicant with Seal

ANNEXURE-3

DETAILS OF PERMANENT EMPLOYEES ONLY

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

Date

Signature of Applicant with Seal

ANNEXURE-4

LIST OF OFFICE EQUIPMENT AND SOFTWARE

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

Date

Signature of Applicant with Seal



KRANTIGURUSHYAMJIKRISHNAVARMA
KACHCHHUNIVERSITY

MUNDRA ROAD,
BHUJ-KUCHCHH

PHONE NO :235035
FAX NO 235012

DATE: / /2025

Application Form for The Empanelment For Chartered
Accountants Firm (Services)
With
Krantiguru Shyamji Krishna Verma Kachchh University
(Financial Year : 2026-27)

1. NAME OF THE FIRM:

No.	ITEM OF WORK	RATE PER MONTH inclusive GST	TOTAL OF ANNUAL(1*12) inclusive GST
	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.		

Date

Signature of Applicant with Seal

SCOPE OF WORK

- ❖ The appointment will be for **one financial year starting from 2026–27**. If the University Authority decides to extend the contract for one additional year, such extension shall be subject to **satisfactory performance and evaluation** at that time.
- ❖ The firm is required to carry out the **audit work of the University with 100% checking on a day-to-day basis** and submit **quarterly and annual reports** on the financial statements of the University.
- ❖ The C.A. firm shall deploy **two experienced audit assistants on a full-time basis** for audit work. Additionally, the **Firm's Partner shall visit at least once a week** to supervise the audit process, guide the University Accounts Department on accounting matters, and discuss audit-related issues with the management.
- ❖ The firm shall verify all **TDS-related transactions**, file TDS returns, issue **Forms 16/16A/26**, and prepare all related documents as per statutory requirements. The firm shall also file the **Annual Income Tax Return** of the University within prescribed due dates.
- ❖ The firm shall verify all **GST-related transactions** and file all applicable GST returns within due dates.
- ❖ The firm shall assist in the **preparation of the University budget** and provide support in financial matters and queries of the University.
- ❖ The firm shall assist at the time of **C.A.G. Audit and Local Fund Audit**, including preparation of replies and submission of necessary documents.
- ❖ The firm shall issue **Utilization Certificates for all types of grants** as and when required.
- ❖ The firm is expected to provide advice on **general accounting matters, Tally operations, and correspondence with tax authorities**.
- ❖ The firm shall ensure timely submission of **TDS, GST, Labour Cess, Income Tax Returns**, and any other statutory or compliance work assigned by the University.
- ❖ The firm shall verify the **completeness and compliance of financial documents** for the bill sanction process as per University and Government rules and regulations.
- ❖ The auditing organization must submit **quarterly reports, annual accounts, audit reports, and related correspondence in both Gujarati and English languages**.
- ❖ The detailed Scope of Work is as per **Annexure–2 (Point No. 2.1 to 2.33)**. C.A. firms are advised to review the same carefully before submitting their bid for the tender.
- ❖ All previous outstanding balances that have not been cleared, such as EPF, All type of TDS, NPS, and GPF, must be cleared and resolved by the CA.
- ❖ Any old ledger balances that are still outstanding shall also be reviewed and settled by the CA.

ANNEXURE: 2 (2.1 TO 2.33 POINT ENGLISH)

Detailed Scope of work is as per Annexure 2 (Point No 2.1 to 2.33)

Sr. No.	Details	Periodicity	Extent of Audit
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 enter the day to day reconciliation	Day to Day	100%
2.6	To Prepare the Bank reconciliation of all the Institute accounts.	Quarterly	100%
2.7	Scrutiny of advances sanctioned to the employees, verification of recoveries, review of outstanding, etc.	Quarterly	100%
2.8	To periodically verify the physical cash balance as per cash book	Quarterly	100%
2.9	To check the deposits with the Banks and corresponding correctness of interest due and receipt of same.	Quarterly	100%
2.10	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%
2.11	To check advances/adjustments issued to various Department of Institute.	Quarterly	100%
2.12	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures	Quarterly	100%
2.13	To check deduction of TDS, Service Tax, GST etc. and remittance thereof to the concerned authorities	Quarterly	100%

2.14	To Check the receipt of EMD's and Securities and related records	Quarterly	100%
2.15	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%
2.16	To check receipt, issue and stock of all stationary including printed stationary items.	Quarterly	100%
2.17	To check the Fixed Assets Registers with a view to ensuring the accuracy of postings for physical verifications.	Quarterly	100%
2.18	To check records of consumable materials receipt and issue thereof	Quarterly	100%
2.19	To check the Annual Maintenance Contracts entered into in respect of equipment including computer hardware etc.	Quarterly	100%
2.20	To check the vehicle maintenance records, with a view to economic running of the vehicles.	Quarterly	100%
2.21	To check the sanctions issued for withdrawal of allowances/perquisites, with reference to delegated powers.	Quarterly	100%
2.22	To check withdrawal of increments, fixation of pay, leave records, Arrears, Overtime/allowance, conveyance allowance, leave travel concession, etc.	Quarterly	100%
2.23	Reimbursement of medical expenses, group insurance etc., with reference to sanction and entitlement.	Quarterly	100%
2.24	To check the collection of all kinds of fee, credit thereof and reconciliation	Quarterly	100%
2.25	Cash Flow Statements	As and when required	
2.26	Monitor all the e-books(If any require)	Monthly	
2.27	To assist in the discussions with the Statutory Auditors and finalization of Audit Report	As and when required	
2.28	Auditing of Consultancy cell and other projects	Quarterly	100%
2.29	Any other Assistance required in financial matters	As and when required	

2.30	Advice for updates/change, if any, in statutory laws	Applicable	
2.31	To Prepare the Annual Account of the Institute university	Yearly	100%
2.32	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 when required	100%
2.33	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%