

**Invitation Expression Of Interest (EOI) For  
Empanelment Of Chartered Accountant  
Birsa Agricultural University, Ranchi**



**EOI Notice No.: F1- 05/ 2026-27/BAU/ (Pur.)106      Date: 08.06.2026**

<https://jharkhandtenders.gov.in>

**Invitation Expression Of Interest (EOI) For Empanelment Of Chartered Accountant  
(CA) Firm For The Year 2025-26 And 2026- 27**

EOI Notice No. F1- 05/ 2026-27/BAU/ (Pur.106

Date: 08.06.2026

Birsa Agricultural University, Jharkhand invites Expression of interest in two bid system from Interested Chartered Accountant (CA) firm's through online for conducting audit and issuing Audit Certificate for AICRP projects, Krishi Vigyan Kendra (KVKs) and ICAR Development Grant, adhoc miscellaneous and TSP, Bank Reconciliation statement, etc. functioning under Birsa Agricultural University, Kanke, Ranchi Jharkhand.

Interested Chartered Accountant (CA) firm's its willingness to continue on existing terms and condition as per tender documents available <https://jharkhandtenders.gov.in> download the tender document from the aforesaid website and fill up digitally sign every page and submit it aforesaid website.

Sl. No	Description of work	Location	Earnest money (in Rs.)	Tender Fee
1	Chartered Accountant (CA) firm for conducting audit and issuing Audit Certificate for AICRP projects, Krishi Vigyan Kendra (KVKs) and ICAR Development Grant, functioning under Birsa Agricultural University, Kanke, Ranchi Jharkhand	Birsa Agricultural university Kanke Ranchi	<b>50,000/- (Fifty thousand)</b>	5000.00  (five thousand) only
2	Annual Account with balance sheet preparation			

Time schedule of tender:

Sl No.	Particulars	Date	Time
1.	Tender e-Publication date	08.06.2026	05.00PM
2.	Date of Pre- bid meeting (if any)	15.06.2026	03.00PM
3.	Bid Submission start date	17.06.2026	05.00PM
4.	Document download end and Submission date	27.06.2026	05.00PM
5.	Technical Bid opening date Part-1	29.06.2026	11.00PM
6.	Financial Bid opening date Part-II	-	11.00PM
7.	Tender office and address for communication	Purchase Officer, Birsa Agricultural University, Kanke, Ranchi E-mail: anandmay banerjee125@gmail.com	
8.	Bid validity up to	180 days from the date of opening of Financial bid	

1. The tender is to be submitted online mode only, comprising part-1 Technical Bid (i.e. Pre-Qualification Bid) & Part-ii: Financial Bid.
2. Cost of Tender fee, Earnest Money Deposit (EMD) shall be deposited ONLINE only. Information can be accessed through the tender document request for proposal (RFP). Please be visited <https://jharkhandtenders.gov.in> regularly for any corrigendum on this regard.
3. Birsa Agricultural University, Kanke, Ranchi Jharkhand reserves the right to accept or reject any tender or a part of it without assigning any reason thereof.
4. Corrigendum/Amendment (if needed) shall also be uploaded online.

By the Order of Hon'ble Vice-Chancellor

Purchase Officer  
Birsa Agricultural University  
Kanke, Ranchi

**Scope of work**

- Fund Audit of plan, committed expenditure, ICAR, KVKs, AICRP projects of different schemes including verification of grants expenditure and compliance under BAU, Kanke, Ranchi.
- Preparation of monthly Bank Reconciliation statement and certification of Utilisation Certificates in Form GFR- 12 A, Ensure compliance/utilization certificate (UC) as per prescribed format.
- The Chartered Accountant Firm must visit all the units of the University for Preparation of Annual Accounts and Reconciliation of grants received and expenditure incurred.
- The Chartered Accountant Firm is required to Verification of records such as cash books, ledgers and registers to prepare Receipts & Payments A/c, Income & Expenditure A/c and Balance sheet of the University by 30<sup>th</sup> June every year.
- Evaluation of Fixed and Current Assets (Moveable and Immovable Assets) of the University.
- Ensuring accuracy of Books of Accounts, files BRS, stock register, Assets register (consumable and non-consumable) salary register and other related documents.
- Preparation of replies of Govt. Audit observation and accounting action thereof.
- Reconciliation of Fee receipt and other dues from student, release of Grants and Caution Money at Headquarter and its Units.
- Preparation of Capital & Revenue Expenditure, NPS including checking of vouchers, accounting transactions, cash/bank balances investment etc.
- The Chartered Accountant Firm should ensure compliance with Govt. and C & AG rules, Identification of irregularities and submission of audit observations, Capacity building and guidance to accounts staff and Updates/Change in Statutory Laws.

**Eligibility criteria:-**

- Minimum 5 years of experience preparation of accounts and audits in Government/PSU/University/Autonomous bodies/Education Institution since the date of registration firm. The copy of work order and compliance of the same should be enclosed.
- The Firm should be empanelled with C &AG and ICAI Experience in ICAR or Agricultural University audits preferred.
- The Firm should have minimum number of two Chartered Accountants others as partners/ the must be registered with ICAI as proprietorship/partnership or employees. Adequate manpower/staff (Article audit clerks). and infrastructure.
- The head office should be in Jharkhand (Branch office and Head Office in Ranchi will be preferred).
- The Firm should enclosed Valid registration, PAN, GST and CAG empanelment.
- The Firm should be partnership firm/Company firm/ Joint venture.
- The Firm (CA Firm) should have and average turnover 20.00 lakh per annum in last three each financial 2022-23, 2023-24 and 2024-25.
- The yearly turnover of the audited Government/PSU/University/Autonomous bodies/Education Institution not less than 100 (One Hundred Crores)
- The Firm (CA Firm) Expert of legal, administrative and management field.

- The Firm should not be blacklisted by Government/PSU/University/Autonomous bodies/Education Institution (Self attested Affidavit issued by first class magistrate by notary to be given by the firm).
- The Firm should have good analytical and communication skill and have experience of holding workshops and training programmes too. Good computer skill and working knowledge of computerized environment along with exposure to Accounting package/ ERP system is desirable.

### **Terms and Conditions**

1. The technical bid of all the tenderers shall be evaluated. The proposals which meet all the conditions/stipulations laid down in this document shall be accepted for the second stage. The proposals which do not meet any of the tender conditions laid down in this document shall be rejected.
2. During technical evaluation no amendments in the technical proposal shall be permitted.
3. Tender must be submitted online.
4. Insertion, post-script, addition and alteration shall not be recognized unless confirmed by tenderer's signature and stamp.
5. Incomplete tender is likely to be rejected.
6. If the Bidder claims for exemption on EMD and cost of Bid document on the basis of being a MSME, the notification issued by Government of Jharkhand duly verified by General Manger, District Industries Centre must be submitted along with bid document.
7. Notarized affidavit indicating that there is no criminal legal suit pending.

### **Technical Criteria**

1. The bidder must have at least five year experience of audit, of reputed central government/state government/semi government/public sector organizations. A satisfactory certificate of the organization must be attached.
2. The tenderer must have an turnover of Rs. 20,00,000/- (Rs. Twenty lakh) in each last 3 years i.e. 2022-23,2023-24, and 2024-25
3. Must have GST registration and PAN number.
4. The auditor should have adequate manpower and infrastructure.
5. EMD: Rs. 50000/- (Fifty thousand) only on line only / exemption on EMD as per terms and condition no. 6, certified copy should be submitted.
6. BAU, Ranchi right to verify any document before or after financial bid or work order issued.

The technical evaluation will be made on the basis of Tender Part-I (Technical Bid-cum-Eligibility Criteria)

### **Evaluation for bid**

1. Only technically qualified firm as per Tender Part-I will be eligible for financial bid.
2. The firm quoted lowest price in the Financial Bid will be selected as qualified for assigning the work.
3. If two or more firms quoted similar rate, the firm having highly turnover during each last 3 years i.e. 2022-23, 2023-24, and 2024-25 will be awarded the work

All rights reserved to Birsa Agricultural University, Ranchi for cancelling the tender without assigning any reason.

## Technical Bid-cum-Eligibility Criteria (Tender Part-I)

Name of the Firm: .....

Sl. No.	Particulars (Mandatory Pre-Requisite/Requirement for Technical Qualification)	Information to be provided by Agency (Yes/No) with page no.
1.	Self-attested copy of Bank instrument as Earnest Money Deposit (EMD) of Rs. 50,000/- (Fifty thousand) only. If the Bidder claims for exemption on EMD, Self attested copy of valid licence of MSME, the notification issued by Government of Jharkhand duly verified by General Manger, District Industries Centre must be submitted along with bid document.	
2.	Self-attested copy of Registration Certificate of Establishment	
3.	Details of Office in Jharkhand	
4.	Self-attested copy of proof of minimum turnover of Rs. 20,00,000/- (Twenty lakh only) in each last 3 years. (2022-23,2023-24, and 2024-25)	
6.	Self-attested copy of PAN	
7.	Self-attested copy of GST registration certificate. GST return for last three financial year 2022-23,2023-24, and 2024-25	
8.	Self-attested copy of Income Tax Return of previous three years 2022-23,2023-24, and 2024-25	
9.	Self-attested copy of Bank Account Details	
10.	Notarized affidavit indicating that there is no criminal legal suit pending. (to be annexed)	

\*Note: Please arrange the Index page No. in uploaded document required.

Date :

Place :

Signature of Authorized Person  
(Name, Designation & Seal of the Company)

## Financial Bid (BOQ)

### (Professional Fees)

**The Firm May Their Professional Fees In The Following Format**  
(Professional Fees for Consolidation up the account at the end of Financial Year)

SI No.	Name of the scheme	Annual Turnover per project	Professional Fees Amount in Rupees
1.	AICRP Projects	Upto 10 Lakh	
		10 Lakh to 20 Lakh	
		20 Lakh to 50 Lakh	
		More than 50 Lakh	
2.	ICAR/ Development Grants	Upto 5 crore	
		05 crore to 10 crore	
		10 crore to 60 crore	
		More than 60 crore	
3.	Krishi Vigyan Kendra (KVKs) 16 KVKs	Per KVKs 01 to 1.5 crore	
4.	Annual Account with balance sheet preparations (Plan Turnover)	300 crore & Above	

Payment will be release on half yearly basis on submission of bills

GST applicable- Yes or NO

GST No. -

PAN No.-

I/We agreed to undertake the work subjected to terms and conditions mentioned in RFP at the rate quoted above.

**Signature and seal of firm**

**Address**

**Phone No./Mob. No.**

**e-mail**