



REGISTRAR

JAMSHEDPUR WOMEN'S UNIVERSITY

SIDHGORA CAMPUS (BESIDE SURYA MANDIR), JAMSHEDPUR

JHARKHAND, PIN - 831 009

Ph. No.: 0657 - 2249105

Email: registrarjwu@gmail.com

registrar@jwu.ac.in

Ref. No.: JWU/R/2026/...599.....

Date: 14/08/26

NOTICE INVITING TENDER (NIT)

1. Subject: Notice inviting application for empanelment of Chartered Accountant Firms.

Applications are invited from eligible chartered Accountant (CA) firms for empanelment with JWU to provide professional services relating to preparation of Financial statement, Audit, taxation, Certification of accounts, Grants audit, Internal audit, Statutory audit, Audit assistance, GST/NPS/Income Tax return and compliance and other financial assignments as may be assigned by the university from time to time.

2. Scope of Work

The empaneled CA firm shall be required to provide the following services:

- i. Preparation and presentation of Monthly/Quarterly/Annual Accounts, (Financial Statements) of all Funds and Grant Accounts of Jamshedpur Women's University.
- ii. Preparation and filing of Income Tax, GST, NPS, UPS and other concerned statutory returns as per stipulated laws and regulations within the prescribed due dates.
- iii. Provide advice in the matter relating to tax, finances and other related matters
- iv. Assist in Tax Assessments, Appeals, and Representations to Taxation Authorities.
- v. Assist in Reconciliation of Bank Statements of all funds of JWU.
- vi. Generation of Various types of challans relating to Direct and Indirect Tax Payments within the prescribed time-frame.
- vii. Generation/corrections of Forms 16/16A and computation of Taxes on Quarterly/Annually basis.
- viii. Review of Books of Accounts and concerned Reports.

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- ix. To attend meetings with regard to Annual Accounts/Financial Statements, Direct and Indirect Tax matters or any other meetings as per requirement of the University.

3. Period of Contract:

- i. Initially, the CA Firm shall be hired for a period of Two (02) Years from the date of signing of the contract, however, the currency of the contract during the 1st year would be up to 31st March of the Financial year and payment for the same would be made on *pro rata* basis of the cost of the assignment.
- ii. Notwithstanding anything contained herein above, the University administration reserves the right to discontinue the services of Chartered Accountant firm at any time, if their services are not found satisfactory during the period of the contract.
- iii. The prospective bidder/ CA firms shall quote their rates as per enclosed price bid format for two financial years subject to the condition mentioned in point (i) above.

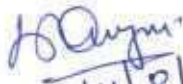
Note: - The Firm shall submit clause-wise compliance to the eligibility requirements specified below. The Firm is required to furnish all details strictly in the prescribed formats provided in this tender document, namely:

- Annexure-I (Eligibility Certificate)
- Annexure-II (Financial Proposal)

Any deviation from the prescribed formats or submission of information in any other manner shall be treated as non-compliance, and the bid is liable to be rejected.

4. Periodicity of Visits and deputation of staff:

- i. The qualified Chartered Accountant of the CA Firm shall visit the JWU office as per the requirement.
- ii. The CA Firm shall also depute at least one of its officials in JWU, who should be well-versed with the matters, mentioned in the Scope of Work.

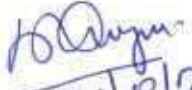

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5. Eligibility Criteria/ Technical experience of the firm:

Sl. No.	Qualification Criteria	Documents Required
1	The Bidder(s) should have been in existence for at least 10 years and should be registered with the Institute of Chartered Accountants of India.	Firm Registration Certificate/ Official document from ICAI
2	The bidder should be a single business entity/ sole bidder. No consortium or Joint Venture is allowed to bid for the assignment.	Self-Declaration
3	The bidder should have an average annual turnover of at least Rs. 1.00 crores from professional services during the last 3 financial years 2021-22, 2022-23 and 2023-24. The CA firm must be generating profit during the last three financial years.	i. Audited Financial Statement for last 3 financial years viz. 2021-22, 2022-23 and 2023-24; and ii. Certificate from the Chartered Accountant clearly specifying the annual turnover from professional services.
4	The Firm must be empaneled with the GST Department for Departmental Audits	Proof of empanelment
5	The CA firm should have its head office in Jharkhand and GST registration in Jharkhand.	Copy of GST registration certificate and ICAI document mentioning HO at Jharkhand.
6	The CA firm must be empanelled with the Comptroller and Auditor General of India.	Letter from CAG Office
7	The firm must be empaneled for GST works for at least two years with any of Government Organizations/ undertakings, Ministries, SPVs of Ministries, PSUs, Statutory Bodies, Autonomous Bodies etc. during the last five years.	Copies of Empanelment Certificate/Work Orders/ Engagement Letter/LOAs or other documents demonstrating the relevant experience
8	The firm must have experience of working with at least five Government Organizations/undertakings, Ministries, SPVs of Ministries, PSUs, Statutory Bodies, Autonomous Bodies etc. during the last five years. Out of the five, at least one organisation should be in education sector which deriving income from various types of fees.	Copies of Work Orders/ Engagement Letter/ LOAs or other documents demonstrating the relevant experience

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9	The firm must have experience in preparation of Annual Accounts comprising of Balance Sheet, Income & Expenditure Account and Receipt and Payment Account in the format prescribed by the Governing statutory regulations for at least 3 FYs.	Copies of Work Orders/ Engagement Letter/ LOAs or other documents demonstrating the relevant experience
10	The Consortium/ Joint Venture/any arrangement shall not be allowed. The works shall not be sub-contracted to any other firms in any circumstances.	Undertaking on the letter head regarding no formation of Consortium/Joint Venture explicit or implied and the work shall not be sub-contracted to any other Firm
11	The firm should not be debarred / delisted in past by any Government organization/ undertakings or by any other institution. It has also to disclose about any disciplinary action taken by ICAI against the firm/ proprietor/ Partner or any of its Directors. In such cases the firm will not be eligible for Empanelment/ Appointment.	Self-Declaration from the Firm


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6. Payments Terms:

- i. The payment shall be made on an annual basis subject to satisfactory completion of the assigned work.

7. Submission of offer and opening of bids:

- i. The interested Firms may submit their offers/price bids along with signed tender documents and the other documents as mentioned in the tender, on or before **21/08/2026 till 04:00 p.m.** in the office of The Registrar, Jamshedpur Women's University, Jamshedpur, Sidhgora campus.
- ii. Only those financial bids shall be opened that qualify the technical parameters specified by the JWU.
- iii. The technical bid must be in prescribed Performa as per Annexure-I along with all relevant documents in support of eligibility and experience criteria. The financial bid must only in the format as per Annexure-II. The Financial bid shall include a professional fee charge for all services. JWU will not accept any claim other than professional fee charges etc. specified in the financial bid.
- iv. The financial Bid must be submitted in the prescribed format inclusive of all taxes/fees/charges. Non observance of which shall result in cancellation of the bid.
- v. Any conditional offer/bid shall not be accepted and treated as rejected.

8. Earnest Money Deposit (EMD):

- i. The CA Firms are required to deposit **Rs. 25,000/-** in the form of a Demand Draft drawn in favor of "The Registrar, Jamshedpur Women's University, Jamshedpur" payable at Jamshedpur.
- ii. The EMD of the successful bidder shall be refunded on deposit of **Performance Bank Guarantee** in favor of "The Registrar, Jamshedpur Women's University, Jamshedpur" of 5% of the Contract Value with validity up to **60 days** beyond the period of the contract.
- iii. The EMD is liable to forfeit in case of denial after selection.


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9. Important Details once again furnished in a tabular form below:

Sr. No.	Description	Detailed Information
1.	Tender Reference Number	JWU/R/2026/599
2.	Issue of NIT on University website	14.08.2026
3.	Last date of submission	21.08.2026
4.	Opening of technical Bids	22.08.2026
5.	Financial Bid Opening	22.08.2026

10. Offer Evaluation:

A two-stage procedure will be adopted in evaluating offers as explained in bid.

i. Technical-cum-Eligibility evaluation:

This will be carried out prior to the opening of the financial offer.

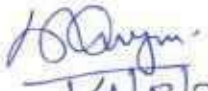
ii. Financial evaluation:

The Financial Bid of only technically qualified bidders will be opened.

All technically qualified agencies shall be informed of the date/time of opening of their financial bids in advance.

11. Evaluation:

- The firm's eligibility for qualification will be evaluated based on the Eligibility criteria mentioned in Para "5" above.
- The financial bid of the Agencies who has been qualified as per eligibility criteria are only to be opened.
- The financial Evaluation of the proposal will be based on the lowest quoted price for the appointment.


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12. Other Terms:

- i. Sub-Contracting is strictly prohibited and will be liable for immediate termination of assignment.
- ii. Any Scheme or Program of JWU during any time of the financial year will be considered part of JWU's activity, and its Accounts have to be covered under the work of the contract assigned to the firm.
- iii. The JWU/designated officer will be the sole authority for any interpretation of terminology or any contents of the tender document. The firm can clarify any of its doubts before submission of the proposal.
- iv. The firm should have an adequate number of professionals and supervisory staff to enable them to depute the required number of employees for the allotted work. The Qualified CA should have to attend & verify the related work with own signature.
- v. The work will generally be carried out at the Office of the JWU.
- vi. The details of the team of the firm assigned for the work of the JWU should immediately be communicated to the designated officer of the JWU immediately on assignment of the contract. Any change in team, once decided, shall be permitted only after prior intimation to the designated officer of JWU.
- vii. The firm has to submit all the required information in the prescribed format only. Any deviation from it or information submitted in any other format will be treated as a non-submission of a bid and the application/tender will be liable to be cancelled.

13. Jurisdiction:

In the event of any disputes arising under these conditions of the contract/performance of the firm, the dispute shall be resolved by both parties with mutual discussion, failing which the matter shall be put up before the Vice-Chancellor of the JWU. The decision of the Vice-Chancellor shall be final and binding on both the parties.


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14. Confidentiality Clause:

Without the JWU's prior written consent, the Firm and its personnel shall not disclose any information or publicize recommendations arising from the Services.

15. Indemnity:

The firm shall indemnify, protect and save JWU, its employees, and representatives from all claims, losses, damages, liabilities, costs (including reasonable legal fees), and proceedings arising from:

- i. Any act, omission, negligence, or misconduct of the firm, its employees, or agents in performing services;
- ii. Breach of contract, representations, warranties, or confidentiality obligations;
- iii. Loss or compromise of data;
- iv. Non-compliance with applicable laws or regulatory requirements

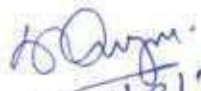

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Annexure-1

PROFILE

1. Name of the Firm:
2. Date of Establishment:
3. Constitution (Partnership/ LLP):
4. Office Address:
5. Registration No. of the firm with ICAI:
6. Mobile No:
7. Official Landline No.:
8. Email:
9. Head Office Address (With full Details): Phone No.:
10. Details of Partners/ Directors:
11. PAN/GST Reg. No.

Sr. No.	Name	Qualification	Year of Reg. as C.A.	Membership No.	Address	Place of practice
1						
2						
3						
4						
5						


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12. Details of supporting staff:

A. Details of Total Staff:

Sr. No.	Particular	No.
1.	CA	
2.	Accounts Staff	
3.	Article Staff	
4.	Other	
Total		

13. Experience:

- a. Gov. /Semi. Gov. Organization/Audit experience/Universities/Educational Institutions:

Sr. No.	Name of Org.	Address of Org.	Order No. & Date	Year allotted for Accountancy
1				
2				
3				
4				
5				

Note: Please attach the copy of appointment order.

- b. Other Relevant Experience:

14. Details of key Personal (Team) deputed for accountancy work of JWU:

Sr. No.	Name	Designation	Qualification	Total Experience	Date of Appointment in Firm	Contact no. & Address
1						

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2						
3						
4						
5						

Certificate:

This _____ is _____ to _____ certify _____ that
 I _____ (Undersigned) is fully
 authorized by _____ (Name of Firm) _____ to
 submit this document for "Empanelment/ Appointment of Chartered
 Accountant Firm for Preparation of Monthly/ Quarterly/ Annual Accounts,
 filing of GST and TDS returns and uploading of NPS/UPS contribution and other
 related work including Taxation Consultancy of Jamshedpur Women's
 University.

This is further certified that our firm is not debarred/delisted by any government
 organizations/undertaking or there is no adverse action taken or proposed
 against the firm or any of its partners/directors. We hereby confirm that all the
 information given in the tender document submitted here is correct to the best of
 our knowledge.

Date:

Place:


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Ref. No.: JWU/R/2026/...599.....

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Annexure II

FINANCIAL PROPOSAL NIT

Sr. No.	Name of Work	Firms Fees Quoted (Rs.) (Without GST)
(1)	(2)	(3)
1	Preparation and presentation of Monthly / Quarterly/ Annual Accounts, (Financial Statements) of all Funds and Grants Accounts Audit.	
2	Preparation and filing of monthly and Annual GST return	
3	Preparation and filing of quarterly and Annual TDS returns/Income Tax, Compliance	
4	Uploading of NPS/UPS contribution	
5	Misc. work as per scope of work	
	Total	

Note: Above fees are inclusive of all expenses and charges. GST will be paid extra as per rate prevailed at that time.

By Order

Sd/-

Registrar (I/c)

Jamshedpur Women's University

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Memo No. JWU/R/2026/...599.....

Dated ...14/08/26.....

Copy to:

1. Asst. to Vice-Chancellor for Information to Hon'ble Vice-Chancellor.
2. FO, JWU Jamshedpur.
3. Website In-charge.
4. In file.

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Registrar (I/c)

Jamshedpur Women's University

Jamshedpur