Bihar Agricultural University
Sabour-813210, (Bhagalpur), Bihar

EoI Notice No. 01/Compt./BAU, Sabour **Date: 14/10/2026**

EOI Notice No.01 (2026-27)

INVITIATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPENELMENT OF CHARTERED ACCOUNTANT FIRM FOR THE FINANCIAL YEAR 2025-26,2026-27 AND 2027-28

Bihar Agricultural University Sabour Invites Expression of Interest in Two Bid system from interested Chartered Account Firms through registered post/Speed post only for Evaluation Movable and immovable properties, Preparation of Final Accounts, Bank Reconciliation Statements, and Preparation of Annual Accounts etc.

For overview of the existing system, scope of work eligibility criteria bidding terms and conditions and suggested response formats, please visit our website www.bausabour.ac.in.

Detailed tender document is available on University website www.bausabour.ac.in.

The bidders can download the Tender documents from the aforesaid website and fill up and sign every page and submit in the office of the undersigned, Comptroller Bihar Agricultural University,Sabour, Bhagalpur-813210 with tender fee of Rs. 5000.00 (Five Thousand) Only in favour of Comptroller BAU, Sabour payable at Sabour up to 19.11.2026 at 3.00 PM and the same will be opened on 20.11.2026 at 3.00 PM.

The University reserves the right to cancel the tender/EOI in part or full thereof without assigning any reason.

Our website www.bausabour.ac.in may please be visited regularly for any corrigendum in this regard.

Sd/-
Comptroller
BAU,Sabour

BIHAR AGRICULTURAL UNIVERSITY

SABOUR, BHAGALPUR-813210

EOI Notice No.01

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR IMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR THE FINANCIAL YEAR **2025-26, 2026-27 & 2027-28**

Bihar Agricultural University Sabour Bhagalpur Invites Expression of Interest in Two Bid System from interested C&AG empanelled Chartered Accountant (CA) Firms Through registered post/speed post only for major PSU audits /Evaluation of movable and immovable properties, Preparation of Final Accounts in **Standard Accounting Format**, Preparation of annual Accounts with Bank Reconciliation Statement for the Financial Year 2025-26, 2026-27 and 2027-28 with experience of audit of research and educational institutes/Universities for conducting the statuary audit.

Interested Chartered accountant Firms may submit their proposals in prescribed format/PROFORMA For Technical BID given in Annexure IV and Financial BID (Professional Fees) given in Annexure V, after carefully going through the eligibility criteria given in Annexure I

The BID document containing detailed terms and condition etc. can be downloaded from University website **www.bausabour.co.in**

You are requested to send the above quote in two sealed envelopes separately, superscripting **"Technical BID for empanelment of Chartered Accountants firms" and Financial BID for empanelment of Chartered Accountants Firms"** & should reach latest by 3.00 PM up to 19 November 2026 Through Registered post/Speed post to the office of the Comptroller BAU Sabour with Non refundable tender fee of Rs. 5000 in shape of DD in favour of **Comptroller BAU Sabour.**

A pre-Bid meeting will be held as on 23.10.2026 with Bidders at office of the Comptroller BAU, Sabour at 3.00 PM.

The Technical Bid will be opened at Bihar Agricultural University, Sabour , Bhagalpur as on 20.11.2026 at 3.00 PM in the presence of the Bidders who wish to be present. Financial Bid will be opened only of the bidders who have technically qualified at a date to be intimated later.

Chartered Accountant Firms may carefully read the scope of work, Term of Reference and Important Instructions given in **Annexure II & III**.

Any further clarification can be sought from office of the Comptroller, Bihar Agricultural University Sabour , Bhagalpur-813210 in writing or Telephonically on Telephone Number 0641-2451121, Mob. No.- 9801626655.

Note:- The University reserves the right to cancel the tender/EOI in part or full thereof without assigning any reason.

Annexure-I

ELIGIBILITY CRITERIA

The firm eligible for EOI process must satisfy the following eligibility criteria:-

1. The Firm should have at least 05 years of experience of handling the statutory Audit and preparation of Accounts/ compliance of Autonomous Educational institutes/ University/PSU/Research Organization (Only degree college shall not be acceptable)
2. The Firm must be empanelled/ Registered with C&AG and Chartered Accountants of India (ICAI) and have PAN & GST Registration.
3. The Firm should have minimum 2 Qualified Chartered Accountants as partner or employees.
4. The Firm should have minimum No. of 10 staff (Article/Audit Clerks).
5. The head office of the Firm should be in Bihar. (Branch office or Head Office should be in Bhagalpur)
6. The Expenditure should not be less than 100 Crore Audited in Educational Institutions / Autonomous Bodies/statuary bodies/PSUs.
7. The Firm should be Partnership firm Company Firm/Joint Venture.
8. The Firm should have an average turnover of Rs.10.00 lakh per annum in last 03 (Three) years.
9. The CA Firms should have experts of legal, administrative and management field.
10. The Firm should have good analytical and communication skill and have experience of workshops and training programme too. Good Computer skills and working knowledge of computerized environment along with exposure to accounting packages/ERP system is desirable.
11. The Firm must not be black listed by autonomous bodies/ PSU or Govt. organization (Self attested affidavit issued by 1st class magistrate to be given by the Firm)

Annexure-II

SCOP OF WORK

In conducting audit/ Preparation of Final Accounts special attention should be paid to the following:-

1. An assessment of adequacy of the Financial systems and Financial controls:- This include aspects such as adequacy and effectiveness of accounting financial and operational controls ,level of compliance with established policies and procedures, reliability of accounting system, data and financial reports, methods of remedying weak controls; verification of assets and liabilities and a specific report on this aspect would be provided by the auditors as part of the management letter. That funds have been spent in accordance with the condition laid down by the funding agency from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. The Statutory Auditor may review the concurrent audit reports, summaries and may consider material observations/ findings while forming his opinion on overall internal control and truth & fairness of accounts/ financial statements.
2. Fund Audit of State Plan, Committed Expenditure, ICAR, KVK & different schemes and other externally funded projects of the University.
3. **Preparation of Monthly Bank Reconciliation Statement of the University.**
4. The Chartered Accountant Firm must visit all the units of the University for Preparation of Annual Accounts.
5. The Chartered Accountant Firm is required to prepare Receipt & Payment A/c, Income & Expenditure A/c and Balance Sheet (Standard Accounting Format) of the University by end of year.
6. Evaluation of Fixed and current assets (Movable and Immovable Assets) of the University.
7. Preparation of Annual Accounts for the financial year 2025-26, 2026-27 & 2027-28 of BAU Sabour.
8. Ensuring accuracy of Books of Accounts, files, BRS, stock Register Asset register (consumables and non-consumable) salary register and other related documents.
9. Preparation of replies to Govt. Audit /CAG Audit observation and accounting thereof.
10. Reconciliation of Fee receipt and other dues from students, Revolving Fund, Receipt of License Fee, release of Grants and Caution Money at Headquarter and its Units.
11. Preparation of Capital & Revenue Expenditure, NPS including checking of Vouchers, accounting transactions, cash/ bank balances, investment, etc.
12. Chartered Accountant firm must ensure compliance with Govt. and C&AG rules.

Annexure-III

TERMS OF REFERENCE OF CA FIRM

S.No.	Details	Periodicity	Extent of Audit
1.	**Finance & Accounts**		
1.1	To Check all the Cash Books for journal Vouchers and their recording in the original books of entries	Yearly	100%
1.2	To Scrutinize the general ledger pertaining to the income, expenditure and Balance sheet items in order to ascertain the **correctness of the entries** posted	Yearly	100%
1.3	To scrutinize and check the Bank Reconciliation Statement of all the Bank Accounts	Monthly	100%
1.4	The check the budget provisions and actual and highlight the variations	Monthly	100%
1.5	To Check deduction of TDS, Service Tax, Other statutory deductions and remittances thereof to concerned authorities	Monthly	100%
1.6	To Check the receipt/ release of EMD's Security Deposits and Related records	Monthly	100%
2.	**Final Accounts**		
2.1	To assist in preparation of final accounts and consolidation thereof & signing of A/c	Yearly	
2.2	To assist in the discussion with the Statutory Auditors and finalization of Audit	Yearly	
2.3	To assist in the reply of Audit Para if any raised as required by Govt./CAG Auditors	Yearly	
3.	Other Services		
3.1	Advisory role for Management of Accounts at centers including Projects	As and when required	
3.2	Updates regarding any Changes in Statutory Laws	Time to Time	
3.3	Physical presence of Senior Partner	**At the time of Approval of Final Accounts from FC& BOM**	

Annexure-IV

TECHNICAL-BID

1. Name of Firm:-
2. Head Quarter Address:-
3. Name of Responsible person, Contact No. and details who will coordinate for Work (accounts/Audit)
4. Whether Firm is empanelled with C&AG and ICAI for the year 2025-26 onward
5. Empanelment No.
6. Stability of Firm:

   (I) Age in Years

   (II) No. of Branches & Address

7. Man Power (Human Resources)

   (I) No. of Partners

   (II) No. of Qualified Chartered Accountants

   (III) No. of Article/ Audit Clerks

8. Professional Experience. (Proof if any, may be enclosed)

   (I)Statutory /Internal Audit conducted/ Finalization of Annual Accounts of the Autonomous Body / Statutory Body:-

Sr.No.	Name of the organization	Period of assignment	Turnover (in Crore)

(II) Statutory/Internal Audit conducted / Finalization of Annual Accounts of the PSUs;

Sr.No.	Name of the organization	Period of assignment	Turnover (in Crore)

(III) Statutory/Internal Audit conducted / Finalization of Annual Accounts of the Educational Institutions;

Sr.No.	Name of the organization	Period of assignment	Turnover (in Crore)

Annexure-V

FINANCIAL- BID

(Professional Fees)

The Firm may quote their professional fees in the following Format:

1. Name of Firm:

2. Headquarter Location:

3. Professional Fees:

Sr. No.	Particulars	Amount
1.	Professional Fee for consolidation of Accounts at the end of financial year-Yearly	
	Yearly* Total	

4. GST applicable-Yes/No

5. GST No.

6. PAN No.

Signature with Seal

Date:…….