



**Sher-e- Kashmir**  
**University of Agricultural Sciences & Technology of Jammu**  
**Administrative Block, Main Campus Chatha, Jammu**

**Expression of Interest**

1. On behalf of the Vice-Chancellor, SKUAST-Jammu, expression of interest in two bids formats (Technical and Financial) is hereby invited from the reputed Chartered Accounts/Firms (CAG empanelled) for providing services in respect of certification of Audit Utilization Certificates and preparation of Annual Income & Expenditure Accounts and Balance Sheets of the University.
2. NIT can be obtained from the office of undersigned against payment of non-refundable tender fee of Rs. 1000/- in the shape of Demand Draft in favour of Comptroller, SKUAST-Jammu. NIT can also be downloaded from the University website [www.skuast.org](http://www.skuast.org) and the tender fee in the shape of DD shall have to be enclosed with the tender subscribed.
3. The tender, duly completed and sealed with firm profile must reach in the office of the undersigned by or before 26.07.2019 upto 2.00 PM and the technical bid shall be opened on the same date at 4.00 PM. Separate envelopes must be used for technical bid and financial bid duly mentioned on the cover of each envelope. The earnest money deposit of Rs. 10000/- in the shape of CDR/FDR pledged in favour of Comptroller, SKUAST-Jammu should be enclosed with the technical bid.
4. The financial bids of only technically qualified firms shall be opened on 02.08.2019 at 3.00 PM.
5. For further details information about the tenders, please log on University website [www.skuast.org](http://www.skuast.org)

**Sd/-**  
**Comptroller**

AU/Acctts/ Compt/2019-20/770

Dated: 28.06.2019

Copy to the:

1. PRO to the Vice-Chancellor with the request to get the EOI published in 2 (two) local dailies having wide circulation.
2. Secretary to the Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.

## **Expression of Interest**

On behalf of Vice-Chancellor, SKUAST-Jammu Expression of Interest (Technical Bid and Financial Bid) are invited from C & AG empanelled Chartered Accountant Firms for the following job:

A) Certification of Audit Utilization Certificates in respect of Centrally Sponsored Schemes/Projects ETC.

### **Financial bids**

Financial bids shall be submitted only for professional (audit) fee to be charged by the firms.

The firms shall quote rates/audit fee in percentage of the AUC amount.

### **Eligibility Criteria**

The Chartered Accountants Firms must qualify the following minimum eligibility criteria: -

1. The firms must be empanelled with Comptroller and Auditor General of India and ICAI.
2. The firms must have at least two full time partners who are fellow members of ICAI for a period not less than three years as per the certificate of ICAI as on 01-01-2019.
3. The firms must have an average turnover of Rs. 15 lacs per annum in the last three years.
4. The firms must have carried out at least five Statutory Audits of Corporate Entities/Autonomous Bodies having turnover of Rs. 10 crores and more.
5. The firms should be in existence for at least for the last 5 years as per the ICAI certificate.
6. The tenderer shall enclose the photocopies of the Income Tax, PAN no. and GST Registration Certificate with the technical bid.
7. The earnest money deposit of Rs. 10000/- in the shape of CDR/FDR pledged in favour of Comptroller, SKUAST-Jammu should be enclosed with the technical bid.
8. In case of Tender Document downloaded from University website, the Tender Fee in the shape of DD in favour of Comptroller, SKUAST-Jammu should be enclosed with the technical bid.

### **Technical Bid**

The Chartered Accountants firms shall submit supporting document listed 1 to 5 along with Technical proposal as well as EMD and Tender Fee.

## **Detailed Request for Proposal (RFP)**

The detailed Request for Proposal (RFP)/Expression of Interest comprising terms of reference and guidelines for submitting the proposals can be collected from the office of Comptroller, SKUAST-Jammu on any working day w.e.f. or can be downloaded from the University website [www.skuast.org](http://www.skuast.org)

### **Main dates**

1. Collection of EOI from the Office of Comptroller SKUAST-J w.e.f. 01.07.2019 to 25.07.2019 during working hours.
2. The last date for submission of proposal (Technical Bids/Financial Bids) is 26.07.2019 upto 2.00 PM
3. The date of opening of Technical Bid is 26.07.2019 at 4.00 PM and Financial Bid on 02.08.2019 at 3.00 PM.

### **Scope of Work**

The Chartered Accountants Firms shall have the following scope of work:

- i. Preparation of Annual Income & Expenditure Account and Balance Sheet of the University.

### **Terms and Conditions**

1. The Chartered Accountants firms must be empanelled with Comptroller and Auditor General of India and ICAI.
2. The firms must have at least two full time partners who are fellow members of ICAI for a period not less than three years as per the certificate of ICAI as on 01-01-2019.
3. The firms must have an average turnover of Rs. 15 lacs per annum in the last three years.
4. The firms must have carried out at least five statutory audits of Corporate entities/Autonomous bodies having turnover of Rs. 10 crores and more.
5. The firms should be in existence for atleast for the last 5 years as per the ICAI certificate.
6. The firms shall submit supporting documents along with Technical proposal in support of the minimum eligibility criteria.
7. The tenderer shall enclose with tender, the photocopies of the Income Tax PAN No./Service Tax Registration.
8. The tenderer shall quote PAN No. and Service Tax Registration.
9. Financial bid of only those firms shall be opened who qualifies the minimum eligibility criteria.
10. If any of the information/documents furnished by the Chartered Accountants firms is found to be incorrect, the offer will automatically

stand cancelled without entertaining any correspondence and SKUAST-Jammu shall identify a new Chartered Accountants firm and allot the assignment.

11. The appointment of Auditor is purely contractual and for a specific period of 12 months initially extendable upto 3 years depending upon the performance of the firm.
12. SKUAST-Jammu shall have the absolute discretion in allotting the job, revising fee structure, stipulating terms and conditions of the appointment like experience in the field and termination of the services of the empanelled Chartered Accountant after due notice at any point of time including during the pendency of the contract.
13. SKUAST-Jammu reserves right to terminate Contract/Assignment at any stage, if University is convinced that firm is not performing as per the assigned job.
14. The earnest money deposit of Rs. 10000/- in the shape of CDR/FDR pledged in favour of the Comptroller, SKUAST-Jammu should be enclosed with the technical bid.
15. In case of Tender document downloaded from University website, the Tender Fee in the shape of DD in favour of the Comptroller, SKUAST-Jammu should be enclosed with the technical bid.
16. All questions, disputes, or difference arising under and out of, in connection with the contract shall be subject to the Judicial Courts at Jammu (J&K).

**Particular/Details of the firm**

S.No.	Particulars	Supporting documents required to be submitted along with this form
1.	Name of the firm	
2.	Address of the firm	
3.	Head Office	
4.	Date of establishment of the firm	
5.	Date since when is H.O. at the existing	
6.	Firm Income Tax Registration No.	
7.	Firm's Registration No. with ICAI	
8.	Empanelment No. with C & AG	
9.	Minimum Existence of the Firms and date of establishment of Firm	
10.	Turnover of the firm in last three years	
11.	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (specify)	
12.	Tender Fee	
13.	EMD	
14.	<p>Details of Partners/Proprietor Provide following details:</p> <ul style="list-style-type: none"> <li>• Number of full time fellow partners associated with the firm</li> <li>• Name of each partner</li> <li>• Date of becoming ACA &amp; FCA</li> <li>• Date of joining the firm</li> <li>• Membership No.</li> <li>• Qualification</li> <li>• Experience</li> <li>• Whether the partners is engaged full time or part time with the firm</li> <li>• Their Contact Mobile No., e_mail and full address</li> </ul>	

**Note: The firm shall submit documentary evidence against above particulars along with Earnest Money.**

**Financial Bid-I****FORMAT FOR FINANCIAL BID FOR ITEM ' A'  
(Certificate of Utilization Certificate)**

S.No.	Item or Activity	Amount (in Rs.)
A	Rate/AUDIT FEE inclusive of GST Income Tax, TA/DA (Both in Numeric and in words)	%

**Note: The firm shall quote the percentage of the amount of expenditure Audited Utilization Certificate. Normally around 150 Audit Utilization Certificates are to be certified every year ranging from Rs.20000/- onwards involving an approx. expenditure of Rs.25.00 crores per annum.**

**Financial Bid-II****FORMAT FOR FINANCIAL BID FOR ITEM ' B'  
(Preparation of Annual Income & Expenditure Account and Balance Sheet)**

S.No.	Item or Activity	Amount (in Rs.)
A	Rate/AUDIT FEE inclusive of GST Income Tax, TA/DA (Both in Numeric and in words)	Rs. _____

**Note: The firm shall quote the lump sum amount for preparation of Annual Income & Expenditure Account and Balance Sheet**

**Letter of Transmittal**

**The Comptroller  
SKUAST-J, Main Campus  
Chatha, Jammu-180009**

Dear Sir,

We, the undersigned, offer to provide the audit services for SKUAST-Jammu in accordance with your offers called for Expression of Interest. We hereby submitting our offer which includes this Technical Bid and Financial Bid in sealed separate envelopes.

We are submitting our offer and hereby declare that all the information and statements made in this offer are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Bid (Form F-1) are valid till six months from the date of submission of the offer. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the offer and to bear any further pre-contract costs.

We understand the SKUAST-Jammu is not bound to accept the lowest or any offer or to give any reason for award, or for the rejection of any offer/EOI as a whole.

I confirm that I have authority of (Insert Name of C.A Firm) submit the offer and to negotiate on its behalf.

Yours faithfully

(            )