



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

**Short Term Tender Notice**

1. On behalf of the Vice-Chancellor, SKUAST-Jammu, tenders in two bids formats (Technical and Financial) affixed with Rs.5/- revenue stamps are hereby invited from the reputed Chartered Accounts/Firms (CAG empanelled) for audit on accounts of SKUAST-Jammu for the financial years 2016-17, 2017-18 and 2018-19.
2. The tender Document can be downloaded from the University website [www.skuast.org](http://www.skuast.org) and the tender fee of Rs.1000/- in the shape of DD in favour of the Comptroller SKUAST-Jammu shall 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 16.09.2019 upto 2.00 PM. Separate envelopes must be used for technical bid and financial bid duly mentioned on the cover of each envelope. The technical bid shall be opened on 16.09.2019 at 4.00 PM.
4. The earnest money deposit of Rs.5000/- in the shape of CDR/FDR pledged in favour of Comptroller, SKUAST-Jammu should be enclosed with the technical bid.
5. The financial bids of only technically qualified firms shall be opened on 18.09.2019 at 4.00 PM.
6. For further details information about the University and the tender, please log on University website [www.skuast.org](http://www.skuast.org)

**Comptroller**

AU/Accts/ Compt/2019-20/1210-1211

Dated: 02 .09.2019

Copy to the:

1. PRO to the Vice-Chancellor with the request to get the tender published in 3 (three) leading local dailies having wide circulation preferably Daily Excelsior, State Times and Amar Ujala.
2. Secretary to the Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.

## **Tender Document**

On behalf of Vice-Chancellor, SKUAST-Jammu, Tenders (Technical Bid and Financial Bid) affixed with Rs.5/- revenue stamps are invited from the Chartered Accountants Firms empanelled with the Comptroller & Audit General of India for the following job:

A) Audit of Annual Accounts of SKUAST-Jammu for the financial years 2016-17, 2017-18 and 2018-19.

### **About SKUAST-Jammu**

Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu came into existence on 20th September 1999 following the amendment in Sher-e-Kashmir University of Agricultural Sciences and Technology Act 1982 through the State legislature.

The university has been actively involved in imparting education in the field of agriculture and allied sciences, research in agriculture and live stock production and transfer of evolved technologies to the end users through the strong extension system. The scientist-farmer interactions are frequent and liberal. Training programmes for the up-gradation and refreshing the technical knowledge of line departments' functionaries are organized.

The technologies developed, tested and refined are disseminated for adoption by farmers through adoptive trials and front line demonstrations through Krishi Vigyan Kendras. The technical information and production recommendations are disseminated through the publications and print material in form of pamphlets, leaflet and posters.

The Head Quarter of the University is located at Chatha, Jammu along with Faculty of Agriculture, Faculty of Basic Sciences and School of Biotechnology. The Faculty of Veterinary Sciences and Animal Husbandry of the University is located at R.S.Pura. Moreover, this University has seven Krishi Vigyan Kendra and similar number of research stations/ sub-stations spread over different districts of Jammu Province of J&K State.

### **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 lump sum for 3 (Three) financial years 2016-17, 2017-18 and 2018-19.

## **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 an average turnover of Rs. 15 lacs per annum in the last three years.
3. The tenderer shall enclose the photocopies of the Income Tax. PAN No. and GST Registration Certificate with the Technical Bid.
4. The earnest money deposit of Rs.5000/- in the shape of CDR/FDR pledged in favour of Comptroller, SKUAST-Jammu should be enclosed with the Technical Bid.
5. The Tender Fee of Rs.1000/- 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 documents in respect of eligibility criteria listed 1 to 3 above along with technical proposal as well as EMD and Tender Fee.

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

The detailed tender document comprising terms of reference and guidelines for submitting the proposals can be downloaded from the University website [www.skuast.org](http://www.skuast.org)

## **Main dates**

1. The tender can be downloaded from SKUAST-Jammu website [www.skuast.org](http://www.skuast.org) w.e.f. 02.08.2019 to 16.09.2019 upto 11.00 AM.
2. The last date for submission of proposal (Technical Bids/Financial Bids) is 16.09.2019 upto 2.00 PM
3. The date of opening of Technical Bid is 16.09.2019 at 4.00 PM and Financial Bid on 18.09.2019 at 4.00 PM.

## **Scope of Work**

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

- i. Audit of Annual Accounts of SKUAST-Jammu for the financial years 2016-17, 2017-18 and 2018-19.

## **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 an average turnover of Rs. 15 lacs per annum in the last three years.
3. The firms shall submit supporting documents along with Technical proposal in support of the minimum eligibility criteria.
4. The tenderer shall quote PAN No. and GST Registration No. supported by the hard copies thereof.
5. Financial bid of only those firms will be opened who qualifies the minimum eligibility criteria.
6. If any of the information/documents furnished by the Chartered Accountants firm is found to be incorrect, the offer will automatically stand cancelled without entertaining any correspondence and SKUAST-Jammu shall be at liberty to assign the job to the next Chartered Accountants firm.
7. The appointment of Auditor is purely for the job specified.
8. The Intending firms shall quote the lump sum amount for whole job. The University has an annual expenditure of approximately Rs.120.00 crores operated by 6 Nos. of Pay and Accounts officers.
9. 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.
10. No interest in respect of any sum payable by SKUAST-Jammu shall be claimed by the firm.
11. SKUAST-Jammu reserves right to terminate Contract/Assignment at any stage, if University is convinced that the firm is not performing as per the assigned job.
12. The earnest money deposit of Rs.5000/- in the shape of CDR/FDR pledged in favour of the Comptroller, SKUAST-Jammu should be enclosed with the technical bid.
13. The Tender Fee in the shape of DD in favour of the Comptroller, SKUAST-Jammu should be enclosed with the technical bid.
14. In case of any dispute, the same shall be settled through arbitration. Both the parties shall appoint a sole arbitrator whose decision shall be final and binding
15. 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**

| <b>S.No.</b> | <b>Particulars</b>                       | <b>Supporting documents required to be submitted along with this form</b> |
|--------------|--|---|
| 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's Registration No. with ICAI        |   |
| 7.           | Empanelment No. with C & AG              |   |
| 8.           | Turnover of the firm in last three years |   |
| 9.           | Firm Income Tax PAN No.                  |   |
| 10.          | Firm GST No.                             |   |
| 11.          | Tender Fee                               |   |
| 12.          | EMD                                      |   |

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

**FORMAT FOR FINANCIAL BID FOR ITEM ' A '**  
**(Certificate of Utilization Certificate)**

| <b>S.No.</b> | <b>Item or Activity</b>  | <b>Amount (in Rs.)</b> |
|--------------|--|------------------------|
| A            | AUDIT FEE inclusive of GST, Income Tax, TA/DA (Both in Numeric and in words) for audit of annual accounts of SKUAST-Jammu for the financial years 2016-17, 2017-18 and 2018-19 |                        |

