



KURUKSHETRA UNIVERSITY

(Established by the State Legislature Act-XII of 1956)
(‘A+’ Grade, NAAC Accredited)

Subject: Notice inviting quotations from Chartered Accountant firms.

Kurukshetra University, Kurukshetra invites **quotation from** the Chartered Accountant Firms for providing services mentioned in the enclosed **scope of work** for the financial year 2019-20, which may further be extended on a yearly basis on satisfactory performance of work(s). The firms should have experience of doing similar works for State Government/autonomous bodies/State/Centrally funded Institutes (CFIs)/Technical/Educational Institutes.

Terms of Reference

Kurukshetra University, Kurukshetra is a State Autonomous body and has been established by the State Legislature Act-XII of 1956. Kurukshetra University is maintaining its account on Accrual basis following the applicable accounting standards. The Institute is substantially financed by the State through Grants released under various heads of account.

Time Period

The Chartered Accountant Firm will be required to provide the desired services for a period of one year i.e. financial year 2019-20 which may be extended on yearly basis on satisfactory performance. Notwithstanding anything contained herein above, the University reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory at any time during the period.

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Terms and conditions

The quotations of only those firms will be considered which satisfy the following criteria:

1. The CA firm should be registered with the Institute of Chartered Accountants of India (ICAI) and possessed with permanent account Number (PAN) under Income Tax.
2. The CA firm should disclose the names of its partner(s) for record of the Institute. Only practicing partners of the CA firm should be allowed to visit the Institute for the above mentioned works.
3. The firm should have been in operation for at least 03 years after its registration. The average annual receipts of the firm should be at least 10 lakhs during the last 03 years.
4. The firm should have experience in
 - (i) Preparation of annual accounts for State Government/State Autonomous bodies, one of which must be an Educational Institute, where payments in respect of expenses in any financial year have remained to the extent of Rs.10 crore
 - (ii) Filing of e-TDS return (income tax).
 - (iii) GST Returns.
5. The firm will depute at least one qualified CA with adequate nos. of supporting staff depending upon the volume of work involved in each activity and will report every month to Administrative Officer Accounts-Branch-I. The name and designation of the deputed personnel (s) should be given in writing to the University.
6. The certificate regarding the accuracy of accounts being maintained at University should be submitted on quarterly basis by the firm.
7. The firm will execute a service agreement on a non-judicial stamp paper worth Rs.100/- within a week time from the allotment of work.
8. The firm shall work in the interest of the University and shall not disclose any information to any person with regard to the work done. In the event of violation, the service agreement shall be cancelled without any notice and the firm shall be responsible for all the legal/regulatory consequences thereon.
9. Any dispute will fall under the jurisdiction of the District Kurukshetra.
10. The decision of the Vice-Chancellor is final in all the related matters.

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Payment Terms

The payment shall be made against the services by firm, subject to the following terms and conditions:

1. The payment during the entire contract period shall be made in accordance with the accepted amount by both the parties.
2. No request for extra payment on account of increase in fee on whatever name called will be entertained.
3. Any increase in statutory taxes during the contract will be borne by the University.
4. TDS under income tax will be deducted at applicable rates.
5. The payment shall be made on quarterly basis on submission of bill and satisfactory performance of assigned work.
6. The University reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing the services. The decision of the Institute shall be final in this regard.
7. An amount of Rs.1000/- per day shall be paid as professional fee for visiting any statutory authorities as and when assigned by the University. In addition, TA for the above visit shall be paid @ Rs.10/- per km from the office address of firm.

Evaluation of Quotations

The interested firms are requested to go through the above terms and conditions and arrange to submit **their quotation for each profile in the enclosed prescribed format (Annexure A to C)** for providing services mentioned in the scope of work **on or before 12th July 2019 4.00 PM (Friday) positively in the office of the Administrative officer, Accounts Branch-I.**

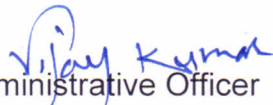

Administrative Officer
Accounts Branch-I

Annexure- A

Scope of Work for Chartered Accountant Firm

Financial Year 2019-20

- (a) Preparation and filing of quarterly returns of e-TDS based on the data of earnings and other records of University for the financial year 2019-20 and generating of TDS certificates on Form No. 16/ Form 16-A.
- (b) Preparation, vetting and filing of annual returns of the University under Income Tax Act with required disclosures, computation notes and other issues for the purpose of filing of the return of the University.
- (c) Preparation and filing of replies/corrected statements to the Income Tax Departments in respect of notices/communications received by the University irrespective of period to which the notice belongs.
- (d) Consolidation of all the data required for preparation **with full details** as per statutory requirement and filing of **GST returns** accordingly. Assessment of service tax/GST, and attending the assessment proceedings.
- (e) Providing opinion on GST, IT & ST in the matters of pertaining to University.
- (f) Certification of Utilization Certificate for R&C Projects/Short term courses/Workshop/Conference.
- (g) Evaluation of Projects in the line with Higher Education Funding Agency (HEFA) guidelines.
- (h) Providing Assistance for the preparation of budget of the University.
- (i) Annual Accounts including quarterly reports of the University comprising of financial statement, notes and schedules as per the prescribed format of accounts provided by the MHRD for the referred year and verification of facts and figures with the record.
- (j) Preparation of Balance Sheet of the University.
- (k) Any other matter related to the above works required from time to time by the competent authority of the University
- (l) Preparation and filing of documents for exemptions u/s 195 of IT Act, 1960.
- (m) Audit Report u/s 10(23 C) (vi) of Income Tax Act.


Administrative Officer
Accounts Branch-I

PRE- QUALIFICATION- CUM- TECHNICAL BID

Sr. No.	Item	Details	
1.	The details of office of the Firm (Submit copy of supporting document regarding address)	Address of Firm	
		Name & Address of the authorized officials	
		Telephone No. Mobile: e-mail:	
2.	The CA firm should be registered with the Institute of Chartered Accountant of India (ICAI) and must possesses permanent account number (PAN) under Income Tax (Provide copies of all registration certificates)	Registered with ICAI, then mention Registration Number (Date of Registration)	
		PAN of the CA Firm	
3.	The CA firm should be in operation for at least 03 year after its registration (Provide necessary evidence)	Year of Registration/ Starting of Operation	
		No. of years in operation after registration (in years)	

4.	<p>Average Annual receipts of the CA firm for the last financial year i.e. 2017-18 ending on 31st March 2018</p> <p>(Provide copies of the Audited Financial Statement for the year ended 31st March 201)</p> <p>[A copy of the acknowledgement of Income Tax Return be attached]</p>	<p>Average Annual Receipts (i.e. Average Gross Professional Fee received/ earned) of the CA Firm during the last financial year 31st March 2018</p> <p>₹. (in figures) _____</p> <p>₹ (in words) _____</p>
5.	<p>The CA firm should have experience of filling e-TDS returns (Income Tax) and Service Tax matters of Autonomous Bodies/ during the last financial year</p> <p>(Details to be provided alongwith copies of work orders/ work completion as evidence)</p> <p>[Please attach additional sheets, if required]</p>	<p>No. of Central Autonomous Bodies where similar services were provided</p> <p>Nos. (in figures) _____</p> <p>Nos. (in words) _____</p>
6.	<p>The details of CA of the firm</p> <p>(Submit the proof of ownership pattern and registration certificates along with details of the Chief Functionaries of the CA Firm)</p>	<p>Nos. of Active Partners and their complete details such as H.No., name, date of membership, address etc.</p> <p>Nos. in figure _____</p> <p>Complete details _____</p> <p>_____</p> <p>_____</p>

7.	Complete financial statement along with copy of audit report and income tax return	
8.	Peer review certificate, if any, issued by ICAI	

It is certified that the above particulars are correct. However, in the event of any information found to be incorrect, the University is at liberty to reject the proposal of the CA Firm.

Date:

Signatures: _____

Seal:

Name & Designation: _____

Annexure- B

Details of the Chartered Accountant Firm's Partners

Sr. No.	Name of the Member	Designation	Membership No.	Status (FCA/ ACA)	Remarks (Active/ Sleeping/ Nominal)
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidences in support of the information provided above. Please attach additional sheets, if required.

Date:

Signatures: _____

Seal:

Name & Designation: _____

FINANCIAL BID

Sr. No.	Description of Fees	Fees		Payment Schedule
		Rupees (in figures)	Rupees (in words)	
A.	Fees for the Financial Year 2019-20**			The service provider will raise bills as mentioned in payment terms

**** The quoted fee should be exclusive of Professional Fee and other Expenses, if any.**

N.B.: Statutory Changes in GST/ST rates, if any, shall be borne by the University. Deductions shall be made by the University as per statutory rates and norms wherever applicable

We undertake that the rates quoted above by us will not change during the contract period and its extended period.

We also accept the payment schedule/ payment terms.

Date:

Signatures: _____

Seal:

Name & Designation: _____
