



SARDAR PATEL UNIVERSITY MANDI (HP)

(A State Government University)

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No. SPU- Mandi/ Store/CA firm/2024

Dated: 18-07-2024

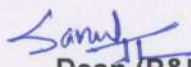
Bid Document

Tender for hiring the services of Chartered Accountant for preparation of Annual Accounts 2023-24 onwards, Audit of Accounts & filing of various returns under GST and Income Tax Act & Rules for the FY 2024-25.

Sardar Patel University Mandi (HP) has been established in pursuance of Establishment and Regulation Act 2021(Act No 3 of 2022) and work under provisions of Statutes made under the above referred Act. The Objects of the University shall be to disseminate and advance knowledge, wisdom and understanding by teaching and research and by the example and influence of its corporate life. In pursuance of various provisions of SPU Act/Statutes/ annual accounts of SPU along with audit report is required to be placed before Finance Committee every year for its consideration and approval.

Sardar Patel University Mandi (HP) is deducting the TDS under GST Act and TDS under Income Tax Act from the payment to Examinators/ suppliers /contractors and employees on the prescribed rates under above Acts and Rules. As per above Acts and rules there under, the return of TDS deducted by the DDO is required to be filed before prescribed timelines.

In addition to above, SPU is also collecting GST at prescribed rates on Affiliation/Inspection fee etc., return of which is also required to be filed as per GST Act/Rules. Keeping in view the above the Sardar Patel University Mandi (HP) is intend to hire the services of Chartered Accountant to ensure the above in time bound manner, without any delay & technical errors as per below mentioned scope of work and terms & conditions for FY 2024-25. The bid must be accompanied with a Demand Draft of Rs.1000/- (Rupees One thousand only) in favour of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P.) as bid cost.


Dean (P&D) 18/7/24
Sardar Patel University

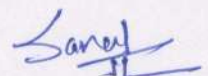
Scope of Work

Sr. No.	Particulars	Periodicity (Annual/Quarterly/Monthly)
1.	Preparation of Annual Accounts with Audit Report	Annual
2.	Income Tax Return Filing & other related forms	Annual
3.	GST Returns (GSTR-7)	Monthly
4.	GST Returns (GSTR-1 & 3B)	Monthly
5.	GSTR Annual	Annual
6.	TDS (IT) Quarterly Return	Quarterly
7.	Reply of Income Tax Department queries	Settlement per query
8.	Income Tax Case Appeal Filing with CIT(A)	Per case
9.	Income Tax Appellate Tribunal Case Filing	Per case

Sanjay
/

Terms and Conditions

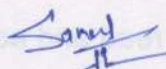
- 1 Bid should be submitted in a single sealed cover, super-scribed as **“Bid for preparation of Annual Accounts, Audit of Accounts & filing of various returns”** to the **Finance Officer, Sardar Patel University Mandi (HP)** on or before the prescribed date & time. The bid should be submitted at the office of Finance Officer, Sardar Patel University Mandi (HP) on or before 08.08.2024 at 11.00 AM. Bid may also be submitted through Post/courier/by hand. No separate acknowledgement will be made. **SPU** will not be responsible for any delay or misplace in postal receipt. Bids/ Quotations received after the timeline for submission of Bids/Quotations prescribed by the **SPU** shall not be entertained and rejected without any further correspondence to the bidder.
- 2 The bid must be accompanied with a Demand Draft of Rs.1000/- (Rupees One thousand only) in favour of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P.) as bid cost.
- 3 The bid shall be opened in the presence of bidder (s) or their authorized representatives, if present at the time of opening of bid, on 08.08.2024 at 11.30 AM by the purchasing committee.
- 4 The rates should be quoted in the figures and words without any overwriting, corrections, errors, omission etc by the bidder on letter head as per prescribed format i.e Rate Sheet **(Annexure-III)**. If there is a discrepancy in the rates between figure & words, the rate quoted in words will be taken as correct for the purpose of evaluation. If a figure is to be amended, it should be neatly scored out, the revised figure be written above in figure and words and the same attested with full signature with date. In the absence of the attested signature, the quotation is liable to be rejected.
- 5 Committee may at its sole discretion wave any minor infirmity /nonconformity in the quotation which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any bidder.
- 6 The bid document is not exchangeable to any other party.
- 7 Bidders are required to attach following document with the Rate Sheet **(Annexure-III)**.
 - I. Terms & conditions duly signed and stamped on each page as a token of having read and accepted the terms and conditions.



II. The details of the Firm/Bidder along with prescribed undertaking along with copies of requisite documents i.e. FRN with ICAI, GST Number, PAN Number (**Annexure-I**).

III. Duly signed and stamped Declaration (**Annexure- II**) on the letter head of the firm.

- 8 Bids of only those bidders who have submitted duly signed and stamped documents as mentioned above at Sr. no. 6 (I to III) shall be accepted for financial evaluation. Bids without above documents/Annexures shall be rejected.
- 9 The rates quoted should be inclusive of all taxes.
- 10 No revision of rates or escalation of price due to any reason(s) will be accepted after bids are opened.
- 11 Work shall be awarded to the lowest bidder. Normally, there would be no post tender negotiations. If at all negotiations are warranted, it would be only under exceptional circumstances i.e. where the price quoted by the lowest tenderer is highly excessive. The Purchasing Committee shall reserve the right to negotiate with the Bidder whose "Bid" has been ranked lowest (L1).
- 12 The rates quoted by the bidder should be firm & valid up to Contract period. Prices quoted shall not be subject to any upward revision on any account whatsoever throughout the period of Agreement.
- 13 The decision of acceptance of the bid will lie with purchasing committee, who does not bind itself to accept the lowest quotation and reserves the right to accept or reject any or all the tenders without assigning any reasons.
- 14 The successful bidder on award of the work shall have to deposit **Performance security** amounting to **Rs 5000/- (five Thousand only)** in the shape of Account Payee Demand Draft or Fixed Deposit Receipt from any of the Scheduled Banks duly pledged in favour of Finance Officer, Sardar Patel University Mandi (HP). Performance security shall remain in the custody of the Finance Officer, SPU for a period of one month after completion of the contract to the best satisfaction of the university.
- 15 The period of services will be initially for one year i.e FY 2024-2025, which can be extended up to two subsequent years on same terms & conditions and same rates subject to satisfactory performance in the first year.
- 16 The successful bidder shall not be allowed to transfer, assign, and pledge or sub-contracts the works to any party.

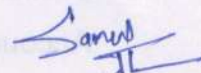


- 17 Any attempt of negotiations direct or indirect on the part of the bidder with the authority to whom he has submitted his bid offer or the authority which is competent to finally accept it, after he has submitted his bid offer or any endeavor to secure any interest for an actual or prospective bidder will render the bid liable for exclusion from consideration.
- 18 **The Performance security** is liable to be "**Forfeited**", if the bidder fails to provide services as per scope of work and agreed terms and conditions within prescribed timelines. Performance Security shall remain valid for a period of Thirty days from the date of completion of contract to the best of satisfaction SPU. Failure of successful bidder to submit performance security deposit shall constitute sufficient ground for the annulment of the award in which event SPU may make award to any other bidder at its own discretion or call for new bid.
- 19 The fee payable shall be paid on production of appropriate bills raised in the name of Finance Officer, SPU. Fee quoted should be inclusive of all taxes etc. No other payment shall be admissible except quoted amount. No interest on any deferred/ delayed payments arising out of this contract shall be payable in any case whatsoever.
- 20 Bidders are advised to satisfy themselves about the quantum of work before submitting their Bid; no extra charges consequent up on any misunderstanding or otherwise shall be allowed.
- 21 The contract can be terminated at any point of time if the services are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting Firm.

Read and acceptance

Signature of the Bidder

Stamp



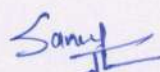
Details of the Firm/Bidder

1	Name of the CA firm	
2	Address of the CA firm.	
3	Status of the firm Partnership, Sole Proprietorship /company (Public Ltd/ Pvt.Ltd)	
4	Firm Registration Number (FRN) with ICAI (copy to be enclosed)	
7	GST No.(copy to be enclosed)	
8	Permanent Account Number (PAN)(copy to be enclosed)	
9	Name & Designation of the contact person to whom all references shall be made regarding this Bid	
10	Contact No.	
11	E-Mail ID	

UNDERTAKING:

I/We of M/s _____ Chartered Accountants do hereby jointly and severely verify and declare:-

- that the particulars given above are complete and correct and that if any of the statements made or the information so furnished is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- Our firm has not been debarred or cautioned by ICAI during the last three years (if cautioned give details);
- that our firm has not been individually or severely disqualified under sections of the companies Act. 1956 to accept appointment as Chartered Accountant / Auditors.
- that there is no adverse remarks/ disciplinary proceedings pending/ initiated against the Chartered Accountant or firm or any partner of the firm by institute of Chartered Accountant/Auditors.



- e. that Chartered Accountant or the firm have not been declared as a willful defaulter by any bank/ financial institution.

Place: - _____

Date:- _____

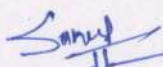
Signature of the Proprietor/ authorized Signatory: _____

Name & Designation with rubber seal : _____

"DECLARATION"

I / We hereby declare that:

1. I / We have carefully gone through the terms and conditions of the bid in detail and agreed to the rates submitted by me / us in the Rate Sheet (Annexure-III).
2. We shall make available to the Committee any additional information it may find necessary or require to supplement or authenticate any information/document provided by us.
3. We acknowledge the right of the Committee to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. It is declared that:
 - i. We have examined the bid document and have no reservations to the bid document.
 - ii. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by any other public sector enterprise or any Central or State Govt. Department.
5. It is understood that the SPU Authorities may cancel the Bidding Process at any time without incurring any liability to itself and that you are neither bound to invite the applicants to Bid for the services nor to accept any Bid that you may receive.
6. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services.
7. It is further certified that no investigation by any regulatory agency is pending against us.
8. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the SPU Authorities in connection with the selection of Bidders, or in connection with the selection/Bidding Process itself, in respect of the above mentioned services and the terms and implementation thereof.



(To be submitted by the bidder on letter head)

9. We agree to undertake to abide by all the terms and conditions of the bid document.

10. We agree to undertake to be liable for all the obligations of the bidder under the Agreement.

1) Signature of the bidder: _____

(Full Name in block letters)

Capacity in which offer is signed: _____

(Rubber stamp is required)

2) Full Address _____

Date: _____

Place: _____

Sandip K

Signature of the bidder

Date:

Or the Authorized signatory & Seal

Place:

Sandip K

(To be submitted by the bidder on letter head)

Rate sheet

Sr. No.	Particulars	Rate /fee (inclusive of all taxes)		
		In figures	In words	Remarks
1.	Preparation of Annual Accounts with Audit Report			Annual
2.	Income Tax Return Filing & other related forms			Annual
3.	GST Returns (GSTR-7)			Monthly
4.	GST Returns (GSTR-1 & 3B)			Monthly
5.	GSTR Annual			Annual
6.	TDS (IT) Quarterly Return			Quarterly
7.	Reply of Income Tax Department queries			Per query
8.	Income Tax Case Appeal Filing with CIT(A)			Per Case
9.	Income Tax Appellate Tribunal Case Filing			Per Case

Date:

Signature of the bidder

Place:

Or the Authorized signatory & Seal.

Samuel