



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5685363
Dated/दिनांक : 11-12-2024

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|---|---|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 21-12-2024 14:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 21-12-2024 14:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 30 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Jammu & Kashmir |
| Department Name/विभाग का नाम | Higher Education Department Jammu And Kashmir |
| Organisation Name/संगठन का नाम | N/a |
| Office Name/कार्यालय का नाम | Cluster University Of Srinagar |
| Item Category/मद केटेगरी | Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, As per ATC; CA Firm |
| Contract Period/अनुबंध अवधि | 3 Month(s) |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) | 4 Lakh (s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 5 Year (s) |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है | Yes |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट | No |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | No |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |

| Bid Details/बिड विवरण | |
|---|-----------------------------|
| Type of Bid/बिड का प्रकार | Single Packet Bid |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days |
| Estimated Bid Value/अनुमानित बिड मूल्य | 100000 |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Arbitration Clause | No |
| Mediation Clause | No |

EMD Detail/ईएमडी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

ePBG Detail/ईपीबीजी विवरण

| | |
|--|---------------------|
| Advisory Bank/एडवाइजरी बैंक | State Bank of India |
| ePBG Percentage(%) / ईपीबीजी प्रतिशत (%) | 0.01 |
| Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने). | 6 |

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

BUYER

Cluster University of Srinagar, Higher Education Department Jammu and Kashmir, N/A,
(Munir Ahmad Mir)

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | No |
|---|----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is

seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:AS PER ATC

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:AS PER ATC

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:AS PER ATC

Number of partners/ qualified professionals in full time employment with DISA/CISA qualificationAS PER ATC

Number of XX fulltime CA's required and YY professional audit staff:AS PER ATC

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, As Per ATC; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|---|--|
| Core | |
| Scope of Work | Review of Financial Statements , Financial Reporting Framework , Audit report , As per ATC |
| Type of Financial Audit Partner | CA Firm |
| Type of Financial Audit | Statutory Audit |
| Category of Work under Financial Audit | Audit of financial statements , Bank Transactions , AS PER ATC |
| Type of Industries/Functions | Operational & Administrative , Payables , Receivables , Cash and Bank Balance , AS PER ATC |
| Frequency of Progress Report | Fortnightly |
| MIS Reporting for Financial Audit support | Yes |
| Frequency of MIS reporting | Fortnightly |
| State | NA |

| Specification | Values |
|------------------------------|--------|
| District | NA |
| Addon(s)/एडऑन | |
| Post Financial Audit Support | Yes |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी | Address/पता | To be set as 1 | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|--|---|----------------|---|
| 1 | Munir Ahmad Mir | 190008,Cluster University,Gogji-Bagh, Srinagar Jammu & Kashmir, India, 190008 | 1 | <ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 1 |

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

3. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

4. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

6. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

7. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Terms of reference:-

A. Scope of work

1. To make review of the system of book keeping and accounting
2. Compilation of annual accounts, income and expenditure statement, balance sheet of the University for the financial year 2019-20, 2020-21,2021-22,2022-23 & 2023-24
3. Segregation of various account heads from 2019-20 onwards

Detailed scope of work

| S.No | Area | Detailed Scope |
|-------------|-----------------------|--|
| 1 | Revenue | 1. Reconciliation of fees from students/participants 2. Income from Sponsored Projects/Programmes 3. Interest on Investments, Bank Interest 4. Grants for research projects. 5. Internal Revenue/Recoveries such as license fee, Charges etc. 6. Any other Income |
| 2 | Expenditures | 1. Treatments in Accounts 2. 100% Vouching of the transactions 3. Reporting for any Rectification or improvement |
| 3 | Statutory Compliances | 1. Compliances to income Tax Act 2. Compliance to GST and other Indirect Taxes 3. Compliance to labor Laws 4. Any other statutes. |
| 4 | Finance & Accounts | 1. Review of Accounts Payable and receivable 2. Verification and checking of financial transactions from bank book and other ancillary record maintained by the University 3. Checking of Bank Reconciliation statement on monthly basis. 4. Vouching/Ledger Scrutiny |

B) Schedule for Completion of Audit

1. The firm will have to complete the audit within two months of finalization of contract.

C) Time period of engagement

1. The firm will be appointed for the financial year 2024-25

2. QUALIFICATION CRITERIA OF THE CA FIRM

The proposal of only those CA firms will be considered, which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should be empanelled with the office of C&A of India for the Financial Year 2024-25
- II. The Chartered Accountant Firm is required to have Income Tax Permanent Account Number (PAN) and Service Tax/GST Registration Number.
- III. The firm or any partner of the firm should not have been black listed by any Government Department (centre /state), C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the blacklisting certificate as per Sub-Annexure-A-1.
- IV. The CA firm should have at least 2 partners (qualified Chartered Accountants with relevant experience and engaged in full time Audit work and submit details in format attached at Sub Annexure-A—2.
- V. The CA firm should have its Head office in Srinagar.
- VI. The CA firm should have the experience of Auditing in Similar Autonomous Institutions and certificate should be attached to that effect.

1. PAYMENT TERMS

1. The professional fee quoted by the firm shall be valid for the entire contract period as well as for the whole work.
2. Payment shall be made on completion and submission of all assignment
3. Invoice should be raised in duplicate in favour of Registrar Cluster University Srinagar.
4. Statutory Taxes will be paid as per the prevailing rates during the contract period.
5. TDS will be deducted as per prevailing rates prescribed in the income Tax Act from all payment made by Cluster University Srinagar.

2. OTHER GENERAL TERMS

1. Format of Application must be completely filled in. Incomplete applications

be rejected outright.

2. Please ensure that date of establishment of registered office, Branch office, tails of all partners into the firm should be invariably indicated.
3. All submitted documents should be signed by a Managing Partner with his me and under the seal of the firm.
4. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outrightly.
5. CA firms are directed to visit Cluster University Srinagar for any clarification & exact scope of the work before quoting their rates for statutory audit within a week's time of publishing of bid to the office of registrar/purchasing officer.

3. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
2. Copy of Membership Card of the Partners issued by ICAI.
3. Copy of PAN card of the CA Firm.
4. Copy of Service/Tax/GST Registration of the Firm.
5. Copy of empanelment letter of C&AGI for the financial year 2024-25
6. Copies of Balance sheet and profit & Loss Account of last three years along with income Tax Return.
7. Non Blacklisting certificate as per Sub-Annexure-A-I.

4. Registrar Cluster University Srinagar reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.

1. Selection of firm will be done only after detailed scrutiny of the credentials of the firm.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to

exemption provided to such sellers under GeM GTC.

3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---