



कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः  
কুমার ভাস্কর বর্মা সংস্কৃত জ্ঞান পুৰাতন অধ্যয়ন বিশ্ববিদ্যালয়  
Kumar Bhaskar Varma Sanskrit & Ancient Studies University

Namati, Nalbari-781337

Website:www.kbvsasun.ac.in :: Email Id:kbvsasun@rediffmail.com

No: KBVS & ASU/Audit-8/2015-240  
07-2023

Dated- 06-

**Engagement of Statutory Auditor of Kumar Bhaskar Varma  
Sanskrit and Ancient Studies University, Nalbari  
Expression of Interest (EoI)**

Expression of Interests (EoI) have been invited from reputed Chartered Accountant Firms for engagement of Statutory Auditor of Kumar Bhaskar Varma Sanskrit and Ancient Studies University, Nalbari for upcoming financial years.

**1. Scope of Work:**

- 1.1. Statutory audit of KBV Sanskrit and AS University.
- 1.2. Submission of quarterly Receipt and Payment accounts, Income and Expenditure accounts, audited Balance Sheet, auditor's report etc. along with accounting (Tally).
- 1.3. Submission of Annual final report for every financial year.
- 1.4. Issue of Utilization Certificates to appropriate authorities as and when required by the University.
- 1.5. Reporting of outstanding CAG audit paras at the end of each reporting period of internal audit with remarks of the University for non-compliance/nonsettlement.
- 1.6. Carrying out physical verification (at least once in a financial year) and supervision of maintenance of registrars of fixed assets, Ledger and inventories of the university.
- 1.7. Checking and verification of fees / incomes/ receipts on test check basis and the review of the reconciliation of fees/income /receipts to ensure that no revenue leakage exists.
- 1.8. Any other services in connection with the said work normally rendered by the CA and not referred to in above.

**2. Eligibility Criteria:**

- 2.1. Must have registered with ICAI.
- 2.2 Should have the latest empanelment with the C & AG of India.
- 2.2. Must be located in Assam.
- 2.3. Must have completed similar assignments (in Central/ State autonomous bodies/ companies/ Educational institutions preferably in Universities) at least three in last five years.
- 2.4. Must have an average annual turnover of at least Rupees 10 (ten) lakh during last 3 (three) financial years.
- 2.5. Must have the registration /certificate of GST, PAN, and IT Returns for last three years.

**\* All the supporting documents along with payment copy of bid processing fee should be attached with the Technical Bid, without which the tender will be rejected.**

### **3. Terms of Payment:**

The payment to the firm shall be made subjected to the following terms and conditions.

**3.1.** Payment shall be made in accordance with the financial bid as accepted by the University authority.

**3.2.** TDS under IT will be deducted as per rates applicable.

**3.3.** Bills will have to be submitted by the firm, in duplicate, on submission of the audit report to the University.

**3.4.** Fee quoted should be inclusive of Professional Fee, Travelling, and Food& Lodging etc.

**3.5.** There is no provision of paying any advance amount to the selected firm under any circumstances.

### **4. Submission of Bids:**

**4.1.** Bidders with required criteria may submit the tender in two **sealed covers**, and super scribed with the **tender reference no.**,

1. Cover-I (Technical Bid), and
2. Cover-II (Financial Bid).

**4.2.** The application must be accompanied by a non-refundable **bid processing fee of 10000/-** (Rupees Ten thousand Only), in favour of **KBV Sanskrit and AS University, through NEFT/ RTGS//Direct Deposit in Account through Online payment in the Account No. 41728435113 IFSC Code. SBIN0001103 and MICR Code. 000248.**

**4.3.** Applications without **bid processing fee** will be rejected.

**4.4.** Incomplete Bid will result in invalidation of the offer.

**4.5.** All the pages of the bid should be duly signed by the authorized person with seal.

**4.6.** The rates should include all taxes.

### **5. OTHER TERMS AND CONDITIONS:**

**5.1.** Bid received after the expiry of the due date of submission will be rejected.

**5.2.** Technical bid(s) will be opened at the University in the presence of the bidder(s) or their authorized representative(s) on a date to be notified later with due intimation to Bidders.

**5.3.** Financial bid(s) of the technically qualified bidder(s) will be opened on a date to be fixed by the University.

**5.4.** In case the due date of receipt and opening of the tender being holiday/declared as holiday for the University, then the due date will be the next working day at the same time.

**5.5.** The University reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever and shall not be liable to any damage or compensation due to such rejection.

**5.6.** In case of any dispute, the decision of Vice Chancellor, KBV Sanskrit and AS University shall be final and binding.

**5.7.** All disputes arising out of the EOI process shall have the jurisdiction of the local courts at Nalbari.

**\* The tender document shall have to be submitted in a sealed envelope bearing the tender reference on the top and addressed to the Registrar, Kumar Bhaskar Varma Sanskrit and Ancient Studies University on or before 25/07/2023.**

**(A) Technical Bid**

1. Name of the Firm:
2. Office address:
- 3 i. Details of registration with ICAI:
  - ii. PAN:
  - iii. GST registration details( should be in operation for at least three years) :
4. Details of empanelment with the C&AG of India:
5. Details of the completed similar assignments (in Central/State autonomous bodies /Companies /Education Institute preferably in University) including name of organization, period, nature of assignment etc:
6. IT returns for last three years:
7. Details of annual turnover (Average Gross Professional Fees earned) in the last three financial year ending on 31st March, 2023 including average annual turnover for last three financial years:  
(Furnish the Audited Accounts along with copy of the acknowledgement of Income Tax)
8. Details of (if any) court/arbitration/any other legal case against the firm/organization:

**(B) Financial Bid**

Should be in a separate sealed Cover super scribed as **Financial Bid** and shall contain Price only.

\*Failure to provide price bid in a separate sealed cover will invalidate the Bid.

Sd/-  
Registrar i/c  
Kumar Bhaskar Varma Sanskrit  
and Ancient Studies University  
Nalbari, Assam,India