



Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)
(Recognized u/s 12-B & 2(f) by UGC Act 1956)



CRSU/AB/2022/ 862

Date: 01-04-2022

Invitation for Sealed Quotations for hiring of Chartered Accountant (CA) firm / Agency for the Financial Year 2022-23

Sealed Quotations are invited from Chartered Accountant firms / agencies by Ch. Ranbir Singh University Jind for hiring of Chartered Accountant firms / agencies. The sealed quotation should reach to the office of Registrar, Chaudhary Ranbir Singh University, Jind-126102 on or before 11.04.2022 up to 05:00 P.M. The Interested firm /agency should clearly write "QUOTATION FOR HIRING OF CHARTERED ACCOUNTANT (CA) FIRM/AGENCY FOR THE FINANCIAL YEAR 2022-23" in Capital and Bold letters on envelope. The quotations must be signed by the authorized signatory of the bidding firm / agency on each page, along with seal of the firm / company, as the case may be. The conditional / incomplete / unsigned quotations /quotations received after last date shall be rejected. The quotations will be opened on 12.04.2022 at 12:00 Noon in the office of the Finance Officer, Ch. Ranbir Singh University, Jind in the presence of the Committee Members. The authorized representatives of interested firms /agency may present during opening of quotations.

Work Description

Sr. No	Brief description of the Scope of Works
1.	Cash Book and Ledger in double entry system (Tally-ERP-9)
2.	To Prepare the Income & Expenditure Statement
3.	To Prepare the Bank Reconciliation of all the university accounts
4.	To Prepare Cash Books, Bank Books, Ledger Account and Income & Expenditure Statement in Hard copy as well as Soft Copy.
5.	Balance Sheet
6.	Form 16, Revision in Form 16, if any
7.	TDS Return filing & revision, if any
8.	GST Returns Filing & revision, if any
9.	Reply of Income Tax / GST summons
10.	Advisory Matters
11.	Digital Signature Certificate
12.	At least one visit for full day in a week to the Account Branch of the university by the Chartered Accountant or authorized person with full knowledge of work from firm / agency
13.	To scrutinize all vouchers (Debit /Credit) along with all contracts / agreements.

Terms and Conditions

1. The firm / agency should have at least 5 years of experience of similar work in Government Universities / Educational Institutions / Government /Semi Government / Autonomous bodies. The agency / firm shall enclosed performance certificate from concerned body regarding experience of similar work.
2. If the firm / agency has carried out similar work of Ch. Ranbir Singh University Jind for any of previous financial years, the performance certificate from Ch. Ranbir Singh University Jind must be enclosed.
3. The firm should have minimum turnover of Rs. 4.00 lac p.a. in each of the last three financial years.
4. The firm should not be black listed from Government or any other body for any reason. An Affidavit in this regard must be enclosed.
5. No excess/extra payment shall be made for any revision / correction in work mentioned in scope of work.
6. No Extra amount / Travelling Allowance regarding visit to the university shall be paid.
7. No advance payment shall be made and the payment shall be released only after completion of complete work of the Financial Year.
8. The University shall not be responsible for fine if any due to delay of return filling of TDS / GST etc., if delay is at the end of firm / agency.
9. The Penalty shall be imposed for delay of work by the firm / agency as per following clause of account code:

“Supply / work order(s) shall be executed within the time specified in the supply / work order which may be extended by the Registrar on the application of the contractor indicating the reasonable ground. In the event of the firm / agency fails to supply the materials / service within time, the firm / agency shall be liable to pay as compensation an amount equal to one percent or such smaller amount as the Registrar may decide on the said amount of the Contract, for every day that the works remains incomplete, provided that the entire amount of compensation shall not exceed 10% of the total amount of Contract. After the lapse of 15 days beyond the stipulated / extended period, it will be the discretion of the University to cancel the supply order at the risk and cost of the supplier. The University can take other action against the firm including its blacklisting. In case of any other breach of contract /agreement, the University will be at liberty to levy compensation up to 10% of the amount of the contract and may also take any other penal action including the black listing. An appeal against these orders shall, however, lie with the Vice-Chancellor whose decision shall be final.”

10. An undertaking that I / We have read and clearly understand the work description and terms & conditions by authorizes signatory of bidding firm / agency along with seal of firm / agency must be enclosed.
11. The University reserves the right to reject any or all offers at any stage without assigning any reason.
12. In case of any dispute, both the parties will be bounded by the decision of the Vice Chancellor, CRSU, Jind as the arbitrator.
13. All disputes shall be subject to Jind jurisdiction.


Finance Officer