

**UNIVERSITY OF JAMMU**  
**JAMMU**  
New University Campus  
Bahu Wali Rakh, Jammu-180006 (J&K)

**Expression of Interest**

01. On behalf of the Vice-Chancellor, University of Jammu - Jammu, Expression of Interest is invited from the reputed Chartered Accountants/Firms (**CAG empanelled**) for providing Accounting, Auditing and Tax related Services for the financial year **2022-23 to 2023-24**.
02. The Expression of Interest can be obtained from the office of undersigned against payment of non-refundable fee of Rs. **2500/-** in the shape of Demand Draft in favour of Registrar, University of Jammu w.e.f. **17-01-2022**. Expression of Interest can also be downloaded from the University website [www.jammuuniversity.in](http://www.jammuuniversity.in) and the fee in the shape of DD shall have to be enclosed with the Expression of Interest subscribed.
03. The Expression of Interest, duly completed and sealed (with firm's profile) must reach in the office of the undersigned by or before **10-02-2022** up to **4:00 p.m.** The earnest money deposit of Rs. **25,000/-** in the shape of CDR/FDR pledged in favour of Registrar, University of Jammu should be enclosed with the Expression of Interest.
04. For further detail information about the Expression of Interest, please log on to University website [www.jammuuniversity.in](http://www.jammuuniversity.in) and JK tenders.

No. JU/IA/22/ 9022-26  
Dated: 10/01/2022

*Nashotha*  
Registrar  
REGISTRAR  
University of Jammu  
Jammu  
07/01/2022

Copy to:

1. Sr. P.A. to Registrar for record and reference please
2. Sr. P.A. to Joint Registrar (Finance) for information of the Joint Registrar please.
3. Director, Centre for IT, for uploading "EOI" on JU Website.
4. I/c Media Cell with the request to get the "EOI" published in Local and National News Papers for wide circulation.

## Expression of Interest (EOI)

University of Jammu invites Expression of Interest for empanelment of (C&AG empanelled) Chartered Accountant Firms for following services:-

### SCOPE OF WORK

- A. To conduct Audit of all Departments; Centres; Cells; Hostels; Directorates; Offsite Campuses etc.
- B. To conduct audit of Utilization Certificate in respect of Centrally/State sponsored Schemes/Projects/Funds.
- C. To conduct audit of Funds created by the University from its internal resources.

### Eligibility Criteria

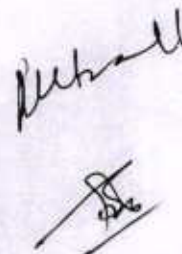
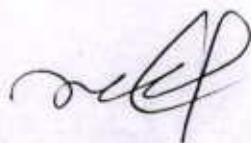
The Chartered Accountant Firms must possess/qualify the following minimum eligibility criteria:-

- 1) The firms must be registered with the Institute of Chartered Accountant of India (ICAI) and empanelled with Comptroller and Auditor General of India.
- 2) The firms must have at least two full time partners who are members of ICAI as per ICAI record as on 1-1-2020.
- 3) The firms must have an average turnover of **Rs. 7 lacs** per annum in the last three years.
- 4) The firm should be in existence at least for the last **5 years** as per the ICAI record.

### Payment

The payment made to the Empanelled firms shall be as per the following rates:

- i. For grants upto Rs. 50,000/- Rs. 1%
- ii. For grants exceeding Rs. 50,000/- but upto Rs. 5,00,000/- Rs.0.75% subject to minimum of Rs. 500/-



- iii. For grants exceeding Rs. 5,00,000/- but upto Rs. 10,00,000/- Rs. 0.50% subject to minimum of Rs. 3,750/-
- iv. For grants exceeding Rs. 10,00,000/- Rs. 0.10% subject to minimum of Rs. 5,000/-

In addition to the above the Chartered Accountants may also be required to provide other **Accounting, Auditing and Tax related services.**

The Chartered Accountant firms shall submit supporting documents for the details mentioned in **Annexure 1.**

Expression of Interest comprising terms of reference and guidelines for submitting the proposals can be collected from the office of Registrar, University of Jammu, Jammu on any working day w.e.f. **17-01-2022** or can be downloaded from the University Website: [www.jammuuniversity.in](http://www.jammuuniversity.in)

#### **Main dates.**

1. Collection of Expression of Interest from the office of Registrar, University of Jammu, w.e.f. **17-01-2022.**
2. The last date for submission of Expression of Interest is (**10-02-2022** upto 4:00 p.m).

#### **Terms and Conditions**

- i) The Chartered Accountant firms must be empanelled with Comptroller and Auditor General of India and The Institute of Chartered Accountant of Indian (ICAI). Office of the Chartered Accountant should be functional in Jammu and also available on all working days.
- ii) The firms must have atleast two full time partners who are fellow members of ICAI for a period not less than three years as per the certificate of ICAI as on **01-01-2020.**
- iii) The firms must have an average turnover of Rs. 7 lacs per annum in the last three years.
- iv) The firms must have carried out atleast three statutory audits of Universities/Higher Educational Institute during the last three years.
- v) The firms should be in existence atleast 5 years as per the ICAI certificate.
- vi) The firms shall submit supporting documents along with **Application (Annexure 1)** in support of the minimum eligibility criteria.
- vii) The Chartered Accountants/Firms shall enclose with the Expression of Interest, the photocopies of the PAN No. / GST Registration certificate/any other relevant certificate.

*[Handwritten signatures]*

- viii) If any of the information/documents furnished by the Chartered Accountants Firms is found to be incorrect at any latter stage, the offer will automatically stand cancelled without entertaining any correspondence.
- ix) The empanelment of Chartered Accountant firms is purely contractual and for a period of 2 years extendable by a period of upto 1 year subject to approval of Competent Authority and satisfactory performance.
- x) University of Jammu shall have the absolute discretion in allotting the job, revising fee structure stipulating terms and conditions of appointment like experience in the field and termination of the services of the empanelled Chartered Accountant after giving due notice at any point of time including during the pendency of the contract.
- xi) University of Jammu reserves the right to terminate Contract/Assignment at any stage, if University is convinced that firm is not performing as per assigned job.
- xii) The earnest money deposit of Rs. 25,000/- in the shape of CDR /FDR pledged in favour of the Registrar, University of Jammu should be enclosed with Expression of Interest.
- xiii) The whole process of empanelment of Chartered Accountants/Firms can be called off without giving any prior notice or information by the Competent Authority of Jammu University.
- xiv) A Non-refundable tender fee of Rs. 2500/- by DD in favour of the Registrar, University of Jammu should compulsorily be attached.
- xv) Work will be allotted to the Empanelled Firms on rotation basis.
- xvi) In case the number of application are large then, the University of Jammu reserves the right to finalize the criteria for shortlisting the firms.
- xvii) List of successful firms will be prepared and work will allotted on rotation basis.

*Dastgira*  
REGISTRAR  
UNIVERSITY OF JAMMU  
JAMMU  
University of Jammu  
Jammu  
7/1 07/01/22 - 07/01/2022

## Annexure-1

**PARTICULARS FOR THE EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS IN THE UNIVERSITY OF JAMMU.**

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1.	Name of the Firm	
2.	Address of the Firm	
	Head Office	
	Date of establishment of the Firm	
3.	Firm's PAN No.	
4.	Firm's GST Registration No.	
5.	Firm's Registration No. with ICAI	
6.	Empanelment No. with C & AG	
7.	Turnover of the Firm in last three years, separately.	
8.	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (Specify)	
9.	<p>Details of Partners/Proprietor:            Provide following details:            Total number of partners            Number of Full Time Fellow Partners associated with the Firm,            Name of each partner,            Date of becoming ACA /FCA            Date of joining the firm,            Membership No.,            Qualification,            Experience,            Whether the partners is engaged full time or part time with the firm,            Their Contact Mobile No., email and full Address            Area of expertise            Certificate for not having any adverse standing regarding negligence/misconduct by the firm/partner</p>	

Note:- The firm shall submit documentary evidence against above particulars alongwith Earnest Money.

*Handwritten signature*

*Handwritten signature*