



NATIONAL LAW UNIVERSITY, JODHPUR

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NOTICE INVITING BID

Sub: Inviting Bids for Appointment of Chartered Accountant for Audit of Annual Accounts for the financial year 2024-25.

Date of Inviting of Bid :

Last Date of Bid :

National Law University, Jodhpur, was established under the National Law University Jodhpur Act 1999 by the State Legislative Assembly.

Sealed bids are invited by NLUJ from experienced duly registered (with ICAI) practicing Chartered Accountant Firms for conducting audit and other works relating to the University for the Financial Year 2024-25. The contract may be extended for next two financial years (2025-26 and 2026-27) continuing with same fees and terms & conditions subject to satisfactory performance.

The Bid should be submitted in **two stages as under:**

1. **Essential Qualification (documents are required to be submitted for validity of Technical Bid):**

- i) The Firms intending to participate in the Bid should have minimum 5 years of experience in Audit of Annual Accounts of Central/State Autonomous bodies/Semi Govt. Organization/ Public Sector Undertakings and Filing of Returns of Income Tax, as per Sub Annexure A-3).
 - ii) The firm must have experience of audit of reputed educational institute (i.e. law university/ Central/ State University or other university)
 - iii) Self-Certified Copy of Valid PAN Card of the Firm/proprietor.
 - iv) The CA firm should have at least 2 qualified CA as partners or as employees with relevant experience and engaged in full time Audit work as mentioned in the Bid document. Details required as per Sub Annexure A-2. (please attach copy of Membership Card of the Partners/Employees issued by ICAI.)
 - iv) The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per Sub-Annexure-A-1.
 - v) EMD Rs. 5,000/- is required to be submitted along with technical bid.
- Bidders not meeting the above minimum mandatory qualification criteria shall be out rightly rejected and not considered for any further evaluation.

- The eligibility based on which the audit firm initially qualifies is required to be maintained by the firm throughout the contract period, falling which the contract can be terminated.
- Format for submission of Technical Bid is enclosed at Annexure– I.
- Bids should be un-conditional. Conditional bids shall be summarily rejected.

2. Format of submission of Financial Bid is enclosed at Annexure–II.

Financial Bid Annexure-II duly signed with seal is to be kept in Sealed Cover-2 super scribed as Financial Bid.

- The Bidder shall not modify the financial bid format in any manner. If financial bid submitted in any other format will be treated as non-responsive and not considered for tabulation and comparison.

Scope of Work

The firm is required to audit the records of the university for financial year 2024-25 or extended period, if any. The following books of accounts and records, shall be audited by the firm in accordance with the regulations applicable to National Law University Jodhpur:-

- Cash book and Ledger Accounts
 - Reconciliation of Bank Statement
 - Balance Sheet
 - Income and Expenditure account
 - Checking of trial Balance
 - Vouching
 - Preparation and certification of Utilization Certificate of grants, if any.
 - Filing of Income Tax Returns and Reports as applicable.
 - To verify accounts with reference to the books of accounts i.e ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
 - Regularity in Payment of Statutory Dues.
 - Dealing and finalization of the cases U/s 142(1) & 143(2), 272A(2)(e) & U/s 154 of Income Tax Act viz. full and final settlement charges of the case along with the visits, as and when required.
 - Any other work needed for Accounts finalization.
- Submission of annual return for financial year 2024-25 and for financial year 2025-26 or 2026-27 if contract is extended.
 - As per University Norms, the certified copy of the Annual Accounts inclusive of Issuance of Audit Report will have to be laid down before the Finance Committee, Executive Council and General Council of the University. Hence, the report of the statutory audit viz. certified copy of the annual accounts along with the auditor's report will have to be submitted on or before 15th September every year. It may be ensured that report of the statutory audit should be completed in time.

Bids are to be submitted on or before up to **3.00 PM** by regd. Post/ speed post/courier/by hand (in the Tender Box placed at office of NLU Jodhpur) at the following address:

**The Registrar,
National Law University Jodhpur
NH-62, Nagour Road, Mandore,
Jodhpur (Raj.) 342304.**

Enclosures:

- 1) Format for submission of Technical Bid (Annexure- I)
- 2) Format for submission of Financial Bid (Annexure- II)
- 3) General Terms & Conditions (Annexure-A)
- 4) Sub-Annexure: A-1
- 5) Sub-Annexure: A-2
- 6) Sub-Annexure: A-3.

Annexure- I

Format for submission of Technical Bid

(On the Letter head of the Bidder)

1. Name of the Chartered Accountant Firm: _____
2. Registration Number of the Chartered Accountant Firm: _____
3. Date of Registration of the Firm: _____
4. Particulars of the Firm: -
 - I. Address of the Head office / Branch of the firm as registered with the Institute of Chartered Accountants of India : _____
 - II. (a) Telephone Number with STD code: _____
 - III. (b) Mobile Nos. of the partners 1 _____
2 _____
 - IV. Email address of the firm _____
 - V. Website of the firm, if any _____
 - VI. PAN No. of the Firm/proprietor (Self Certified with Seal Copy to be enclosed) _____
 - VII. GST No of the firm (Self Certified with Seal Copy to be enclosed). If available.
 - VIII. Bank Details
Name of the Firm in Bank A/c: _____
A/c Number: _____
Name of the Branch: _____ IFSC Code: _____
5. Details of EMD of Rs. 5,000/-: DD No. Dated.

6. Technical Details (Self certified and stamped documents only): -

S.No	Required details	Attached at Page no.
1	Copy of firm's Registration Certificate issued by the Institute of Chartered Accountants of India - to show the Experience in Practice (No. of years)	
2	Self-declaration Certificate as per Sub-Annexure A-1 to show that the firm is not black listed.	
3	Details as per Sub Annexure A-2 providing details of the Partners/FCAs/ACAs of the CA firm with relevant experience and engagement with respect to the Scope of Work as mentioned in the Bid document.	

4	Details as per <i>Sub-Annexure A-3 with respect to the experience in Audit of Annual Accounts of Central/State Autonomous bodies / semi Govt. organizations/ Public Sector Undertakings and Filing of their Returns of Income Tax/GST (Also attach copy of work orders/completion certificate in each case as evidence)</i>	
5	Copy of certificate for experience of audit of reputed educational institute as per eligibility criteria mentioned at 1(ii)	

We hereby confirm the acceptance of all provisions and terms & conditions of the invitation without any deviation.

Place:

Date:

Authorized Signatory

With Official Stamp

Annexure-II Financial Bid (On the Letter Head of the bidder)

Sl. No	Particulars	Annual quoted fees in Figures(in Rupees) (Including all applicable tax)	Quoted fees (In words)
1	Fees Per annum (inclusive of all overheads)		

Place _____

Date _____

Authorized Signature with Official Stamp

NB: To be submitted in a separate sealed cover super scribing "Financial Bid"

Annexure-A

1. Conditions for Bid to be considered Valid.

The bid documents complete in all respects & duly signed with seal by authorized person shall be submitted by the bidder in two sealed separate envelopes as at (a) & (b) below. These two sealed envelopes should be kept under another sealed envelope and must be sent / delivered clearly super scribing:

“Application for Appointment of Statutory Auditor “

- a). **Cover-1** “**Technical Bid for Appointment of Auditor for audit of Annual Accounts**” as mentioned in Annexure I duly signed and stamped of the entire pages of bid documents / tender along with annexures should be submitted.
- b). **Cover-2**, “**Financial Bid for appointment of Auditor** as mentioned in annexure-II.
- c). Incomplete offers would be summarily rejected.
- d). No cutting or overwriting would be allowed in Financial Bid. In such cases, bid would not be considered. The quoted figure in terms of expected fee should invariably match with the figure mentioned in words. In the event of discrepancy, the amount mentioned in words only be valid.
- e). Offers submitted against tender documents only will be considered and the offer shall be in the name of the firm.
- f). While submitting the bid, bidders are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the bidder; NLUJ will bear no financial implication on this account.
- g). NLUJ takes no responsibility for delays, loss or non-receipt of tender documents and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
- h). NLUJ shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against NLUJ for rejection of offer. The firm, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by NLUJ, even though NLUJ may opt to modify/withdraw the invitation to Tender or does not accept the offer or cancel the tender as a whole.
- i). In absence of EMD, bid is liable to be rejected.
- j). Successful bidder will be required to submit security deposit(SD) @ 10% of bid amount for a period of 1 year or extended period as the case may be. In absence of which bid is liable to be rejected.

2. Evaluation criteria for Financial Bids:

- 2.1** The bids should be unconditional. Conditional bids would be summarily rejected.
- 2.2** Financial Bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible Bidders only. (The Date & Time for opening of Financial Bids shall be intimated to the technically eligible Bidders later).
- 2.3** Evaluation of bids shall be done on the basis of rates quoted in the price bid separately.
- 2.4** If some discrepancies are found between the rates given in words & figures, the rate as quoted in words shall be considered.
- 2.5** If there is any tie in price bids received from different bidders, then it shall be at the discretion of the Registrar, NLUJ to select the suitable bidder.
- 2.6** Disputes, if any, shall be resolved by sole Arbitration nominated by the Hon'ble Vice Chancellor of the university.
- 2.7** Currencies for bid and payment shall be in Indian Rupees only.

Other Terms & Conditions

1. The bids shall be valid up to 30th June, 2025.
2. The assignment of compilation & certification of Annual Accounts shall be given to one firm only.
3. The job is to be taken up as early as possible i.e. immediately on award of assignment.
4. The audit firm appointed by NLUJ must not sub- contract the work.
5. If process/performance of the audit team are not found satisfactory, the management reserves the right to terminate the appointment of the firm at any time.
6. Shifting of Office file out of the office premises is not allowed in any case.
7. In case LOA (Letter of Appointment) issued is not accepted by the L1 bidder, the bidder shall be debarred for 3 (three) years from the date of default.
8. **Payment Terms:** No advance shall be payable under any circumstances and payment shall be remitted through electronic modes of transfer as per the bank details mentioned on bill submitted to the Institute. TDS shall be deducted as per Income Tax Act, 1961 and the relevant prevailing rules at the time of release of payment, only after the completion of job, subject to satisfactory performance during complete tenure.

Authorized Signature with Official Stamp

Self – Declaration – No Blacklisting

(On the letter head of
the firm)

To,

**The Registrar,
National Law University
Jodhpur.**

Sir,

In response to the Bid for selecting Auditors for NLUJ for the financial year 2024-25, I/ We hereby declare that presently Chartered Accountants of our firm are having unblemished record and none of them is declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm (Name of the firm) is not blacklisted by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, the tender if any to the extent accepted may be cancelled without any payment.

Thanking you,

Yours faithfully,

Signatures of authorised signatory _____

Name _____

Seal of the CA Firm _____

Place _____ Date _____

SUB-ANNEXURE: A-2

Details of CA Firm's Partners/Employees

S.N.	Name of the CA	Designation Partner/Employee	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:

Signature:
Name:
Office Seal
Designation

SUB-ANNEXURE: A-3

Details of CA Firm's Experience of Similar Services as per details of Bid Document

S No	Name of the assignment	Dates of Assignment		Name of the organization	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
		Start date	End date			
1						
2						
3						
4						
5						

Please Furnish the copy of the documentary evidence in support of the information provided above. Please attach additional sheets, if required.

Date:
OFFICE SEAL

Signature:
Name:
Designation: