



UNIVERSITY OF LUCKNOW

**Short Term Tender Invitation from Chartered
Accountant firms for Audit of Fees and Expenditure in
B.Ed.-2018 and B.Ed.-2020**



UNIVERSITY OF LUCKNOW, LUCKNOW

University of Lucknow hereby invites short term tender application (in two bid system) from Firm of Chartered Accountants for the audit of Fees and Expenditure in B.Ed. 2018 and B.Ed. 2020 Applications should be accompanied with covering letter as mentioned in “**Annexure A**” & a declaration as mentioned in “**Annexure B**”.

Interested Chartered Accountancy firm may send their Bid to the Finance Officer, University of Lucknow, Lucknow. Complete Bid details along with all documents can be submitted on or before **26/04/2021 at 12:00 PM** in the Accounts Officer Chamber. Bid will be opened on **26/04/2021 at 3:00 PM** Accounts Officer Chamber, L.U.

At any time prior to the deadline for submission of Bids, the University may amend the Bidding Documents by issuing an addendum. The amendment will be notified by publishing on University’s website www.lkouniv.c.in . The amendment will be binding on all the bidders.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid, the University may, at its discretion, extend the deadline for the submission of Bids.

**Finance Officer
University Of Lucknow
Lucknow**



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1. Procedure for Submission of Bid:

- a) The Tender set is divided into two parts i.e.
- i. **Part-I (Technical Bid)** - This should be put into sealed **Envelope No. 1** along with authorized signatory on each page. Technical bid should be submitted in the format as specified in “**Annexure C**”
 - ii. **Part-II (Financial Bid)** – This should be put into sealed **Envelope No. 2** along with authorized signatory on each page. Financial bid should be made in the format as specified in “**Annexure D**”

Both of the above bids should be put into separate Envelopes i.e. Envelope 1 & Envelope 2 respectively. These two envelopes should further be put into a big envelope marking “**Bid for the Short Term Tender of Chartered Accountants for the Audit of Fees Received and Expenditure in B.Ed. 2018 and B.Ed. 2020**”.

- b) Documents should be submitted in the **Envelope No. 1** as per eligibility criteria of Bidding/Tender document as mentioned in **clause 3**.
- c) After opening of the Tender Part 1 i.e. Technical Bid and analysing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those Bidders' Tender Part 2 (i.e. Financial Bid as per Annexure D of Bidding/Tender document) will be opened with the approval of Competent Authority.
- d) Vice Chancellor, University of Lucknow reserves the right to accept/ reject any Tender without assigning any reason.

2. Bid Prices:

- a) Bid Prices will not be adjusted for any conditional or unconditional circumstances.
- b) Prices quoted by the Bidder shall remain fixed during Bidder's performance of the contract and not be subject to any variation on any account.
- c) A Bid submitted with any different adjustable price quotation will be treated as no responsive and rejected.
- d) Bid Currencies Prices shall be quoted in Indian Rupees (INR) only.

3. Eligibility Criteria (Technical Bid):

- a) Chartered Accountant Firm should have minimum 3 years of experience.
- b) The bidder should have minimum average turnover of 20 Lakh in the last 3 preceding financial years.
- c) The bidder should have an office in Lucknow.
- d) The bidding entity/ any partner/ Director of the entity should not have been convicted in any disciplinary proceedings/ criminal case by regulatory authority (ies) / court in connection with professional work. Bidder should not be on negative list/ black listed by any PSU or Govt. Department. Bidder will have to submit an undertaking in this regard.
- e) Photocopy of Pan Card, Photograph of owner/ partner to be attached.
- f) Registration No. with ICAI along with documentary evidences to be attached.
- g) GST No. should be attached.
- h) Bank Details of Bidder

(All supporting documents should be attached duly signed and stamped otherwise no cognizance with regard to mere filling up the documents will be taken.)

4. Sub Contract, Transfer or Assign The Contract:

The firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm.



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**Format for Covering Letter
On Applicant's Letterhead**

“ANNEXURE A”

PROFORMA

To,
Finance Officer,
Lucknow University
Lucknow (UP)

Sir,

**Subject: Notice inviting Short Term Tender for Audit of Fees and Expenditure in
B.Ed.2018 and B.Ed.2020**

The undersigned, having read and examined in detail the short term tender document in respect of providing services for audit of Fees and Expenditure in B.Ed.2018 and B.Ed.2020 on contract basis, do hereby express our interest to provide such services.

Correspondent Details:

Our Correspondence details are:

1	Name of Company/Firm	
2	Address of the Company/Firm	
3	Name of the contact person to whom all references shall be made regarding this EOI	
4	Designation and address of the person to whom all references shall be made regarding this Tender	
5	PAN and GST details	
6	Mobile	
7	E-Mail id of contact person	
8	Landline	

Yours faithfully,

(Signature of the Authorised Person)



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“Annexure – B”

DECLARATION

Declaration Letter on ₹ 10 Non Judicial Stamp Paper stating the following:

1. I hereby declare that, I/We have made myself/ourselves thoroughly conversant with the Scope of work and local conditions regarding Assessment and scrutiny of Annual Returns on which my/our offer is based for the work.
2. The specifications, clauses, and conditions for this work have been carefully studied and understood by me before submitting this tender.
3. We are not black-listed by any Central/State Government/ Public Sector Undertaking/Institute of Chartered Accountants of India.
4. I undertake to pay the labour engaged on the work as per minimum wages act and its amendments from time to time applicable to the zone concerned.
5. I hereby declare that Shri _____ residing at _____ having Telephone No. _____, Fax No. _____ Mobile No. _____ E-mail address _____ shall be my/our authorized representative for attending the call. He will be responsible for liaison.
6. I hereby declare that I have signed all the pages of the tender document in token of acceptance of all the contents and terms & conditions of tender.
7. The facts and information furnished by us are true to the best of our knowledge and belief.
8. All disputes are subject to Lucknow jurisdiction only.

Thanking you.

Yours faithfully,

(Signature of the Authorised Person)

Date :
Place :
Business Address:

Name :
Designation
Seal:



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Annexure “C” For Technical Bid Only

1	NAME OF THE FIRM (constitution certificate issued by ICAI as on 01-01-2020 to be attached)	
2	ADDRESS OF THE OFFICE IN LUCKNOW	
3	ANY DISCIPLINARY PROCEEDINGS/CRIMINAL CASE	
4	PAN DETAILS	
5	REGISTRATION NO. OF FIRM WITH ICAI	
6	GST No.	
7	BANK DETAILS	
8	MINIMUM AVERAGE TURNOVER OF 20 LAKH IN THE LAST 3 PRECEDING FINANCIAL YEARS. (FULL ITR RETURN OF LAST 3 PRECEDING FINANCIAL YEAR)	

Yours faithfully,

(Signature of the Authorised Person)



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“Annexure D”

PROFORMA FOR FINANCIAL BID

1. Name of the Company/Firm, address, etc.
2. Details of rate quoted
(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the ‘written in words’ will be taken into consideration)

Note: No cutting or over writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.

Sr. No.	Particulars	Consolidated Remuneration (Excluding GST) (In Rs.) Lump Sum
1	Professional Fee for Audit of Fees and Expenditure in B.Ed 2018 and B.Ed. 2020	

In Words:

Thanking you.

Date:

Yours faithfully,

(Signature of the Authorised Person)