

# CLUSTER UNIVERSITY OF JAMMU

## FRESH NOTICE INVITING TENDERS

The Registrar, For and on behalf of Cluster University of Jammu, invites sealed tenders in two-bid format duly affixed with Revenue Stamps worth Rs.6/- (Rupees Six only) from reputed and registered firms for providing the following services to Cluster University of Jammu , Jammu for a duration of one year from the date of allotment.

Name of the Service Required	Earnest Money	Date of opening of Tender
i) Security services	Rs 10000	28-03-2018 at 12 Noon
ii) Expression of interest by the Chartered Accounted/ Firms (CAG empanelled)	Rs.10000	28-03-2018 at 01:00 P.M.

### General conditions:-

- i. The detailed tenders along with tender forms are available on University website, [www.clujammu.in](http://www.clujammu.in)
  - A. Security Services, Annexure - I
  - B. Expressions of interest by Chartered Accountant, Annexure - II
- ii. The complete tender along with tender fee of Rs. 200/- in the shape of Bank Draft drawn in favour of Registrar, Cluster University of Jammu, should reach in his office located at Govt. College for Women, Gandhi Nagar, Jammu on or before 26-03-2018 upto 03:00 p.m. through registered/speed post only.
- iii. The firms who have already submitted their Tenders are exempted from tender fee of Rs. 200/- and also can change their financial bids if desire so.

**CLUJ/Adm/18/904-08**  
**Dated : 10-03-2018**

**Sd/-**  
**Registrar**

### Copy to the:

1. Special Secretary to Vice-Chancellor
2. The Joint Director, Department of Information and publication, Media Complex, Rail Head, Jammu
3. Financial Advisor/C.A.O, Cluster University of Jammu
4. Assistant Director, Planning and Development
5. Guard file

**GENERAL TERMS AND CONDITIONS FOR SUPPLY OF SECURITY PERSONALS**

**A. ELIGIBILITY CRITERIA FOR SECURITY SERVICES**

1. The Applying Agency should possess the following for consideration of their offer:
2. License under Jammu and Kashmir Private Security Agencies (Regulation) Rules, 2016.
3. License under contract labour Act.
4. Permanent Account number issued by the Income Tax Department.
5. Service Tax Registration Number issued by concerned State Commercial tax circle.
6. Registration under ESI Act.
7. Registration under EPF ACT.
8. Registration under GST
9. Continuous 3 years of experience in providing Manpower services for the years 2014-15, 2015-16 & 2016-17. The bidder must enclose the experience certificates issued by the clients with clear- cut dates of contract and that the service provided has been satisfactorily.
10. Minimum turn-over of Rs. 20, 00000/- per annum for two financial years of FY 2015-16 & 2016-17. The bidder must attach copies of the Audited Income- Expenditure statement & Income Tax returns of above Financial Years as documentary evidence.

**Note-1:** - In case the selected agencies having service tax and EPF registration from out-side state, it shall have to obtain the fresh registration from the relevant authorities of J&K state within 30 days of issuance of letter of award (LOA).

**Note-2:-** Documentary proof of above must be furnished with the Technical bid. Absence of any of the above will render the Agency in-eligible for the opening of financial bid.

**B. TYPES OF TENDER - TWO BID TENDER**

11. The tendering agencies are required to quote the rates on the basis of rates approved by the Govt. of Jammu and Kashmir under minimum wages Act.
12. As per two bid system, the applying Agency/Tenderer is required to submit bids separately in two parts. Part-A (Technical Bid) & Part-B (Financial Bid) in the prescribed Format clearly indicating the Tender No., Date & type of Bid. Agency/Tenderer not adhering to this will not be considered for further processing of their bid/tender.
13. Part-A should contain covering letter, copies of license under J&K Private Security Agencies (Regulation) Rules, 2016 Labour Act, PAN Card, Service certificate Tax Registration, ESI and EPF registration, audited income- expenditure statement,

Income Tax Returns experience certificates issued by the clients, agency profile on the prescribed format and the requisite fee (EMD & Application fee).

14. The bidder must quote percentage service charges in the prescribed format separately.

C. **SCOPE OF WORK**

15. During currency of the contract, security agency so appointed shall take over the responsibility for providing total security in the Cluster University of Jammu.
16. The scope of services to be rendered under this agreement includes:
17. The security personnel have to attend duties in neat uniform the cost whereof has to be borne by the agency. Identity badges (Showing the name of the personnel) shall have to be provided by the agency which should be displayed on the uniform of all security personnel while on duty.
18. To Check People on entry/exit points based on identity cards system, issue of passes or other systems introduced by Cluster University of Jammu and maintains visitor's record by both manually and electronically.
19. Through checking of incoming and outgoing materials against proper Gate passes duly signed by the authorized signatory.
20. To keep proper records of incoming and outgoing materials by Maintaining a proper register.
21. The female Security guard shall be deployed in Girls Hostel or at any Campus' of the University as may be required.
22. The entry of the visitors shall be regulated by the security personnel in the manner as instructed by the Cluster University of Jammu from time to time.
23. The security agency will provide the security (watch & ward) services round the clock for all (seven) days of the week. In case there is any change in deployment of security guard, such change shall be intimated to the Officer I/C Security in writing by the Agency well in advance.
24. The security personnel should not leave the point unless and until the reliever comes for shift duties.
25. The security supervisor will maintain all the registers, which are kept at the main gates and other entry points.
26. The security agency will be responsible for safety of all installation of the University what so ever.
27. The security personnel should not give lenient or casual impressions in the performance of duties and they should be alert and attentive. They should observe movement of all staff, labourers, and visitors etc. They should not allow visitors with their vehicles to office or inside the campus without proper entry in the visitor's register and intimation to the concerned/designated Officer.

28. The Agency shall submit a monthly report of their guards to this office regularly on account of compliance and happenings in the premises.
29. To bring to notice any suspicious activity noticed during discharge of duties by the Security Guard.
30. To switch off and on electrical switches, closing of water taps etc., after the Office hours in co-ordination with Electrical and Plumbing staff.
31. While quoting the service charges, the bidder must note the following expenses are to be borne by it from the quoted amount:
32. Income Tax & Service Tax to be deducted at source by the University on the whole monthly bill amount.
33. Employer's share of contribution for EPF & ESIC in respect of engaged staff.
34. Bonus, wages for placement personnel in case of leave to the staff and all other charges / expenses as per the University/Govt. norms.
35. All other expenses related to the contract including supervisors, leave reserves etc.
36. The Technical Bid Part-A Financial Bid Part-B will be opened on 15-11-2017 at Admin Campus of the University by a tender opening and evaluation committee constituted for this purpose in the presence of tenders and/or their authorized representative who may like to be present on the specified date and time.
37. Financial bids of only those tenderers shall be opened, whose Technical Bids are found to be as per the requirement of the University.
38. The University reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at any time'.
39. The bidders fulfilling the eligibility criteria, are subject to disqualification if they have:
  - a) Made misleading or false representation in the form(s), statement(s) and attachment(s) submitted.
  - b) Found to have been blacklisted, or having litigation history and financial failures.
40. In case, two or more bidders have quoted the same percentage being lowest percentage of service charges in the financial bid, the University may enter into negotiations with the bidders concerned to finalize the most beneficial one.
41. The whole tender document shall be submitted by the agency with seal and signature on every page expressing their acceptance of terms and conditions of the NIT. However, bidders can keep a photocopy of the same for their own record. Individual signing the tender or other documents connected with the tender must specify whether he signs as;
  - a) A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - b) A partner of the firm, if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a registered power of attorney, duly executed by the partners of the firm,

- c) Director or Principal Officer duly authorized by the Board of Directors of the company.
42. The University will hire the services of a duly licensed agency to provide Security Services on payment of a consolidated amount on monthly basis arrived at on the basis of the monthly wages notified by the University (Annexure-I). All other liabilities as per the existing laws shall be borne by the concerned agency. The tenderer/contractor shall in-turn make the payment to its employees at not less than the rates notified by the University.
43. Tenders received without a non-refundable application fee of Rs. 200/- and prescribed Earnest Money Deposit shall not be considered.
44. An Individual/Organization cannot submit more than one tender document.
45. The name and address of the tenderer shall be clearly written in the space provided for the purpose and no overwriting, correction, insertion, interpolation shall be permitted in any part of the tender. The tender should be filled in and submitted strict accordance with the instructions laid down herein; otherwise the tender is liable, to be rejected out rightly.
46. The tender submitted in sealed envelopes mentioning "Tender for Security Services" should be addressed to the Registrar, Cluster University of Jammu located at Govt. College for Women, Gandhi Nagar, and Jammu through Speed-Post / Registered Post. The Last date for receipt of tenders in the office of the Registrar, Cluster University of Jammu, shall be **26-03-2018**.
47. An amount of Rs. **10, 000/-** is required to be deposited as Earnest Money Deposit (EMD). The EMD shall be refunded to the unsuccessful tenderer(s) as per the relevant rules. The Earnest Money deposit of the successful tenderer shall be liable to be forfeited, if he fails to does not fulfill any of the following conditions: -
- a) An Agreement is to be signed by him in the prescribed form within time specified by the University from the receipt of letter awarding the contract.
  - b) The Security Service will commence from the date notified by Cluster University of Jammu in the letter, awarding the contract.
48. The EMD of successful bidder could be converted as a part of the security deposit on his request made. The EMD will be adjusted in the head of "Security Deposit" (the remaining: amount if any, shall have to be paid separately, for the entire period of contract and the security deposit so retained shall not bear any interest during the period of its retention.
49. The bid shall be valid for three months for allotment purpose.
50. The University Shall have unfettered right to inspect the premises, process of security at any time & the agency will cooperate with the authorities.
51. The University will not provide any medical facility and residential accommodation to the security personnel of the Agency.
52. In exceptional cases, the University may at its discretion relax any of the eligibility or other condition(s) prescribed in this Tender.

53. The University shall deduct Income Tax, surcharges and education cess if any and Service Tax at source, at the prevalent rates from the bills of the Contractor/Agency and classify such sums as income Tax/Service Tax as the case maybe.
54. The University reserves the right to accept or reject any or all the tenders and is not bound to accept the lowest bid as due weight-age has to be given to several other factors besides the Financial Bid.
55. The Agency shall be liable to compliance of all laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the State of Jammu and Kashmir including registrations with Provident Fund, Employees State Insurance, Commercial Tax, municipal Corporations etc. Self-attested copies of all such statutory registrations shall have to be enclosed with the tender.
56. Tender shall be accompanied by the relevant documents including the following:  
Documentary evidence/Certificate in support of experience for having undertaken this kind of service along with a list of organizations where the Contractor is currently providing/has provided Security Services. Work-plan indicating the requirement of staff, deployment pattern of staff required and other details for efficient and satisfactory performance.
57. On the termination of the contract, the Agency shall hand over in good working condition all equipment articles as supplied by the Cluster University of Jammu back to the University.
58. Whole work shall be carried out with due regard to the convenience of Cluster University of Jammu. The orders of the concerned authority shall have to be strictly observed.
59. The selected agency shall be required to provide the security at different locations as decided by the University from time to time

The Agency will be solely and exclusively responsible to adhere to and meet out all statutory obligations under Indian/JK State laws with respect to compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws or any other prevalent laws both of Central & State Enactments and submit an undertaking and proof of payment to its employees as per minimum wage rates, PF& EST remittances to Cluster University of Jammu each month along with claim/bills for payment. The agency shall have to furnish details of P.F remittance in respect of all security workers employed by them before one month of termination of their contract with Cluster University of Jammu.

60. The payment shall be released on monthly basis after satisfactory performance of the job and for the work actually done on submission of bills in duplicate by the Agency accompanied by all requisite papers.
61. The workmen employed by the successful tenderer shall be directly supervised and controlled by the Agency, and shall have no relation whatsoever with Cluster University of Jammu. Such workmen shall also not have any claim against Cluster University of Jammu for service or regularization of services by virtue of being deployed at Cluster University of Jammu.

62. The Agency shall, wherever applicable, comply with the provisions of the payment of wages Act 1936, minimum wages Act 1948, Employees Provident Fund & miscellaneous Act, provisions Act 1952, ESI Act 1948, Employers liability Act 1938, work men's Compensation Act 1923, industrial dispute Act 1947, maternity benefit Act 1961, the Jammu and Kashmir Private Security agencies (Regulations) Rule, 2016 and Contractors Labour (Regulations & Abolition Act) 1970, or the modifications thereof or any other laws relating thereto and rules made there under from time to time.

**D. SPECIAL CONDITIONS OF CONTRACT (SCC)**

63. The persons to be deployed as Security Guards shall be Ex-Servicemen/Trained Civilian Guards, Matriculate with good character, conduct and behavior. Competent and qualified to perform the work for which they are deployed. The security personnel deployed shall be below the age of 40 years.
64. The agency shall be responsible for all security measures and arrangements to safe guard both movable and immovable properties of the University. For this purpose, it has to perform both mobile and static duties which include guarding of movable and immovable properties and managing entry and exit points.
65. The security personnel should be provided with the whistle. Torch and laathi, by the Agency as per their requirement in the performance of their duty.
66. The successful tenderer/contractor shall have to provide security staff as per the agreement made with the University which shall be monitored by the University and if the strength is found less, the proportionate recovery shall be made from the claims of the contractor.
67. The stationery items like registers, scales, writing pads pencils, staplers etc shall be provided by the agency to the Security personnel as and when required.
68. On the requirement, the agency shall have to provide extra or more ex-serviceman Civilian guards, or gunman for which separate charges shall be paid by the University.
69. The Agency shall be responsible for engaging adequately trained manpower required for providing Security Service satisfactorily at the Places/Campuses as may be identified by the University.
70. The Agency shall not change the Guards / Supervisors, etc, frequently without prior consent of the University. The Agency shall provide Photo Identity Cards to all employees at the time of deployment for the University security services and the same has to be possessed by every staff of the Agency during working.
71. The Agency shall be responsible for the payment of monthly wages to the Security Guards as notified by the University or as per Minimum Wages Act of J&K State in force whichever is higher. All statutory dues respect of the persons employed by them for providing the Security Services have to be paid by the Agency. Further the Agency shall be responsible to pay all dues of employees in time through bank as well as any compensation related to injuries arising in the course of employment, and statutory dues like risk insurance benefits under labour laws.
72. The Agency shall be responsible for proper discipline of the employees engaged by them and their work besides observing other obligations.

73. The Agency shall organize surprise visits (during day and night) to check the alertness and attentiveness of the security Guards.
74. The Agency shall liaise with the Officer in charge Security at Cluster University of Jammu and report to him as and when required to make checks on day to day activities of the Security Service. The Agency shall extend full co-operation to the designated officer from time to time.
75. The security guards must be rotated from their deployment at an Interval of Three months.
76. The Agency has to deploy workforce to work round the clock including on holidays and Sundays according to the requirement and convenience of Cluster University of Jammu and the occupants. While ensuring weekly off's as per statutory requirement sufficient number of "leave reserves shall be employed in place of persons proceeding on leave / weekly holiday or weekly offs.
77. The Agency shall be responsible for the conduct of their employees and ensure that their behavior with the students, resident students, officers, faculty, and other staff is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Agency is unsatisfactory, the Agency shall have to remove the person concerned immediately and engage a new one in his place with-in 48 hours of intimation. The decision of the Designated Officer in this regard shall be final and binding on the Agency.
78. Cluster University of Jammu shall in no way be responsible for any default with regard to any statutory obligations and the Agency will indemnify Cluster University of Jammu in case of any loss or damage or liability, which may arise on account of action of the Agency.
79. Cluster University of Jammu is not bound to provide any mode of transport for shifting of men or material required for the Agency.
80. The Agency shall supply uniform (all weather) with the name plates to the deployed security guards. The uniform shall be different from Police and other Force, preferably **Dark Blue**. With regard to badges and name of the guards/Supervisors should be permitted to wear Presidential Stars on shoulder/Cap badges.
81. The Monthly wages to the Security Guards shall be paid by the Agency through Bank and a copy of monthly salary/wages statement shall be forwarded to the concerned section of Cluster University of Jammu duly endorsed by the Agency in the 1st week of the each following month.
82. The security personnel should be properly trained and must be alert in performance of their duty.
83. The agency shall make its own arrangements for the stay of their security guards deployed in the University. No residential accommodation shall be provided by the university.
84. The Agency shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.



85. Security Agency shall verify character, antecedents of security personnel before their deployment in Cluster University of Jammu Campuses and furnish names of security guards with their photographs, local address and permanent address for record of the Cluster University of Jammu and shall also notify any changes in their addresses subsequently.
86. In addition to security services, the guards should be capable to monitor traffic safely parking and trespassing.
87. The Agency should also have its own training school for the training of their deployed personnel.
88. Security Guards deployed should have knowledge of:  
Badges of rank in Police and Military forces.  
Identification of different types of Arms in use in public and Police.  
Use of Security equipment and devices (like security alarms and screening equipment).
89. Agency shall ensure that every guard working for it undergoes a medical examination after every twelve months from his last such examination, so as to ensure their continued maintenance of physical standard.
90. The guards shall produce the medical fitness certificate from authorized Officer registered with Medical Councils of India at the time of their deployment.
91. The Security agency will have to provide a security Van/vehicle to be used by the security personal for patrolling/duty shifts. University shall not pay any amount for the fuel or payment of driver/maintenance of the vehicle.
92. Agency should have its own insurance policy for the deployed security guards in the case of any injury, accidental death covering the benefit of his/her family.
93. The deployed security guards should have a good behavior and knowledge of Urdu/Hindi language.
94. The security guards proposed to be deployed, shall be subject to screening by the University security wing to ascertain their skills and suitability.
95. A meeting on weekly basis between representatives of the Agency and the officer in-charge of the University for redressal of the grievances if any, and report thereof should be forwarded to the University administration for information.
96. The Agency representative shall collect photo identity cards of each deployed guard duly countersigned by the designated officer of the university and will return them after completion of the contract period.
97. The Agency may require coordinate/liaise with local authorities such as J&K Police/Traffic Police etc. in connection with the Security Services as per requirement of prevailing legislations in such matters as called for.
98. The Agency will demonstrate the working of firefighting equipment twice in a year and would be responsible for the operation of fire fighting in the event of outbreak of fire in any of the premises of the University.

99. In case the Security Guards provided by the selected agency do not seem to be fit for the job despite of holding the requisite qualification/experience, the agency shall immediately replace the staff with the new ones.
100. The agency shall not deploy its security guards for more than the prescribed duty hours.
101. Payment of salary & arrears etc. to the security guards hired by the agency to perform the duties at University shall be made by the agency through account payees cheques or bank transfer only and provide acquittance role to the University giving details of contribution/deduction regarding ESI, EPF, etc.
102. The selected agency shall have to provide the proof of ESIC & EPF to the individual account of the security guards deployed each month along with the bill. The same shall be notified by it to all security guards engaged by it.
103. The agency shall be responsible to provide immediate replacement in place of security guard who is not available for duty due to leave/illness or for any other reason whatsoever. For this purpose, the agency must have appropriate leave reserves. The list of such leave reserves shall be communicated to the University in writing at the commencement of the contract.
104. The agency shall provide the services of trained security guards who shall observe discipline, decency, decorum, code of conduct and mannerism befitting of Security personnel.
105. The agency shall deploy only those security guards whose antecedents have been verified by them through the concerned police station.
106. The security staff shall be available all the time at the place of their duties as per roster and shall not leave the place of duty without prior permission.
107. The agency shall provide uniform to its security guards as per the requirement of the season -winter and summer. Sufficient arrangement shall be made regarding woollens, over coats, gloves, shoes and sweaters in the winters. They shall also be provided with other equipment like torches, under vehicle inspection mirrors, heating equipment etc. by the agency.
108. The agency will ensure that the University's land, buildings etc. are not encroached upon/ occupied by unauthorized persons.
109. The security will be 24x7, with proper shifts including on Sundays, holidays and vacations.
110. The agency will indemnify the property of the University against theft, loss, pilferage and fire from the areas entrusted to its control and shall be responsible for all such losses.
111. The security guards shall carry out such other duties as may be entrusted to them from time to time by the University.
112. The selected agency will be required to enter into an Agreement with the University on a non-judicial stamp paper of Rs. 100/ which shall also include the relevant clauses of this NIT.

113. As per GFR 2017, the successful tenderer shall have to deposit Security Deposit (Performance Security) in the form of Bank Draft from a Scheduled Bank in favour of Cluster University of Jammu payable at Jammu J&K) within time specified by the University from issue of the acceptance letter to the successful bidder/Agency failing which the award/acceptance letter will be treated as cancelled. The said amount will be refunded without any interest two months after successful completion of term of contract. However, in case of unsatisfactory service provided by the agency or breach of any provision of the agreement, the Performance Security will be forfeited. The decision taken by the University in this regard shall be final.
114. Initially the agency selected, will be hired for a period of one year extendable on year to year basis depending on the mutual agreement of the University and the agency with such modifications as necessary. During the period of agreement, the terms and conditions of the contract will not be subject to any change except at the sole discretion of the University.
115. In addition to its rights under any other provision of the Agreement, the University may terminate the contract at any time by giving the Agency two months' written notice without explaining the reason of termination. Upon the expiration of the notice period, the contract shall terminate without prejudice to the rights of the parties accrued to the date of terminate.
116. The rates/charges for staff engaged by the agency may be revised suitably by the University during the currency of the contract on the basis of proper justification.
117. The service provider's/agency personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential/ secret nature.
118. The University may at any time vary or add to the service specification in accordance with this condition and no such variation or addition shall affect the continuation of the contract.
119. For further updates/amendments, the bidders are advised to visit the University website. The University is not bound to issue the notifications in the newspapers or enter into personal correspondence.
120. In case of any dispute arising out of Security Services contract, the same shall be resolved initially by mutual discussion between the parties within a period of 60 days failing the Vice-chancellor may appoint an arbitrator within a period of another 30 days.
121. The successful tenderer/contractor will be required to furnish an additional Security Deposit amounting to Rs. 25000/- in the form of D.D. pledged in the name of Registrar, Cluster University of Jammu within a period of seven (07) days from the date of issuance of Award of Contract. No interest shall be given on the Security Deposit. Any penalty/fines/compensation due from the tenderer will be deducted from the Security Deposit. The Security Deposit subject to deductions will be refunded two (02) months after successful completion of the Contract.
122. Other disputes, if any, shall be subject to jurisdiction of court at Jammu.

**REGISTRAR**

CLUSTER UNIVERSITY OF JAMMU  
BIDDER'S PROFILE (PART -A.)

1. Name of the bidder/firm/agency.....
2. Name of the authorized signatory  
(Whose photograph is affixed) Mr./Ms./Mrs  
.....  
.....
3. Permanent address of the agency  
.....  
.....
4. Tel. No. (with STD Code)  
(O) ..... (Fax) .....  
(R) ..... (Mobile) .....
5. Registration & incorporation particulars of the firm.  
a) Proprietorship b) Partnership c) Private Limited d) Public Limited  
(Please attach attested copies of documents of registration/incorporation of your firm  
with the competent authority as required by business law).
6. Name proprietor/partners/directors  
.....  
.....
7. Bank Address and current account number .....
8. Permanent Account Number, Income Tax Circle/Ward.....
9. GST Registration No.....
10. License No. under Contract Labour Act.....
11. License under Private Security Agencies (Regulation) Act .....
12. ESI No .....13. EPF No .....

Passport size photo  
of the tenderer/  
authorized  
signatory holding  
power of attorney

**NOTE:** Documentary proof to be attached for the entries at Serial No.6, 7, 8, 9, 10, 11 & 12.

I/We hereby declare that the information furnished above is true and correct. At any stage if the above information is found incorrect, University may cancel my/our empanelment

Date:

Place:

Name and sign of the Authorized person of the firm along with seal

**Letter of Transmittal**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear,

We, the undersigned, offer to provide the audit services for \_\_\_\_\_ in accordance with your offers called for Expression of interest. We are hereby submitting our offer which includes this Technical Bid and Financial Bid in sealed separate envelopes.

We are submitting our offer and hereby declare that all the information and statements made in this offer are true and accept that any misinterpretation contained in it may lead to our disqualification. We conform that this proposal will remain binding upon us any may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the offer and to bear any further pre-contract costs.

We understand that \_\_\_\_\_ is not bound to accept the lowest or any offer or to give any reason for award, or for the rejection of any offer/EOI as a whole.

I conform that I have authority of (insert the Name of the C.A. Firm) to submit the offer and to negotiate on its behalf.

Yours faithfully,

## EXPRESSION OF INTEREST

1. On behalf of the Vice-Chancellor, Cluster University of Jammu, expression of interest in two bid formats (Technical and Financial) is invited from the reputed chartered Accountant/Firms (CAG empanelled) for providing Accounting, Auditing and Tax related services.
2. Detailed Tender NIT can be downloaded from the University website [www.clujammu.in](http://www.clujammu.in).
3. The tender, duly complete and sealed (with firm profile) must reach in the office of the undersigned by or before **26-03-2018** up to **03:00 p.m.** and the technical bids/financial bids shall be opened on **28-03-2018** at **12 noon**. Separate envelopes must be used for Technical bid and financial bid duly mentioned on the cover of each envelop. The earnest money deposit of Rs. 10,000/- in the shape of CDR/FDR pledged in favour of Registrar, Cluster University of Jammu should be enclosed with the technical bid.
4. The financial bids of only technically qualified firms shall be opened.
5. The cost of tender documents worth Rs. 200/- in the shape of Bank draft pledged in favour of Registrar, Cluster University of Jammu be attached with the tender.

**Registrar**

No.

Dated:

Copy to:

## **EXPRESSION OF INTEREST (EOI)**

The Registrar, Cluster University of Jammu invites Expression of interest/ROF (Technical Bid & financial Bid) from C&AG empanelled Chartered Accountant Firms for following services.

- A) Preparation for income and Expenditure.
- B) Certificate of Utilization Certificate in respect of centrally/State Sponsored Schemes/Projects/Funds for the financial year **2017-18 to 2018-19**.
- C) Filing of Income Tax/Sales Tax Returns, appeals and other documents.

### **Eligibility Criteria**

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

- 1) The firms must be registered with ICAI and empanelled with Comptroller and Auditor General of India.
- 2) The firms must have an average turnover of Rs. 10 lacs per annum in the last three years.
- 3) The firm should be in existence at least for the last 5 years as per the ICAI record and should have experience of dealing with University/Education Institution of Higher teaching/ Any Govt. Department.

### **Technical Bid**

The Chartered Accountant firms shall submit supporting documents for the details mentioned in Technical bid.

### **Financial Bids**

Financial bids shall be submitted separately for professional fee to be charged by the Firms on annual basis for the services mentioned above and shall quote rates shown in the financial bid as per item/job.

## **Terms and conditions**

- i. The chartered Accountant firms must be empanelled with Comptroller and Auditor General of India and ICAI.
- ii. The firms must have an average turnover of Rs. 10 lacs per annum in the last three years.
- iii. The firms should be in existence at least 5 years as per the ICAI certificate.
- iv. The firms shall submit supporting documents along with Technical proposal in support of the minimum eligibility criteria.
- v. The tenderer shall enclose with the tender, the photocopies of the PAN No./Service Tax Registration certificate/ any other relevant certificate/GSTIN
- vi. Financial bid of only those firms shall be opened who qualify the minimum eligibility criteria.
- vii. If any of the information/documents furnished by the Chartered Accountants firms is found to be incorrect at any later stage, the offer will automatically stand cancelled without entertaining any correspondence.
- viii. The appointment of Chartered Accountant firms 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 appointment of Chartered Accountant firms will be for a period of one year extendable by a period of upto 1 year subject to approval of competent Authority and satisfactory performance.
- x. Cluster University of Jammu shall have the absolute discretion in allotting the job, revising fee structure stipulating terms and condition of the 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. The University 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. **10,000/-** in the shape of CDR/FDC pledged in favour of the Registrar, Cluster University of Jammu should be enclosed with technical bid.
- xiii. The bidder must quote the rates in figures as well a in words correctly in the financial bid.
- xiv. The financial bid will be opened only of the Bidder who will qualify the technical bid.
- xv. Canvassing directly or indirectly in connection with the bid is strictly prohibited and bids submitted by the firms who resort to canvassing will be rejected.
- xvi. The whole process of tendering can be called off without giving any prior notice or information by the Competent Authority of Cluster University of Jammu.
- xvii. A Non-refundable tender fee of Rs. **200/-** by DD in favour of the Registrar, Cluster University of Jammu should compulsory be attached.



**Particulars/Details of the Firms**

S.No	PARTICULARS	Supporting Documents required to be submitted along with this form
1.	Name of the Firm	
2.	Address of the Firms	
	Head Office	
	Date of establishment of the Firm	
3.	Firm PAN No.	
4.	Firm Service Tax 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:</p> <ul style="list-style-type: none"> <li>• Total number of partners</li> <li>• Number of Full Time Fellow partners associated with the Firm,</li> <li>• Name of each partner,</li> <li>• Date of becoming ACA/FCA</li> <li>• Date of joining the firm,</li> <li>• Membership No.,</li> <li>• Qualification,</li> <li>• Experience,</li> <li>• Whether the partners is engaged full time or part time with the firm,</li> <li>• Their Contact Mobile No., email and full Address</li> <li>• Area of expertise</li> <li>• Certificate for not having any adverse standing regarding negligence/ misconduct by the Firm/Partner</li> </ul>	

**Note:** The firm shall submit documentary evidence against above particulars along with Earnest Money.

FORMAT FOR FINANCIAL BID

S.NO	Item or Activity	Amount (In Rs.) Per Annum
A.	Preparation of Income and Expenditure Account/Balance Sheet  (i) Plan/ Non-Plan Expenditure (2017-18) (2018-19) = _____ Lakh (ii) Local fund of the University. (iii) Local fund of the department. (iv) Examination Development & Maintenance fund (v) Corpus fund (vi) Application/Entrance processing fund (vii) Student Aid fund (viii) Digitalization fund (ix) Common pool fund (x) Development fund (xi) Any other fund	
B.	Certificate of Utilization Certificate in respect of Centrally/State sponsored Schemes/Projects/Funds	
C.	Filling of Income Tax Returns and Sales/Services Tax Returns and Appeals.	

- Note:**
1. The rate/audit fee shall be quoted for per financial year
  2. Rate inclusive of Service Tax, Income Tax, TA/DA both in Numeric and in word.