THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
(A University of Law established by West Bengal Legislature under the West Bengal Act IX of 1999)
"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106
Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511
E-mail: purchase@nujs.edu <> Website: www.nujs.edu

RFP Ref. No.: WBNUJS/ RFP/ SIA/ 001/ 2025-26 **DATE: 19.04.2025**

REQUEST FOR PROPOSAL (RFP)

The West Bengal National University of Juridical Sciences, an Autonomous Law University established under the WBNUJS Act, 1999 (West Bengal Act IX of 1999) adopted by the West Bengal Legislature in July,1999. The University was notified under Clause (f) of Section 2 of the UGC Act, 1956 in August 2004 and has been granted permanent affiliation by the Bar Council of India in July 2005. The University came into existence 3rd August, 1999 and functions as an Autonomous University under the Govt. of West Bengal. Over the years, the University has attained the status of premier Institution for imparting education in the field of Legal Studies and related subjects. It has consistently been ranked amongst the top law schools in India in reviews conducted by the NAAC, NIRF, Outlook India, Mint and LexisNexis Halsbury's Law Monthly. At present the University is offering the following course of ***BA/B.Sc with LLB, LLM, LLMDSDPL, M.Phil, M.Sc (FS), MA/M.Sc. Criminology, Ph.D, LLD*** *etc. and the University is currently operating from its campuses in* ***Kolkata (Dr. Ambedkar Bhavan*** *and* ***Salt Lake BSNL CTTC Building)****.*

The University is in the process of **Selection of Chartered Accountants** and **Cost Accountants Firms (Internal Audit only)** for the following Audit Assignments of the University through the Offline Tenders under **Two Cover Bidding System (Technical+ Financial).**

Sl. No.	Item Description	Period
1.	SELECTION OF STATUTORY AUDITORS FOR THE FINANCIAL YEAR 2024-25 AND 2025-26	FOR A PERIOD OF TWO (2) YEARS (Further 1 year may be extended)
2.	SELECTION OF INTERNAL AUDITORS FOR THE FINANCIAL YEAR 2025-26 AND 2026-27	FOR A PERIOD OF TWO (2) YEARS (Further 1 year may be extended)

The potential and eligible bidders are required to visit the University website (https://www.nujs.edu/home/tenders/) for relevant information of the bid with proper documentation with in bidding schedule. Interested Bidders are also requested to check the detailed corrigendum time to time through the University Tenders Portal which may be uploaded against this tender.

Critical Dates of Tender

Sl.No.	Particulars	Date	Time
1.	Date of Publication/ Download of Tender	20.04.2025	10.00 am
2.	Bid Submission Start Date	20.04.2025	10.00 am
3.	Bid Submission Close Date	06.05.2025	3.00 pm
4.	Opening of Technical and Financial Bids	14.05.2025	3.00 pm
5.	Validity of the Bid Documents	90 days from the date of opening	

All quotation and manual bid should be submitted in the respective section of The W.B. National University of Juridical Sciences.

Address for the submission:
THE REGISTRAR
THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
"DR. AMBEDKAR BHAVAN"
12, LB BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA- 700 106

THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Registrar
WBNUJS Kolkata

INSTRUCTION TO THE BIDDER

As per the decision of the University Authority, this tender document has been published on the University website (https://www.nujs.edu/home/tenders/). The bidders are required to submit hard copies of their bids at the respective section of the University.

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IMPORTANT INFORMATION

NIT REF. NO.	:	WBNUJS/ RFP/ SIA/ 001/ 2025-26	
ITEM DESCRIPTION	:	1) RFP FOR SELECTION OF STATUTORY AUDITORS	
	:	2) RFP FOR SELECTION OF INTERNAL AUDITORS	
TENDER TYPE	:	OPEN TENDER	
NO. OF COVER	:	TWO (02) COVER SYSTEM	
DATE OF PUBLICATION OF TENDER	:	20.04.2025	
LAST DATE OF OFFLINE BID SUBMISSION	:	06.05.2025 upto 3.00 pm	
DATE OF OPENING OF TECHNICAL & FINANCIAL BID	:	14.05.2025 at 3 pm	
EARNEST MONEY DEPOSIT *(EMD is refundable to the unsuccessful bidders against the application made by the unsuccessful bidders after the financial bid evaluation, No interest shall be paid against the E arnest Money Deposited).*	:	AMOUNT	Rs.25,000/- for Each Bid
		Online receipt of EMD through SBI Collect Payment Gateway as per instruction given below.	

Go to > https://www.onlinesbi.com/sbicollect/icollecthome.htm

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STATE BANK COLLECT

↓

Accept – Terms & Conditions

↓

PROCEED

↓

SELECT STATE – **WEST BENGAL**

↓

SELECT TYPE OF UNIVERSITY – **EDUCATIONAL INSTITUTIONS**

↓

GO

↓

Drop Down – PICK UP – **THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES**

↓

SUBMIT

↓

SELECT PAYMENT CATEGORY – **Earnest Money Deposit**

↓

PROCEED

*Please share the **SBI Collect Reference Number** with a copy of fees receipt with bidding documents for proof of payment or reconciliation of fees.*

REGISTRAR
WBNUJS Kolkata

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EARNEST MONEY DEPOSIT:

Earnest Money Deposit (EMD)/Bid Security as stated under IMPORTANT INFORMATION should be provided as applicable. The bid security should remain valid for a period of forty-five days beyond the final bid validity period.

A bidder's Bid Security will be forfeited if the bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if the successful bidder fails to furnish the required Performance Security within the specified period. The decision of the Competent Authority of WBNUJS Kolkata in this respect will be final and binding on all the stake holders.

EXEMPTION OF EARNERST MONEY DEPOSIT:

Earnest Money is to be submitted by the all bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is registered with the Central Purchase Organization or the concerned Ministry or Department.

CONTACT INFORMATION:

Any queries relating to the tender document and the terms and conditions or technical specification, Bidders may contact to the following offices:

FOR ANY COMMERCIAL TERMS AND CONDITIONS:

Designated Officer:	**The Purchase Officer**
Department:	**Stores & Purchase Section, WBNUJS Kolkata**
Email ID:	purchase@nujs.edu
Telephone No:	**+91-33-2569 4700 (Extn. 1013)**

TERMS OF REFERENCE

Books of Accounts of the University are being maintained in the Accounts Section including Different Centre's and Project accounts. The expenditure of the University is attributed to two major heads- **Recurring** and **Non-Recurring**. The expenditure related to Construction Works, Purchase of Equipment's and Books etc. are recording under Non-recurring head and expenditure like salary and other maintenance etc. are recording under recurring head. Both Recurring and Non-Recurring expenditure are further sub-divided into different minor-heads as per the nature of the expenditure. **All payments relate data are entered into the tally software (TallyPrime GOLD), which is being used for recording of the transactions.**

The accounts of the University are prepared as per the prescribed format issued by the National Law University applicable to the State Government Autonomous Bodies.

Most of the payments like Salary, Scholarships and others etc. made to the employees/ students of the University are done via NEFT/ RTGS etc. Receipts on account of student admission are directly received into the banks.

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1) **SCOPE OF WORK OF STATUTORY AUDITORS**

i) The Statutory Audit in respect of the Books of Accounts of the University to be carried out in accordance with the Generally Accepted Auditing Principles and maintaining compliances with the Statutes, Rules and Regulations applicable in respect of the University. The Auditors will employ tests and controls as deemed to be necessary under the circumstances.

ii) The Statutory Auditor will be responsible for conducting the Tax Audit of the University as applicable for entities registered under Educational Universities and comply with filing & submission of Form 10B by the Statutory Auditor Firm.

iii) The Statutory Auditor will be responsible shall conduct the WBNUJS Contributory Provident Fund Audit for the empaneled period also for all employees under WBNUJS CPF Trust.

REPORTING

After finalization of Audit, the Statutory Auditors shall submit **Audit Reports** address to **The Vice Chancellor** of the University.

TIME PERIOD

The Chartered Accountant Firm will be required to provide the desired services initially for a period of **Two (2) Years** i.e. **Financial Year 2024-25** and **2025-26** which can be extended upto One (1) year on satisfactory performance.

Notwithstanding anything contained herein above, the University reserves the right to discontinue the services of Chartered Accountant Firm in the event their services are evaluated as unsatisfactory at any time during the period.

TIME LIMIT

The following time schedule should be adhered to for conducting the Annual Accounts of the University –

Sr. No.	Task	Date by which assignment to be completed
01.	Draft and Authenticated Annual Accounts with Auditors Report to be made available with the University	30th June of Subsequent to the Financial Year
02.	Issue of the Final Authenticated Annual Accounts with Auditors Report with Audit Certificate to the University	31st July of Subsequent to the Financial Year

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2) SCOPE OF WORK OF INTERNAL AUDITORS

i) Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
ii) Goods and services have been procured in compliance as per the WBNUJS Procurement Rules and Regulations.
iii) Transactions are duly supported by proper supporting documents.
iv) Propriety of the transactions
v) Checking the maintenance of books of accounts and records
vi) Checking the bank reconciliation statements
vii) Checking of component wise, category-wise and account head wise expenditure
viii) Checking of Investments, Short Term Deposit etc. made from time to time
ix) Checking of various Taxes/ Statutory Compliance
x) Verification of Fixed Deposit Register and checking of Interest Received
xi) To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at Finance Committee are given in the Books of Accounts.
xii) To give executive summary incorporating all points which are of very important nature.
xiii) Scrutiny of general ledger and verification of Income and Expenditure Statement and Balance Sheet and Other Schedules.
xiv) Verification of Salary/ Consultancy payments, PF, IT, TDS, PTax, GST etc. and verification of submission of various returns to the competent authority in time.
xv) Verification of all financial information completely, promptly and after the necessary authorization was recorded.
xvi) Verification of Fixed Assets their correct classification and depreciation charged. Review additions and deletions made if any and their proper accounting.
xvii) To assess and examine the construction activities of Works Division (IWD) of the University
xviii) To assess and examine the Security and Safety Measures etc. of the University.
xix) To conduct Pre-Audit on the following occasion on a case-to-case basis (Procurement of Goods and Services above Rs.5,00,000/- Lakhs, Retirement and Terminal Benefits of the employees, any other assignment as and when decided and required by the Competent Authority) except the Procurement of Goods and Services from Government Agencies as per W.B. Financial Rules.
xx) If any checks/ controls which may fit to the University.
xxi) Any other work assigned by the Hon'ble Vice Chancellor.

SYSTEM IMPROVEMENT

i) To bring out any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or unnecessary data noticed will be highlighted and reported
ii) To suggest the measures for cost control and increase the revenue of the University.
iii) To review the internal audit report and check the status of compliance

REPORTING

After finalization of Audit, the Internal Auditors shall submit Audit Reports to The Vice Chancellor of the University.

TIME PERIOD

The Chartered Accountant/Cost Accountant firm will be required to provide the desired services initially for a period of **Two (2) years** i.e. **F.Y. 2025-26** and **2026-27** which can be extended upto One (1) year on satisfactory performance.

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Notwithstanding anything contained herein above, the University reserves the right to discontinue the services of Chartered Accountant/ Cost Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

TIME LIMIT

The following time schedule should be adhered to for conducting the Annual Accounts of the University –

Sr. No.	Task	Date by which assignment to be completed
01.	Submission of Internal Audit Report with Audit Certificate to the University	30 Days from end of the Every Quarter

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SUPPORT AND INPUTS TO THE FIRM

The University shall provide adequate office space with other supports, if needed to the Firm to perform its services. In terms of hardware, the University may provide the same subject to requirements from the Firm, (if any). The University will provide all primary data to the firm for carrying out the jobs listed in the scope of work.

PRE-QUALIFICATION CRITERIA

The firm eligible for the bidding process must satisfy the following eligibility criteria:

i) The Chartered Accountant Firm/ Cost Accountant (Internal Audit only) firm should be based in and around Kolkata and should have a branch(s) to the extant. Minimum standing of 10 years in the profession with reasonable public image.

ii) The Chartered Accountant Firm/ Cost Accountant Firm should have at least three partners and the firm must have Head Office or Branch Office in Kolkata also.

iii) **The Firm must be empanelled with CAG at present and the firm should not have disqualified or debarred from being appointed as auditor by Institute of Chartered Accountant of India.**

iv) The Chartered Accountant/ Cost Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI)/ The Institute of Management Accountants of India (erstwhile ICWAI) and have Income Tax Permanent Account Number (PAN) with GST Registration.

v) The Firm should have been in operation for at least 5 years after its registration;

vi) Average Annual Income (i.e. Average Gross Professional Fees earned during the last 3 years) of the Firm in the last 3 financial years ending on **March 31st 2024** must be equal to or more than **₹ 1,00,00,000/-.**

vii) The Firm should have at least 5 experiences in handling Statutory and Internal Audit during the last five financial years (ending on 31-03-2025), in University/ Educational Institute's like NLU, IISER, IIM, IIT, NIFT, NIT, IIIT etc. The Vice Chancellor may at his discretion relax any of the above conditions in order to encourage greater participation.

PAYMENT TERMS

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

i) The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the University. No price variation would be allowed during the contract period.

ii) In case of any revision of statutory liabilities during the contract period, the same will be applicable and borne by the University to the extent.

iii) The University reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the University will be final in this regard.

iv) The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly audit report to the University.

v) No advance payment will be made to the empanel agency under any circumstances. TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per norms.

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PERFORMANCE SECURITY

i) The EMD of the selected firms shall be automatically converted to Performance Security.

ii) In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the empanelment.

iii) Performance Security shall be returned to the selected firms without any interest, whatsoever, after completion of two year or any extension of empanelment period. The same will be kept for 2 months beyond the completion of contract period.

SUBMISSION OF TENDER

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

i) Prequalification-cum-technical bid in **Annexure- I** along with all supporting documents
ii) Financial Bid in **Annexure- X & XI;**

All the pages of the Tender document including the annexure and copy of certificates should be signed by the authorized person of the Firm, along with seal of the firm. The envelope should be super scribed:

"TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM / COST ACCOUNTANT FIRM (INTERNAL AUDIT ONLY) FOR CONDUCTING STATUTORY AUDIT / INTERNAL AUDIT OF WBNUJS KOLKATA"

Submitted by: **Name, Address, E-mail and Telephone Number of the Firm**

Submitted To:
THE REGISTRAR
THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
"DR. AMBEDKAR BHAVAN"
12, LB BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA- 700 106

The Applicant can submit the Tender by Registered post /Courier/ Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the University after the deadline shall not be opened.

EVALUATION OF THE TENDER

The tender will be evaluated by **Procurement Committee** constituted by the Vice Chancellor, WBNUJS Kolkata. The detailed evaluation method for **Prequalification-cum-Technical** and **Financial Bid** is specified in herewith. The Technical and Financial Bid will be given weightage marks of **60** and **40** respectively. The combined score of technical and financial bids will be taken into consideration for finalizing the firm for award of contract. The firm scoring maximum marks will be declared as successful bidder. However mere scoring of maximum marks does not entitle the firm for award of contract.

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GENERAL TERMS & CONDITIONS:

i) Any act on the part of the bidder to influence anybody in the University is liable to rejection of his bid.

ii) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the Tender, will not be considered for empanelment.

iii) Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm / Company who resort to canvassing will be liable for rejection without any further reference.

vi) WBNUJS Kolkata reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.

v) WBNUJS Kolkata reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

vi) The decision of Competent Authority, WBNUJS Kolkata will be final in all matters relating to the empanelment and binding. WBNUJS Kolkata reserves the right to reject any application without assigning any reason.

DISPUTES AND JURISDICTION:

Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata, West Bengal.

GOVERNING LANGUAGE:

The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

OFFICE FOR COMMUNICATION:

The Bidder is desirable to have an office in West Bengal and service delivery Centre in or around Kolkata. The Bidder should mention in detail their support infrastructure including address, contact Phone No., Fax No., e-Mail ID etc. and modalities by which fast response to maintenance calls and minimum downtime will be ensured.

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ANNEXURE- I

TECHNICAL AND FINANCIAL EVALUATION CRITERIA

01.	**Firm's Experience**		**40**
	Firm's Existence in years after its registration		5
	5 Years ≤7 years	1	
	> 7 Years ≤10 years	3	
	> 10 Years	5	
	Average Annual Income of the Firm (in the last three financial years) ended on March 31st 2020		10
	₹20 Lakhs ≤ ₹50 Lakhs	3	
	>₹ 50 Lakhs ≤ ₹1 Crore	6	
	>₹ 1 Crore	10	
	Experience of handling accounting and financial services involving Internal Audit of at least 3 (three) PSU/Govt. Organization during last Five		10
	3 Organizations ≤5 Organizations	2	
	> 5 Organizations ≤10 Organizations	6	
	> 10 Organizations	10	
	Experience of handling similar work in University/ Higher Educational Institution during last five years		15
	Preparation of accounts on Cash Basis	5	
	Preparation of Accounts on Accrual Basis	15	
02.	**Key Experts and Manpower**		**20**
	Number of Partners in the Firm		10
	≤3 Partners	5	
	> 3 Partners	10	
	Number of paid staff (Full Time) on the roll of establishment		10
	5 Staff ≤10 Staff	5	
	>10 Staff ≤20 Staff	7	
	>20 Staff	10	
03.	**Total Technical Score (01+02)**		**60**
04.	**Score on Financial Proposal**		**40**
	Grand – Total (03+04)		**100**

Formula for calculation of Financial Proposal

The lowest evaluated financial proposal will be given maximum score of 40. The score of other firms would be calculated as per the formula:

F (other than lowest bidder) = (price quoted by lowest bidder/ price quoted by the bidder) X 40

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- II

PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No.	Criterion	Firm's Strength & Capacity	
1.	The Chartered Accountant Firm/Cost Accountant firm should be based in and around Kolkata and should have a branch(s) to the extant. ***(Submit supporting document regarding address)***	Name of The Firm	
		Address of the Firm	
		Address of Branch at Kolkata	
		Name and address of the authorized official	
		Telephone No Mobile: E-mail:	
2.	The Chartered Accountant Firm/Cost Accountant Firm should have at least three partners.	Yes or No. If Yes, pls. mention the name with registration no.	
3.	The Chartered Accountant/ Cost Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI)/ The Institute of Management Accountants of India (erstwhile ICWAI) and have Income Tax Permanent Account Number (PAN) with GST Registration.	Registered with ICAI/ICWAI, If yes then mention Registration Number (Pls. provide supporting document.)	
		PAN of the CA/CMA Firm (Pls. provide supporting document.)	
		GST Registration No. (Pls. provide supporting document.)	
4.	The Firm should have been in operation for at least 5 years after its registration	Year of Registration/ Starting of operation (Pls. provide supporting document.)	
		Nos. of years in operation after registration (in years)	
5.	Average Annual Income (i.e. Average Gross Professional Fees earned during the last 3 years) of the Firm in the last 3 financial years ending on March 31st 2024 must be equal to or more than ₹ 1,00,00,000/-. ***[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March, 2024 along with a Certificate in A-5 proforma as per annexure]***	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA/ CMA Firm in last 3 (three) years ending on 31st March, 2024) {..... (in figure) {(in words)	



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6.	The Firm should have at least 3 experiences in handling Statutory/ Internal Audit during the last five financial years (ending on 31-03-2024), in Educational Institutes's like Universities, NLUs, IISER, IIM, IIT, NIT, CFTI etc. The Vice Chancellor may at his discretion relax any of the above conditions in order to encourage greater participation.	Name of the Universitys where Internal Audits have been conducted by the bidder **with copy of the Order**.

(Details to be provided in proforma A-6. Attach copies of works Order/ works completion as evidence)

Sl. No	Name of the University	Year of Audit	Assignment Value

Certified that the above particulars are correct. In the event of any information found to be incorrect the University is at liberty to reject the proposal of the CA/ CMA Firm.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- III

BIDDER INFORMATION FORM

Company Name : _____
Registration Number : _____
Registered Address : _____

Name of Partners /Director : _____
City : _____
Postal Code : _____
Company's Establishment Year : _____
Company's Nature of Business : _____

Company's Legal Status
(tick on appropriate option)

1) Limited Company;
2) Undertaking; 3) Joint Venture; 4) Partnership
5) Others (In case of others please specify)

Company Category

1) Micro Unit as per MSME
2) Small Unit as per MSME
3) Medium Unit as per MSME
4) Ancillary Unit;
5) SSI
6) Others (In case of others please specify)

CONTACT DETAILS

Contact Name : _____
Email Id : _____
Designation : _____
Phone No : _____
Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____
A/c No. CC/CD/SB/OD : _____
Name of Bank : _____
IFSC No. (Bank) : _____
Branch Address and Branch Code : _____

OTHER DETAILS

Vendor's PAN No. : _____
Vendor's GST : _____

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
(A University of Law established by West Bengal Legislature under the West Bengal Act IX of 1999) "Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106
Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511
E-mail: purchase@nujs.edu <> Website: www.nujs.edu

ANNEXURE- IV

DETAILS OF CA/CMA FIRM'S PROFESSIONAL INCOME [GROSS PROFESSIONAL FEES EARNED]

Particular	Financial Year 2021-22	Financial Year 2022-23	Financial Year 2023-24	Average Annual Income
Annual Income* (₹ in Lakhs)				

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years

(Signature of the Authorized Person with Organization Seal)
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ANNEXURE- V

PAST EXPERIENCE (LIST OF GOVT. ORGANIZATION/DEPARTMENT) [DURING LAST 5(FIVE) YEARS]

List of Government Organizations for whom the Bidder has undertaken such work during last Five years (must be supported with supply orders)			
Name of the Organization	Nature of the Assignments & services provided (Please specify whether the work involved Internal Audit as a whole of the University or part)	Work Order details (Copy to be attached)	Completion Certificate issued by the respective Universitys (if any)

List of Govt. University/ Educational Institutions for whom the Bidder has undertaken such work during last Five years (must be supported with supply orders)					
Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Govt. Educational Institutions	Nature of the Assignments (Pl specify whether work involved Internal Audit)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

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

(Signature of the Authorized Person with Organization Seal)
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ANNEXURE- VI

DETAILS OF CA/ CMA FIRM'S PARTNERS, NAME AND REGISTRATION NOS.

Sl. No	Name of the Member	Designation	Membership No.	Status (FCA/ACA/ FCMA/CMA)	Remarks
1.					
2.					
3.					
4.					
5.					

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

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- VII

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION
(To be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/ State Government/ Public Undertaking/ University nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- VIII

ACCEPTANCE OF TENDER

(TO BE PRINTED ON ORGANIZATION LETTER HEAD)

Tender Ref.No with Date:

To

The Registrar
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

I/ We _____ (name and designation of the bidder) on behalf of _____ (name of the organization/company) have downloaded / obtained the tender document(s) for the above mentioned 'Tender from the University website (https://www.nujs.edu/home/tenders/). I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), specification terms and condition etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein. The corrigendum(s) issued from time to time by your organization have also been taken into consideration, while submitting this acceptance letter.

I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety. I/ We do hereby declare that our organization/company has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- IX

FORM OF BID-SECURING DECLARATION
(To be printed on Organization Letter Head)

To

The Registrar
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

Ref: Tender Document No. Dated _____

I/We, the undersigned herby certify that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and fail to sign the contract, or we fail to submit a performance security before the deadline defined in this tender document, we will be suspended for the period of **Three (3) years** from being eligible to submit Bids for contracts for which tenders are floated by the University.

Dated this _____ day of _____

For and on behalf of M/s. _____

Address: _____

Signature with Stamps _____

THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
(A University of Law established by West Bengal Legislature under the West Bengal Act IX of 1999) "Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106
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E-mail: purchase@nujs.edu <> Website: www.nujs.edu

ANNEXURE- X

From:

To

The Registrar
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

FINANCIAL BID FOR STATUTORY AUDITORS

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the Financial Year 2024- 25 & Financial Year 2025-26 **			The service Provider will raise the quarterly bills in duplicate on submission of the quarterly Audit Report to the University
B.	Add: GST as per applicable rate on the services provided			
C.	Total Fees to be paid (including GST (A+B)			

** ***The quoted fee should be inclusive of all the expenses.***

N.B.: ***Statutory Changes and deductions shall be made by the University as per the norms wherever applicable***

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- XI

From:

To

The Registrar
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

FINANCIAL BID FOR INTERNAL AUDITORS

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the Financial Year 2025-26 & Financial Year 2026-27 **			The service Provider will raise the quarterly bills in duplicate on submission of the quarterly Audit Report to the University
B.	Add: GST as per applicable rate on the services provided			
C.	**Total Fees to be paid (including GST (A+B)**			

** ***The quoted fee should be inclusive of all the expenses.***

N.B.: ***Statutory Changes and deductions shall be made by the University as per the norms wherever applicable***

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Registrar
The W.B. National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City,
Kolkata 700106
Email: registrar@nujs.edu