



# THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. 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: ao@nujs.edu <> Website: www.nujs.edu

Tender Ref. No.: WBNUJS/PurEnq/006/SIA/2022-23

DATE: 12.11.2022

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 is in the process of **Selection of Statutory and Internal Audit Firm** for the University through the **Offline Tenders** under two cover bidding system (Technical+ Financial).

Item Description	Period
<b>TENDER FOR SELECTION OF STATUTORY AND INTERNAL AUDIT FIRM</b>	<b>FOR A PERIOD OF 2 YEARS (Further 1 year may be extended)</b>

The potential and eligible bidders are required to visit the University website (<https://www.nujs.edu/home/tenders/>) for submission 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	12.11.2022	10.00 am
2.	Bid Submission Start Date	12.11.2022	10.00 am
3.	Bid Submission Close Date	05.12.2022	3.00 pm
4.	Opening of Technical Bids	Intimated Later	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 (ACTING)**

**THE W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES**

**"DR. AMBEDKAR BHAVAN"**

**12, LB BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA- 700 106**

## 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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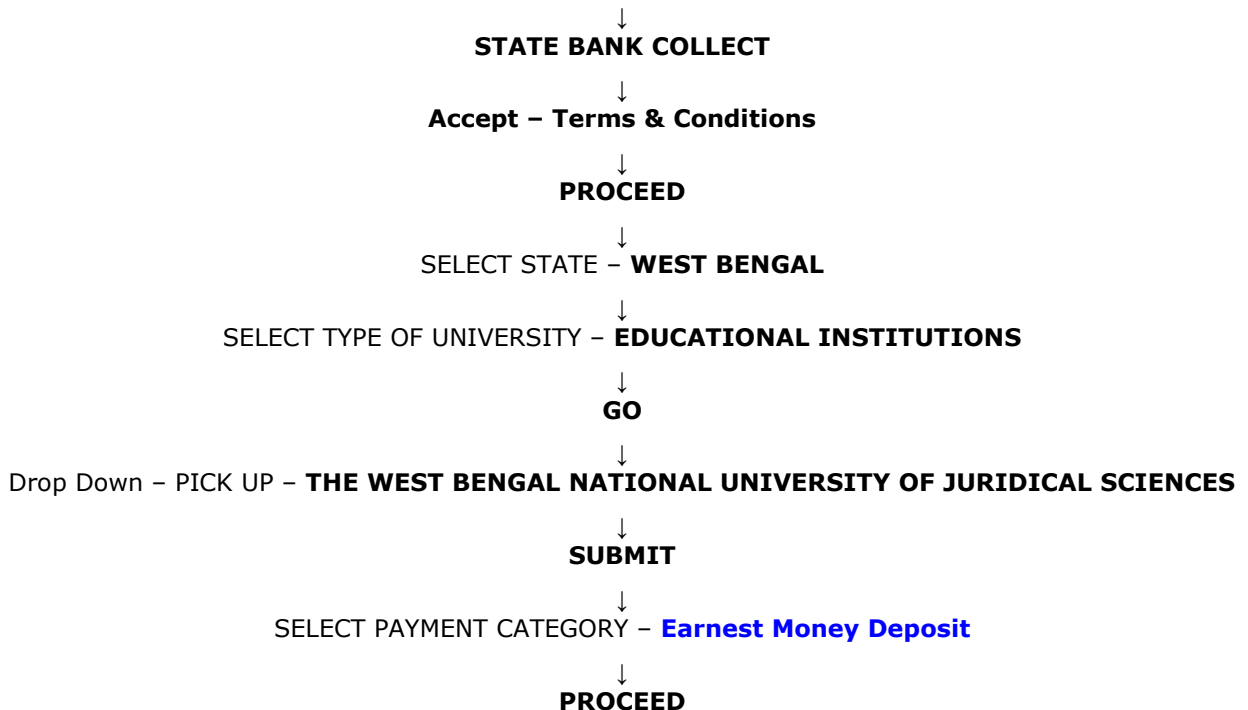
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## IMPORTANT INFORMATION

NIT REF. NO.	:	WBNUJS/PurEnq/006/SIA/2022-23	
ITEM DESCRIPTION	:	TENDER FOR SELECTION OF STATUTORY AND INTERNAL AUDIT FIRM	
TENDER TYPE	:	OPEN TENDER	
NO. OF COVER	:	TWO (02) COVER SYSTEM	
DATE OF PUBLICATION OF TENDER	:	12.11.2022	
LAST DATE OF OFFLINE BID SUBMISSION	:	05.12.2022 upto 3.00 pm	
DATE OF OPENING OF TECHNICAL BID	:	Intimated Later and Follow Our Website	
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 earnest money deposited).	:	AMOUNT	Rs.25,000/-
		Online receipt of EMD through SBI Collect Payment Gateway as per instruction given below.	

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



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



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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 Accounts Officer**  
Department: **Finance & Accounts Section, WBNUJS Kolkata**  
Email ID: **[ao@nujs.edu](mailto:ao@nujs.edu)**  
Telephone No: **+91-33-2569 4700 (Extn. 1040)**

### **TERMS OF REFERENCE**

Books of Accounts of the University are being maintained in the Finance & Accounts Section (F&A) including different Centre's and Project accounts. WBNUJS Kolkata is maintaining its accounts on accrual basis following the applicable Indian Accounting Standards. 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 (average about 100 voucher entry per month) are entered into the tally software (*Tally ERP.9*), 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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### SCOPE OF WORK

The nature and scope of work of the Chartered Accountant/Cost Accountant Firm within an organization is broad and may involve topics such as the efficiency of operations, the reliability of financial reporting, deterring and investigating fraud, safeguarding assets, and compliance with laws and regulations. However, auditors are not responsible for the execution of institutes' activities; they advise management and the Internal Audit enjoys reasonable freedom in the discharge of its functions. Major duties and responsibilities of audit functionaries are summarized as below:

- i) Study of accounting procedures, including maintenance of records in the institute with a view to ensuring that they are correct, adequate and free from any defects or lacunae;
- ii) Reports risk management issues and internal controls deficiencies identified directly to the Finance Committee through the Director and provides recommendations for improving the organization's operations, in terms of both efficient and effective performance;
- iii) Provides support to the institute's anti-fraud programs;
- iv) Watch over the implementation of the prescribed procedures and the instructions/ orders issued from time to time;
- v) Scrutiny and check of payments and accounting work of the accounting units;
- vi) Investigation of important arrears in accounting and other connected records;
- vii) Periodical review of all accounts including cash book, bank reconciliation statement and store records as well as physical verification of stores;
- viii) Pursuance/settlement of objections taken in test audit notes issued by statutory audit offices and other matters relating to statutory audit; Internal Audit
- ix) To examine and report on points or irregularities brought to its notice by the statutory audit;
- x) To examine the contracts and agreements executed by the institute. Internal audit assignments should be performed with proficiency and the professional skill and care.
- xi) Internal audit of books of accounts and ancillary records and submission of report on quarterly basis.
- xii) Report risk management issue and internal control deficiencies identified and provide recommendation for improving University's operation.
- xiii) Filing and Review of all statutory obligation compliances such as GST, TDS, P.Tax, CPF, NPS, Income Tax etc. Filing and Review of quarterly and annual returns of statutory payment.
- xiv) Review and checking of the Grants-in-aid received and its utilization as per the terms and conditions.
- xv) Review of additions to fixed assets, fixed assets register and physical Verification. Suggestions for improvement of the existing system of accounting/internal control/checks and management information system etc. may needs to provide.
- xvi) To assist the University in preparation of Final Accounts.
- xvii) Evaluation and assess the procurement of goods/services transactions of the University.
- xviii) To assess and examine the construction activities of Works Division (IWD) of the University.
- xvix) To assess and examine the activities related to recruitment (both teaching & Non- teaching etc.), to assess and examine the process of student's admission and other related works etc.
- xvx) To assess and examine the Security and safety measures etc of the University.
- xvxi) If any checks/controls which may fit to the University.



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### TIME PERIOD

The Chartered Accountant/Cost Accountant firm will be required to provide the desired services initially for a period of Two years i.e. FY 2022-23 and 2023-24 which can be extended upto 1 year on satisfactory performance.

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.

### 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 requirement 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:

1. The Chartered Accountant Firm/Cost Accountant firm should be based in and around Kolkata and should have a branch(s) to the extant.
2. The Chartered Accountant Firm/Cost Accountant Firm should have at least three partners.
3. The Chartered Accountant/Cost Accountant Firm should be registered with The University of Chartered Accountants of India (ICAI)/ The University of Management Accountants of India (erstwhile ICWAI) and have Income Tax Permanent Account Number (PAN) with GST Registration.
4. The Firm should have been in operation for at least 5 years after its registration;
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 31<sup>st</sup> 2021 must be equal to or more than ₹ 50,00,000/-.
6. The Firm should have at least 3 experiences in handling Statutory and Internal Audit during the last five financial years (ending on 31-30-2022), in Educational University's like NLU, IISER, IIM, IIT, NIFT, NIT, IIIT etc.. The Director may at his discretion relax any of the above conditions in order to encourage greater participation.
7. In case of any bidder has already acted as Internal Auditor earlier and the service provider was found to be not satisfactory, the University may disqualify/not consider such bid.

### 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:

1. 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.
2. 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.
3. The University reserves the right to deduct amount from the bill as may be considered





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reasonable for unsatisfactory services or delay in providing of services. The decision of the University will be final in this regard.

5. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly audit report to the University.
6. 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 rule.

### **PERFORMANCE SECURITY**

1. The EMD of empanelled agency shall be automatically converted to Performance Security.
2. 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.
3. Performance Security shall be returned to the empanelled agency 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**;

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 FOR CONDUCTING STATUTORY AND INTERNAL AUDIT OF WBNUJS KOLKATA”**

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

Submitted To: **THE REGISTRAR (ACTING)  
THE W.B. 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.



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### **EVALUATION OF THE TENDER**

The Tender will be evaluated by Tender evaluation committee constituted by the Director, 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.

### **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.
- iv) 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.	<b>Firm's Experience</b>	<b>40</b>
	Firm's Existence in years after its registration	
	5 Years ≤ 7 years	1
	> 7 Years ≤ 10 years	3
	> 10 Years	5
	<b>Average Annual Income of the Firm (in the last three financial years) ended on March 31<sup>st</sup> 2020</b>	<b>10</b>
	₹20 Lakhs ≤ ₹30 Lakhs	3
	> ₹30 Lakhs ≤ ₹50 Lakhs	6
	> ₹50 Lakhs	10
	<b>Experience of handling accounting and financial services involving Internal Audit of at least 3 (three) PSU/Govt. Organization during last Five</b>	<b>10</b>
	3 Organizations ≤ 5 Organizations	2
	> 5 Organizations ≤ 10 Organizations	6
	> 10 Organizations	10
	<b>Experience of handling similar work in University/ Higher Educational Institution during last five years</b>	<b>15</b>
	Preparation of accounts on Cash Basis	5
	Preparation of Accounts on Accrual Basis	15
02.	<b>Key Experts and Manpower</b>	<b>20</b>
	<b>Number of Partners' in the Firm</b>	
	≤ 3 Partners	5
	> 3 Partners	10
	<b>Number of paid staff (Full Time) on the roll of establishment</b>	
	5 Staff ≤ 10 Staff	5
	> 10 Staff ≤ 20 Staff	7
	> 20 Staff	10
03.	<b>Total Technical Score (01+02)</b>	<b>60</b>
04.	<b>Score on Financial Proposal</b>	<b>40</b>
	<b>Grand - Total (03+04)</b>	<b>100</b>
<b>Formula for calculation of Financial Proposal</b>		
The lowest evaluated financial proposal will be given maximum score of 40. The score of other firms would be calculated as per the formula:		
<b>F (other than lowest bidder) = (price quoted by lowest bidder/ price quoted by the bidder) X 40</b>		

(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 extent.  <i>(Submit supporting document regarding address)</i>	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 31 <sup>st</sup> 2022 must be equal to or more than ₹ 50,00,000/-.  <i>[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31<sup>st</sup> March, 2022 along with a Certificate in A-5 proforma as per annexure]</i>	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA/CMA Firm in last 3 (three) years ending on 31 <sup>st</sup> March, 2021  {..... (in figure)  { (in words)  .....  .....	
6.	The Firm should have at least 3 experiences in handling Internal Audit during the last five financial years (ending on 31-30-2021), in Educational Institutes like University, IISER, IIM, IIT, NIT, CFTI etc. The Director may at his discretion relax any of the above conditions in order to	Name of the Institutes where Internal Audits have been conducted by the bidder <b>with copy of the Order.</b>	



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SI. No	Name of the Institute	Year of Audit	

encourage greater participation.

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

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute 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:



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### ANNEXURE- IV

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

Particular	Financial Year 2019-20	Financial Year 2020-21	Financial Year 2021-22	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)

Designation with Contact No:

Company Name:



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### ANNEXURE- V

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

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

<i>List of Govt. University/ Educational Institutions for whom the Bidder has undertaken such work during last Five years (must be supported with supply orders)</i>					
Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Govt. Educational Institutions	Nature of the Assignments ( PI 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)

Designation with Contact No:

Company Name:





## THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. 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: ao@nujs.edu <> Website: www.nujs.edu

### 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)	Remarks
1.					
2.					
3.					
4.					
5.					

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

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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 (Acting)

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:**



## THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

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"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

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ANNEXURE- IX

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

To

The Registrar (Acting)  
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 hereby 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

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E-mail: ao@nujs.edu <> Website: www.nujs.edu

## ANNEXURE- X

From:

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-----  
-----  
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To

The Registrar (Acting)  
The W.B. National University of Juridical Sciences  
"Dr. Ambedkar Bhavan"  
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

### FINANCIAL BID

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the Financial Year 2022-23 & 2023-24 **			The service Provider will raise the quarterly bills in duplicate on submission of the quarterly Audit Report to the Institute
B.	Add: GST as per applicable rate on the services provided			
C.	<b>Total Fees to be paid (including GST (A+B))</b>			

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

**N.B.:** *Statutory Changes deductions shall be made by the Institute 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: