



**OFFICE OF THE REGISTRAR**  
**BIRANGANA SATI SADHANI RAJYIK VISHWAVIDYALAYA::GOLAGHAT::ASSAM**  
*A State University under the BSSRV Act of Govt. of Assam.: Recognized by UGC.: Estd- 2020*

No.: BSSRV/Fin-11/2023/

Date: 28 /02/2025

**EXPRESSION OF INTEREST**

**Expression Of Interest (EOI)** as per the prescribed format are hereby invited from **Registered Chartered Accountants Firms** to undertake the **Audit of the accounts** of the **Birangana Sati SadhaniRajyikVishwavidyalaya** (a State University). The last date of submission of E.O.I. is **18<sup>th</sup> March, 2025 upto 1.00 pm** and will be opened on the same day by a special committee created for this purpose in presence of the interested parties or their authorized representatives in the office of **The Registrar, Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat Engineering College Campus, Bogorijeng, Golaghat, Assam-785621.**

*(Signature)*  
28/2/2025

Registrar

Birangana Sati SadhaniRajyikVishwavidyalaya  
Golaghat, Assam.

No.: BSSRV/Fin-11/2023/

Date: 28 /02/2025

- Copy to: 1. PA to VC for information of The Hon'ble Vice Chancellor, BSSRV, Golaghat.  
2. Deputy Registrar (Finance) i/c, BSSRV, Golaghat for information.  
3. Programmer i/c, for uploading this notification in the website of BSSRV.  
4. Notice Board.  
5. Office copy.

*(Signature)*  
28/2/2025

Registrar

Birangana Sati SadhaniRajyikVishwavidyalaya  
Golaghat, Assam.



**OFFICE OF THE REGISTRAR**  
**BIRANGANA SATI SADHANI RAJYIK VISHWAVIDYALAYA::GOLAGHAT::ASSAM**  
*A State University under the BSSRV Act of Govt. of Assam::Recognized by UGC:: Estd- 2020*

---

**Prescribed Format for Chartered Accountant Firms for**  
**Audit of Accounts of Birangana Sati sadhanirajyik Vishwavidyalaya for the**  
**Financial year 2024-25.**

1	Name of the Firm	
2	Status of the Firm	
3	Name of the Applicant	
4	Designation of the Applicant	
5	Full Address of the Firm	
6	Telephone No.s& Mobile No	
7	PAN No. of the Firm	
8	GSTN of the Firm (if any)	
9	ICAI Registration No.	
10	ICAI Membership No. of the Applicant	
11	Number of C.A. with the Firm & their Names, Qualifications and Year of Experience	
12	Date of Registration and Commencement of the Firm	
13	Number of Articles and Staff	
14	Whether the Firm was earlier engaged in Department of Education, Audit work, (At any level).If so, details of the same	
15	Whether there are any court /Arbitration /any other legal case against the Firm	



**OFFICE OF THE REGISTRAR**  
**BIRANGANA SATI SADHANI RAJYIK VISHWAVIDYALAYA::GOLAGHAT::ASSAM**  
*A State University under the BSSRV Act of Govt. of Assam::Recognized by UGC:: Estd- 2020*

16	Details of experience in conducting Audit at State Level Organization	
17	Annual Turnover for last two financial years (Documentary proof to be attached)	
18	Audit Fee for F. Y. 2024-25 (Excluding of GST and including of TA & DA)	

Sign of the Applicant

Name-

Designation-



**OFFICE OF THE REGISTRAR**

**BIRANGANA SATI SADHANI RAJYIK VISHWAVIDYALAYA::GOLAGHAT::ASSAM**  
*A State University under the BSSRV Act of Govt. of Assam:: Recognized by UGC:: Estd- 2020*

---

**1. TERMS OF REFERENCE**

**1.1 Scope of Work**

The nature of work the firm shall follow:

1. The Main objective is to appoint a Chartered Accountant Firm whether the financial management arrangements including Internal Control mechanism as developed are working effectively and to identify areas for improvement and enhancing efficiency.
2. Understanding the risk elements, if any and providing suggestions from time to time and verification of the same with respect to statutory and taxation issues.
3. The Audit of accounts should be carried out at the Campus of Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat on yearly basis from the Cash Books of various Accounts of the University. Annual Audit Report need to be submitted to the Registrar, Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat in triplicate on or before 30<sup>th</sup> June, 2025.

**1.2 Details scope of work for Firm as said above are broadly classified as under;**

- a) Audit of Books of Accounts and ancillary records of the University.
- b) Annual Accounts related works, verification of all accounting statements /schedules.
- c) Submit Annual Receipts and Payments A/C, Income & Expenditure A/C & Audited Balance Sheet, Asset Register along with auditor's Report from the FY 2024-2025 onwards as per prescribe format.
- d) Carrying out physical verification of fixed assets and inventories situated in different dept. of the university in the financial year.
- e) Audit firm is required to visit and perform all the audit works at the Office of the Registrar, Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat.

**1.3 Time Period For Engagement**

The firm will be required to provide the desired Audit of the Accounts of the university for the FY 2024-2025. Notwithstanding anything contained herein above, the University reserves the right to discontinue the service of the firm in the event their services are evaluated as unsatisfactory at any time during the period by giving notice of one month. However, considering satisfactorily work, the University reserves the right to re-appoint/re-engage the same firm for another period not exceeding consecutive 03(Three) years from the initial appointment.

**1.4 Scheduled of Audit**

Audit is to be conducted on a yearly basis. Prior to commencement of Audit for any quarter, a detailed audit programme must be prepared in consultation with the authority.

*Chellu*  
20/12/2024



**OFFICE OF THE REGISTRAR**

**BIRANGANA SATI SADHANI RAJYIK VISHWAVIDYALAYA::GOLAGHAT::ASSAM**  
*A State University under the BSSRV Act of Govt. of Assam:: Recognized by UGC:: Estd- 2020*

---

**1.5 Essential Qualifications Criteria for Firms**

- 1) The firm should be registered with the Institute of Chartered Accountants of India.
- 2) The Chartered Accountant Firm must have Registered Head Office in Assam.
- 3) The Firm must have experience of similar assignments (in Central/State autonomous bodies/Companies/Education Institute preferably in University.
- 4) Average Annual Income (Average Gross Professional Fees earned) of the firm in the last two financial year ending on 31st March, 2024 must be equal to or more than 10.00 Lakhs.
- 5) The firm should produce all back up documents mentioned above.

**1.6 The Technical Bid Comprises of:-**

- 1) A copy of constitution/registration certificates of firm/organization issued by ICAI containing inter-alia,
- 2) Date of formation of the firms/other organization with a full time FCA.
- 3) Details of partners/Sole Proprietor/ CA Employees as on date, date of joining the firm, date of becoming FCA, and their own interest, if any.
- 4) A copy of the latest partnership deed in the case of partnership firms.
- 5) A copy of the IT Return of the firm/ full time partners/ Sole Proprietor/Others as the case may be for the last three years along with photocopy of PAN Card/TIN No./GSTIN.
- 6) A copy of Financial statement of the Firm along with Schedules for the preceding three financial years.
- 7) Details of court cases/ arbitration cases/ or any other case pending against the Firm / organization, if any.

**1.7 Payment terms:**

The payment shall be made against the service provided by firm as per the nature of work, subjected 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 firm and accepted by the University. No additional charges will be accepted such as Accounting Charges etc. apart from the bill prepared on the quoted rate.
- 2) TDS under Income Tax will be deducted at applicable rates.
- 3) The firm will raise the bills in duplicate on submission of the audit report to the University.
- 4) The quoted fee should be inclusive of Professional Fee, Travelling, Fooding& Lodging etc.
- 5) The Birangana Sati SadhaniRajyikVishwavidyalaya, Golaghat will not pay any advance to the selected audit firm under any circumstances.

*(Signature)*  
27/12/2021



**OFFICE OF THE REGISTRAR**

**BIRANGANA SATI SADHANI RAJYIK VISHWAVIDYALAYA::GOLAGHAT::ASSAM**  
*A State University under the BSSRV Act of Govt. of Assam.: Recognized by UGC.: Estd- 2020*

**2. CONFIDENTIAL:**

The firm shall not disclose the documented management systems to any third party including their internal department.

**3. SUB-CONTRACTING:**

The consultancy firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.

**4. OTHER TERMS AND CONDITIONS**

4.1) Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The University shall not be responsible for any postal delay about non receipt /non-delivery of the tender documents.

4.2) Bids will be opened on **18/03/2025 at 03.00 P.M.** at the University in the presence of the bidder(s) or their authorized representative(s) who are present at the scheduled time.

4.3) In the event of the due date of receipt and opening of the tender being holiday/declared as holiday for the University, then due date of receipt /opening of the tender will be the next working day at the same time.

4.4) The EOI document duly signed and stamped on each page shall be submitted in original with the bid as a proof to confirm the acceptance of the entire terms and conditions of tender. Any amendment and/or addition made to the tender are not permissible after opening of the tender. Incomplete tenders will be rejected.

4.5) The University reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever and the tendered shall not be entitled to claim any damage or compensation due to such rejection. In case of any dispute, the decision of Hon'ble Vice Chancellor, BSSRV will be final and binding.

4.6) Tender shall be submitted in prescribed / official tender format only. If submitted in any other form, the same shall be summarily rejected.

4.7) These are only proposed draft terms and conditions and can be modified at any time by the University at its sole discretion.

4.8) Tender document shall be submitted in a sealed envelope bearing the tender reference on the top left corner and addressed to the **Registrar, Birangana Sati Sadhani Rajyik Vishwavidyalaya, Golaghat, Golaghat Engineering College Campus, Bogorijeng, Golaghat-785621** so as reach latest by **18<sup>th</sup> March, 2025, 01.00P.M.** and opening will be done at 03.00 P.M. in which the bidders may attend.

*Chellur 27/2/2025*