

**REQUEST FOR QUOTATION
FOR
AUDIT
FOR THE FINANCIAL YEAR 2024-25.**



JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY

C-28, The Lower Mall, Patiala

CONTACT NO: 0175-5051138

NOTICE

Sr. No.	Particulars	Details
1.	Notice No	No: JGNDPSOU/ACCOUNTS/2025-26/ 0063 Dated:20.05.2025
2.	Name of the work	Audit of University Accounts and Filling of Annual Return for the Financial Year 2024-25.
3.	Last date for submission of quotation	06.06.2025 Upto 5:00PM

Note:-

The sealed quotations in all respects must reach to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, C-28, The Lower Mall, Patiala on or before **06.06.2025 upto 5:00 PM** through registered post/Courier /Speed Post.

Background

Jagat Guru Nanak Dev Punjab State Open University (PSOU), Patiala, a State University for open learning in Punjab, has been established under an Act No.19 of 2019, notified vide Notification No.23-Leg/2019 dated 20.12.2019, by the State Legislature of Punjab and is empowered to award degrees as specified by the UGC under Section 22 of the UGC Act 1956.

SCOPE

1. Audit will be required to give its opinion as to whether Balance Sheet, Income & Expenditure account and Receipts & Payment account of period of under Audit, read with Accounting policies give True and Fair view of State of affair of the University
2. Other relevant matters as mutually decided from time to time.

JURISDICTION

In all matters and disputes arising hereunder the appropriate Courts at Patiala alone shall have jurisdiction to entertain and try them.

OTHER TERMS AND CONDITIONS

- (i) The bidder shall not assign, in whole or in part, its rights and obligations to perform under this Contract to a third party, directly or indirectly.
- (ii) Bidder shall not work in association with some other party to meet the conditions
- (iii) All statutory obligations / liabilities like Salary, ESI, and PF as per labour laws for manpower employed will be the sole responsibility of the Bidder. Further the bidder shall also been responsible for statutory deduction like deduction of TDS,GST, Development Tax etc.
- (iv) The University will not be in any way responsible for any statutory obligation in respect of the staff deployed for the purpose
- (v) All payments will be subjected to tax deduction at source as applicable at the prevailing tax rates.
- (vi) The firm should have more than 10 years of work experience in the field of Accounting and Auditing.
- (vii) Firm should be registered with CAG.
- (viii) Firm should have three Full time FCA partners.
- (ix) Firm should have turnover of Rs 25 lakh or more in last three financial years i.e 2021-22,2022-23,2023-24.
- (x) No TA/DA will be paid by University. The CA firm shall make its own arrangements for the transportation of its employees.
- (xi) University reserves the right to extend the audit for further two years depending upon the performance the auditor.
- (xii) Audit should be completed before filling the income tax return of the university otherwise 2% penalty will be imposed per week on the delayed period.
- (xiii) An affidavit on Non Judicial Stamp Paper duly certified by the Notary stating that the bidder has not been blacklisted/debarred by any Government.
- (xiv) The CA firm shall make its own arrangements for the transportation of its employees.

Checklist

Sr. No.	Required Document	Remarks																								
1.	Audited Account Statement (last three financial years)																									
2.	PAN NO.																									
3.	GST NO.																									
4.	No. of Partners																									
5.	Experience certificate	<table><tr><th colspan="4">Details of Experience of firm</th></tr><tr><th>S.No</th><th>Year of Contract</th><th>Name of Organization</th><th>Period</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Details of Experience of firm				S.No	Year of Contract	Name of Organization	Period																
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S.No	Year of Contract	Name of Organization	Period																							
6.	ICAI Registration No.																									
7.	CAG Empaneled No.																									

Sign. & Stamp of the Firm

LUM SUM FEES

Name of the Firm	Total fee including all Taxes

Sign. & Stamp of the Firm