KASHI NARESH UNIVERSITY, BHADOHI

(A state University)
Email-registrarknu@gmail.com

Letter No. 411 /K.N.U./2026 Dated : 03-11-2026

Expression of Interest

FOR HIRING OF CHARTERED ACCOUNTANT FIRM

Kashi Naresh University Invites Expression of Interest (EOI) for hiring of Chartered Accountant firm for maintenance and handling of Accounts with Double Accounting Entry System, Preparing of Balance Sheet (for F.Y. 2026-27 to 2027-28), E-TDS Filing (for F.Y. 2026-27 to 2027-28), GST- Filing (for F.Y. 2026-27 to 2027-28), Maintaining of cash book, Reconciliation of Bank Statement etc. for Kashi Naresh University, Gyanpur, Sant Ravidas Nagar Bhadohi. Eligible and competent CA firms are requested to submit their application in the office of Finance officer of Kashi Naresh University, Gyanpur, District- Sant Ravidas Nagar Bhadohi-221304, Uttar Pradesh. Last date for submission of application is 17.11.2026 up to 16:00 hours. For the mentioned scope of the work CA Firm will also submitted your financial proposal in sealed envelope which will be opened before committee after opening the technical evaluation. Last Date of submission of applications and detailed instructions are available on university website https://www.knub.ac.in

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(Brijesh Singh)
Finance Officer

Finance Officer
Kashi Naresh University
Bhadohi-221304

Copy forwarded to following for information and necessary action.

1. Hon'ble Vice Chancellor, Kashi Naresh University, Bhadohi.
2. Nodal officer university website.
3. Media in charge, Kashi Naresh University, Bhadohi.
4. Concerned file.

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Finance Officer

IMPORTANT INFORMATION & SCHEDULE

Name of Organization	Kashi Naresh University
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/Sell)	Hiring of Chartered Accountant firm for maintenance and handling of Accounts with Double Accounting Entry System, Preparing of Balance Sheet, E-TDS Filing, GST- Filing, Maintaining of cash book, Reconciliation of Bank Statement etc. for KNU
Date of publication of Notice for Expression of Interest	04.11.2026
Last date and time for application submission	17.11.2026, 4:00 PM
Place of Submission of EOI	Office of the Finance Officer, KNU, District- Bhadohi, U.P.- 221304.
Address for Communication	Finance Officer, KNU, District- Bhadohi, U.P.- 221304.
Web Address	https://www.knub.ac.in

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Kashi Naresh University
Bhadohi-221304

A) SCOPE OF WORK

i) To make are view of the system of book keeping & accounting.

ii) Feeding of all types of Vouchers into Tally Prime for receipts and payments in a proper manner as requisite by the University for various purposes.

iii) Preparation and filing of returns for all type of statutory deductions i.e. TDS and GST etc.

iv) Computation and assessment of income tax liability of each employee, preparation and issuance of Form-16 & 16A

v) Update to the university officials regarding applicable rates of TDS and GST etc. From time to time.

vi) Preparation of balance sheet, income & expenditure and Receipt & Payment in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented inconformity with the generally accepted accounting principles.

vii) Timely Preparing and Filing of All TDS returns, i.e., Salary and Non-Salary, and their revision (on Need based) and preparing reply to the notices received from Income Tax Authorities.

viii) Monthly reconciliation of all bank accounts of the University with the cash book / ledger and preparation of Bank Reconciliation Statements.

ix) Filing of Annual GST Return (GSTR-9) and reconciliation statement (GSTR-9C), wherever applicable, in addition to the periodic GST returns.

x) Filing of Income Tax Return of the University, wherever applicable, and assistance in the statutory registrations (TAN, PAN, GST etc.) and their renewal / compliance.

xi) Assistance during audit by Local Fund Audit, CAG / Accountant General and other audit agencies, including furnishing of records and preparation of replies to audit observations.

xii) Preparation and maintenance of Fixed Asset Register, including updating of additions, disposals and depreciation as per the University norms.

xiii) Preparation of budget estimates, fund-utilisation reports and Utilisation Certificates for grants received, as required by the University / State Government / funding agencies.

xiv) Any other work related to accounting.

B) TIME PERIOD FOR ENGAGEMENT

CA Firm will be appointed up to the FY ending March 2028. The selected CA firm may be re-appointed on the same terms and conditions with depending upon the satisfactory performance.

C) PRE-QUALIFICATION CRITERIA OF THE CA FIRM

i) The partnership firms should have at least one of its offices in Uttar Pradesh.

ii) The firm should be in existence for minimum of 5 years.

iii) The firms should have at least 5 Partner. In a firm at least 3 Partner are belonging FCA class.

iv) The partnership firms should have experienced in handling the works of at least 1 State University, Uttar Pradesh. Work order related to that work must be submitted.

v) The firm should have been experienced for internal/statutory audit assignments for at least two Governments organization/PSU/ Bank in last five financial years.

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vi) The firm's turnover should have in last previous financial year i.e. 2024-25 & 2025-26 is minimum Rs. 1 crore.

vii) The firms should have at least one partner having CISA/DISA qualified.

viii) Firms should have submitted the declaration form in judicial stamp. Stamp must be after the publishing of expression of interest.

All the above conditions must be satisfied by participating firms.

D) SUBMISSION AND EVALUATION PROCESS

i) The application shall be submitted in two separate sealed envelopes, superscribed as "Envelope-A: Technical Bid" and "Envelope-B: Financial Bid". Both envelopes shall be placed in one outer sealed envelope superscribed "EOI for Hiring of Chartered Accountant Firm – Kashi Naresh University" along with the name and address of the firm.

ii) Envelope-A shall contain the Application Format (Annexure-I) duly filled in, the Undertaking, the declaration on judicial stamp paper and self-attested copies of all supporting documents. Envelope-B shall contain only the Financial Bid (Annexure-II) and nothing else.

iii) Stage-1 (Technical Evaluation): The Committee constituted by the University shall examine Envelope-A of all firms against the Pre-Qualification Criteria on a qualifying (pass/fail) basis. A firm not fulfilling all the criteria, or not submitting the required documents, shall be disqualified and its Financial Bid shall not be opened.

iv) Stage-2 (Financial Evaluation): The Financial Bids of technically qualified firms only shall be opened before the Committee on a date and time to be intimated by the University. Representatives of the qualified firms may remain present at the time of opening.

v) The comparison shall be made on the basis of the total annual professional fee quoted in Annexure-II, exclusive of GST. The firm quoting the lowest fee (L-1) shall be recommended for appointment. In case two or more firms quote the same lowest fee, the firm experienced in handling the works of at least 1 State University, Uttar Pradesh shall be preferred.

vi) The fee quoted shall be inclusive of all expenses (travel, staff, communication etc.) and shall remain fixed for the entire contract period. Conditional or incomplete financial bids shall be rejected.

vii) The appointment shall be subject to approval of the competent authority of the University.

E) PAYMENT TERMS

i) The professional fee quoted by the firm shall be valid for the entire contract period. Payment will be made on quarterly basis on the recommendation of Finance Officer.

ii) Invoice should be raised in duplicate in favor of the KNU, Gyanpur, Bhadohi.

iii) Statutory Taxes will be paid at prescribed rate during the contract period.

iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments made by the University.

F) OTHER GENERAL TERMS

i) Format of Application (Annexure-I) must be completely filled in. Incomplete applications will be rejected outright.

ii) Please ensure that the date of establishment of the registered office, Branch office, details of all

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partners into the firm should be invariably indicated in the application.

iii) All submitted documents should be signed by a any Partner with his name and under the seal of the firm.

iv) Any application received after the stipulated date & time, due to any reason what so ever, will be rejected outright.

v) CA Firms are requested to visit their respective office of the University for Further Clarification/ query/ exact scope of the work etc.

vi) No proposal shall be entertained in joint venture/Consortium.

vii) Firm cannot sublet the tender at any cost.

viii) **Firm will have to deposit a sum of Rs. 10000/- (Rs. Ten Thousand Rupees Only) by submitting a demand draft/FDR/Bank Guarantee in favor of Finance officer, KNU, Gyanpur, Bhadohi** as security money within 2 days after allotment of work which will be refunded after the expiry of tender, without interest.

ix) The University will ensure and provide proper power supply, internet facility, Computer, Printer, Stationery and proper space for staff etc.

x) The KNU, Gyanpur, Bhadohi, reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for non-issue of work.

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Kashi Naresh University

Undertaking

I / We the following partners of M/s_____,Chartered Accountants do here by jointly and severally verify and declare –

1. That the particulars given are complete and correct and that if any of the statements made on the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;

2. That the firm, or partners has not been blacklisted/debarred or cautioned by ICAI during the last five years, (if debarred, give details);

3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;

Signature of Authorized Person_____

Name of Authorized Person_____

Place.....
Date.....

Seal of the Firm_____

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ANNEXURE-I

APPLICATION FORMAT (TECHNICAL BID)

EOI for hiring of Chartered Accountant Firm – Kashi Naresh University, Gyanpur, Bhadohi

(To be submitted on the firm's letterhead / in Envelope-A. All columns must be filled; attach self-attested supporting documents.)

Part A – Particulars of the Firm

S.No.	Particulars	Details
1	Name of the Firm	
2	ICAI Firm Registration No. (FRN)	
3	Date of establishment of the firm (years in existence)	
4	Address of Registered Office (with date of establishment)	
5	Address of office(s) in Uttar Pradesh (with date of establishment)	
6	PAN of the Firm	
7	GSTIN of the Firm	
8	Name, mobile no. and e-mail of contact person	
9	Total number of Partners	
10	Number of Partners belonging to FCA class	
11	Name and Membership No. of Partner having CISA/DISA qualification	
12	Whether the firm / any partner has been blacklisted, debarred or cautioned by ICAI in last five years (Yes/No; if yes, give details)	

Part B – Details of Partners

S.No.	Name of Partner	Membership No.	FCA / ACA	Date of joining the firm	CISA / DISA (Yes/No)
1					
2					
3					
4					
5					

(Add more rows if required.)

Part C – Experience of handling work of State University, Uttar Pradesh (Work Order to be enclosed)

S.No.	Name of State University	Nature of work handled	Period (From – To)	Work Order No. & Date
1				

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S.No.	Name of State University	Nature of work handled	Period (From – To)	Work Order No. & Date
2				

Part D – Internal / Statutory Audit assignments for Government organisations / PSU / Banks in last five financial years (minimum two)

S.No.	Name of Organisation	Nature of assignment (Internal / Statutory)	Financial Year(s)	Proof enclosed (Yes/No)
1				
2				
3				

Part E – Turnover of the Firm

S.No.	Financial Year	Turnover (Rs.)	Certificate enclosed (Yes/No)
1	2024-25		
2	2025-26		

Part F – Checklist of documents enclosed

S.No.	Document	Enclosed (Yes/No) / Page No.
1	Copy of ICAI Firm Registration Certificate and PAN of the firm	
2	Details of all partners with Membership No. and proof of FCA status	
3	Proof of at least one office in Uttar Pradesh (ICAI frum profile card)	
4	Work Order(s) of State University, Uttar Pradesh	
5	Proof of audit assignments (Government organisation / PSU / Bank)	
6	Certificate of CISA/DISA qualification of partner	
7	Declaration on judicial stamp paper (stamp dated after publication of this EOI)	
8	Undertaking on firm's letterhead duly signed and sealed	

Declaration

I / We hereby declare that the information furnished above is true and correct to the best of my / our knowledge and belief, and that I / we have read and agree to all the terms and conditions of the Expression of Interest. I / We understand that any false information shall lead to rejection of the application / cancellation of the appointment.

Place: .....

.....

Date: .....

Signature of Authorised Partner:

Name & Membership No.: .....

Seal of the Firm

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ANNEXURE-II

FINANCIAL BID FORMAT

(To be submitted in a separate sealed Envelope-B, superscribed "Financial Bid")

To,

The Finance Officer,
Kashi Naresh University, Gyanpur,
District- Sant Ravidas Nagar Bhadohi,
Uttar Pradesh - 221304

Subject: Financial Bid for hiring of Chartered Accountant firm for maintenance and handling of Accounts with Double Entry Accounting System, preparation of Balance Sheet, E-TDS filing, GST filing, maintenance of cash book, reconciliation of bank statements etc. for the period F.Y. 2026-27 to F.Y. 2027-28.

Sir,

I / We, M/s ....., hereby quote the following professional fee for completing the entire Scope of Work mentioned in the Expression of Interest:

S.No.	Particulars	In figures (Rs.)	In words

Terms of the Financial Bid:

- GST, as applicable, shall be paid extra by the University at the prescribed rate on production of a valid tax invoice. TDS shall be deducted as per the Income Tax Act.
- The fee quoted is inclusive of all expenses (staff, travel, communication, stationery etc.) and shall remain fixed and valid for the entire contract period, i.e. F.Y. 2026-27 to F.Y. 2027-28.
- The fee shall be paid on quarterly basis on the recommendation of the Finance Officer, as per the Payment Terms of the EOI.
- No other charges, conditions or escalation shall be claimed. A conditional or incomplete financial bid is liable to be rejected.

Place: .....
.....
Date: .....

Signature of Authorised Partner:

Name & Membership No.: .....

Seal of the Firm

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