



# Gandhi Memorial College Srinagar

(NAAC ACCREDITED)

Shamaswari Fateh Kadal Srinagar-190002

Phone: 0194-2471726, Fax: 0194-2471726

[www.gandhicollegesrinagar.in](http://www.gandhicollegesrinagar.in)

Email: [principalgmcl@gmail.com](mailto:principalgmcl@gmail.com)

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## Expression of Interest

01. On behalf of the Principal, Gandhi Memorial College, Srinagar Expression of Interest is invited from the reputed Chartered Accountants/Firms (CAG empanelled) for providing Accounting, Auditing and Tax related Services for the financial year **2022-23 to 2023-24**.
02. The Expression of Interest can be obtained from the office of undersigned against payment of non-refundable fee of Rs. 500/- in the shape of Demand Draft in favour of Principal, Gandhi Memorial College, Srinagar w.e.f. **01-06-2022**. Expression of Interest can also be downloaded from the College website [www.gandhicollegesrinagar.in](http://www.gandhicollegesrinagar.in) and the fee in the shape of DD shall have to be enclosed with the Expression of Interest subscribed.
03. The Expression of Interest, duly completed and sealed (with firm's profile) must reach in the office of the undersigned by or before **08-06-2022** up to **4:00 p.m.** The earnest money deposit of Rs. 2000/- in the shape of CDR/FDR pledged in favour of Principal, Gandhi Memorial College, Srinagar should be enclosed with the Expression of Interest.
04. For further detail information about the Expression of Interest, please log on to College website [www.gandhicollegesrinagar.in](http://www.gandhicollegesrinagar.in) and JK tenders.

  
Principal

Reference No. *GMCL/GB/2022/1102*

Dated: *30/05/2022*

### Copy to.

1. Convener College Website for uploading the document.
2. Accounts officer G.M. College, Srinagar for information & necessary action
3. Office file
4. Master file.



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## Expression of Interest (EOI)

Gandhi Memorial College, Srinagar invites Expression of Interest for empanelment of (C&AG empanelled) Chartered Accountant Firms for following services:-

### SCOPE OF WORK

- A. To conduct Audit of all Departments
- B. To conduct audit of Utilization Certificate in respect of centrally/State sponsored Schemes/Projects/Funds.
- C. To conduct audit of Funds created by the College from its internal resources.

### Eligibility Criteria

The Chartered Accountant Firms must possess/qualify the following minimum eligibility criteria:-

- 1) The firms must be registered with the Institute of Chartered Accountant of India (ICAI) and empanelled with Comptroller and Auditor General of India,
- 2) The firms must have at least two full time partners who are members of ICAI as per (CAI record as on 1-1-2020).
- 3) The firms must have an average turnover of Rs. 5 lacs per annum in the last three years.
- 4) The firm should be in existence at least for the last 5 years as per the ICAI record.

### Payment

The payment made to the Empanelled firms shall be as per the following rates:

- |  |   |
|--|---|
| i. For grants upto Rs. 50,000/-                                  | Rs. 1%                                      |
| ii. For grants exceeding Rs. 50,000/- but upto Rs.5,00,000       | Rs.0.75% subject to minimum of Rs. 500/-    |
| iii. For grants exceeding Rs. 500000 but upto of Rs. 10,00,000/- | Rs. 0.50% subject to minimum of Rs 3750/-   |
| iv. For grants exceeding Rs 1000000                              | Rs. 0.10% subject to minimum of Rs. 5,000/- |

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Date: 30/08/2022

28



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In addition to the above the Chartered Accountants may also be required to provide other Accounting, Auditing and Tax related services.

The Chartered Accountant firms shall submit supporting documents for the details mentioned in Annexure I .

Expression of Interest comprising terms of reference and guidelines for submitting the proposals can be collected from the office of Principal, College of Srinagar, Srinagar on any working day w.e.f. 01-06-2022 or can be downloaded from the College Website: [www.gandhicollegesrinagar.in](http://www.gandhicollegesrinagar.in)

1. Collection of Expression of Interest from the office of Principal, Gandhi Memorial College, w.e.f 01-06-2022
2. The last date for submission of Expression of Interest is 08-06-2022 upto 4:00 p.m).

## Terms and Conditions

- i) The Chartered Accountant firms must be empanelled with Comptroller and Auditor General of India and The Institute of Chartered Accountant of Indian (ICAI). Office of the Chartered Accountant should be functional in Principal and also available on all working days.
- ii) The firms must have at least two full time partners who are fellow members of ICAI for a period not less than three years as per the certificate of ICAI as on 01-01-2020. iii) The firms must have an average turnover of Rs. 5 lacs per annum in the last three years.
- iv) The firms must have carried out at least three statutory audits of Universities/Higher Educational Institute during the last three years.
- v) The firms should be in existence at least 5 years as per the ICAI certificate.
- vi) The firms shall submit supporting documents along with Application (Annexure 1) in support of the minimum eligibility criteria.
- vii) The Chartered Accountants/Firms shall enclose with the Expression of Interest, the photocopies of the PAN No. / GST Registration certificate/any other relevant certificate.
- viii) If any of the information/documents furnished by the Chartered Accountants Firms is found to be incorrect at any latter stage, the offer will automatically stand cancelled without entertaining any correspondence.
- ix) The empanelment of Chartered Accountant firms is purely contractual and for a period of 2 years extendable by a period of up-to 1 year subject to approval of Advisory Committee of the College and satisfactory performance.
- x) Gandhi Memorial College, Srinagar shall have the absolute discretion in allotting the job, revising fee structure stipulating terms and conditions of appointment like experience in the field and termination of the services of



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- the empanelled Chartered Accountant after giving due notice at any point of time including during the pendency of the contract.
- xi) Gandhi Memorial College, Srinagar reserves the right to terminate Contract/Assignment at any stage, if College is convinced that firm is not performing as per assigned job.
  - xii) The earnest money deposit of Rs. 2000/- in the shape of CDR /FDR pledged in favour of the Principal, Gandhi Memorial College, Srinagar should be enclosed with Expression of Interest.
  - xiii) The whole process of empanelment of Chartered Accountants/Firms can be called off without giving any prior notice or information by the Principal of the College.
  - xiv) A Non-refundable tender fee of Rs. 500/- by DD in favour of the Principal, Gandhi Memorial College, Srinagar should compulsorily be attached.
  - xv) Work will be allotted to the Empanelled Firms on rotation basis.
  - xvi) In case the number of application are large then, the College 'of Principal reserves the right to finalize the criteria for short listing the firms.
  - xvii) List of successful firms will be prepared and work will allotted on rotation basis.
  - xviii) That in case the firm the decides to terminate, the firm should give prior information by one in advance to this effect failing which appropriate penalty will be imposed as per the rules in vogue.

Ref. no. gmcl/CA/22/1102  
Date = 30/05/22

Principal



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## PARTICULARS FOR THE EMPANELLEMENT OF CHARTERED ACCOUNTANT FIRMS IN THE COLLEGE

No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1.	Name of the Firm	
2.	Address of the Firm	
	Head Office	
	Date of establishment of the Firm	
3.	Firm's PAN No.	
4.	Firm's GST Registration No.	
5.	Firm's Registration No. with (CAI	
6.	Empanelment No. with C & AG	
7.	Turnover of the Firm in last three years, separately	
8.	Annual Average Turnover with Break-up of Fee towards Audit. Income Tax matters and others (Specify)	
9.	Details of Partners/Proprietor: Provide following details: Total number of partners Number of Full Time Fellow Partners associated with the Firm, Name of each partner, Date of becoming ACA (FCA Date of joining the firm, Membership No.. Qualification, Experience, Whether the partners is engaged full time or part time with the firm, Their Contact Mobile No., email and full Address Area of expertise Certificate for not having any adverse standing regarding negligence/misconduct by the firm/partner	

Note:- The firm shall submit documentary evidence against above particulars along with Earnest Money.

Ref no. GMC/46/2022/1102  
Date 30/05/2022

  
Principal