

Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU), Jalgaon.

Limited Expression of Interest for Chartered Accountant Firms from Jalgaon

Notice for Invitation for Expression of Interest (EOI) for appointment of Tax Consultant

The Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU), Jalgaon intends to invite Expression of Interest from the experienced Chartered Accountant Firms to carry out the Direct and Indirect Taxation Work and Compliances of the university in accordance with the provisions of Maharashtra Public Universities Act, 2016, Direct and Indirect Taxation Acts and Rules applicable to University, Common Account Code and various rules, regulations, resolutions made in various authority meetings of the university, etc. Please visit our web site www.nmu.ac.in for additional information about the university, EOI and application format. The last date for submission of EOI is 25.06.2025. The estimated cost of professional fees is Rs. 1,00,000/- + GST p.a. The Notice is available on our website to submit the proposals; However, the university reserves the right to annul any or all proposals without assigning any reason.

Place: Jalgaon
Date: 18.06.2025

Sd/-
CA R. N. Patil
Finance and Accounts Officer.

EOI Publication date	19-06-2025
EOI Closing Date	25.06.2025 (5.00 pm)
EOI Opening Date	26.06.2025 (if possible)

Details of Contact Person	
Shri. Somnath Gohil	9422211248
CA Ravindra Patil	9209300789
Office of the Finance Officer	02572257226

Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU)
Limited Expression of Interest for Chartered Accountant Firms from Jalgaon

About KBCNMU:

- Established in 1990 under the Maharashtra Universities Act.
- Offers quality higher education to over 100,000 students annually.
- Accredited by UGC under Sections 2(f) and 12(b).
- NAAC Re-accredited with Grade “A” in 2022.
- Visit www.nmu.ac.in

1. Introduction

KBCNMU, invites EOI from Chartered Accountant firms having its office in Jalgaon for at least 10 Years, for providing tax consulting (both Direct tax and Indirect Tax including GST) and filing of income tax returns and GST return of KBCNMU. The primary objective of this engagement is to provide comprehensive tax consulting/ advisory services to KBCNMU. ensuring compliance with applicable income tax and goods and services tax (GST) regulations, while optimizing the overall tax position and providing the mentioned resources with tax experience.

Interested and eligible firms may submit their applications duly filled and signed along with requisite self-attested documents in a sealed envelope through by-hand/Speed Post/ Registered Post/Courier to the office of “**Finance and Accounts Officer, PO Box No. 80, Umvinagar, Bambhori, KBCNMU, Jalgaon-425001.**” To reach on or before 25th June 2025 at 5.00 p.m. Any application received after the due date & time, due to any reason whatever, will not be considered. KBCNMU does not take any responsibility for the loss of application in transit. Application sent through any other mode will not be considered.

2. Instructions & Eligibility Criteria for Selection of Firm: -

- a. Chartered Accountant Firm Means “Partnership Firm/LLP with 2 or more Partners”
- b. The firm should have more 15 years of experience.
- c. The firm should have experience of conducting tax consulting/ advisory work of at least five (5) years of any Educational Institute/Government agency/ PSU/Banks. Preference will be given to the firms having experience of working with university.
- d. The firm should have an average annual turnover of Rs. 15.00 (twenty) lakhs in last three financial years i.e. F.Y. 2021-22, 2022-23 & 2023-24.

- e. The firm should have filed their latest Income Tax Return.
- f. Format of Application shall be filled in and completed in all respects. Incomplete applications will be rejected.
- g. All the documents submitted should be self-attested by authorised person of the firm with his / her name and under the seal of the firm.
- h. The firm should submit their applications/ bid document as per format prescribed duly filled and signed along with requisite self-attested documents in an outer envelope super-subscribed on the top “Selection of CA firm for providing tax consulting and filling tax returns of KBCNMU, Jalgaon”.

3. Scope of Work

The Tax consulting and advisory services typically involve providing guidance, collection of tax data from finance department and expertise on various aspects of income tax and goods and services tax (GST) matters. Here are some key details about tax advisory services for KBCNMU in relation to income tax and GST:

A. Income Tax Advisory & Compliance:

Compliance: Ensuring that the corporation complies with all relevant income tax laws and regulations including filing of income tax and TDS returns. (including but not limited to Form 24Q, Form 26Q, Form 27Q, TCS Returns, Form 10BD, Form 10B, Form 10BB, Form 15CA, Form 15CB, TDS non deduction certificate registration, other necessary forms as required from time to time by act/law, etc...)

Tax Planning: Developing strategies to minimize the universities tax liability through legal means. This might involve optimizing the use of available deductions, credits, and exemptions

Structuring: Advising on the most tax-efficient corporate structure based on the nature of the business and its future goals. This could include considerations for proper legal entities/status etc.

B. Goods and Services Tax (GST) Advisory & Compliance:

Compliance: Ensuring compliance with GST regulations, including timely filing of returns. (Including but not limited to GSTR-1, GSTR-3B, GSTR-7, GSTR-9, GSTR-9C, other necessary forms as required from time to time by act/law, etc...)

Classification and Valuation: Helping to correctly classify goods and services for GST purposes and determining the appropriate valuation method.

Input Tax Credit (ITC): Advising on the eligibility and optimization of claiming input tax credits on GST paid on purchases and expenses.

GST Planning: Developing strategies to minimize the impact of GST on the university's operations.

GST Audits and investigations: Assisting corporations in preparing for and managing GST audits or investigations by tax authorities.

C. Profession Tax Advisory & Compliance:

Compliance: Ensuring compliance with Profession Tax regulations, including timely filing of returns. (PTRC returns with rectifications and assessments if any)

D. Classification and Legal and Regulatory Updates:

- Keeping the University informed about changes in tax laws and regulations that may impact its operations.
- Advising on how to adapt to new tax legislation to maintain compliance and optimize tax positions.

E. Dispute Resolution & Assessment:

- Assisting the University in handling disputes with tax authorities, including preparation of documents for audits and assessments.
- Offering strategies for resolving tax-related conflicts in a manner that is favourable to the university.
- Compliances of notices from tax authorities' assessment for Direct & Indirect Taxes.
- Reply to notices received during the period or pending before the government departments related to current or any previous periods.
- All matters related to the assignment with respect to previous periods for which submissions are pending or notices received during the period of appointment.

F. Customized Training:

- Providing training sessions for the University's finance and accounting teams to keep them updated on tax laws and procedures.

G. Risk Management:

- Identifying potential tax risks and providing strategies to mitigate these risks.

H. Tax Advisory:

- Advising on tax planning, proper accounting entry in SAP related to tax matters and optimizes the university's tax position.

- I. **Any other tax related works** of the university as assigned by the management from time to time.

4. **TERMS AND CONDITIONS:**

- i. Period of work: The assignment will be for a period of five years on yearly review basis and may be extendable depending on the requirement and performance.
- ii. Payment Terms: Payment will be made on annual basis after submission of annual legal compliance report with no pendency.
- iii. The selected firm shall nominate a Lead Officer for the said work. Details of the Lead Officer should be given to KBCNMU, Jalgaon.
- iv. In case of any dispute arising during execution of work with the finance section of the university, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the Hon'ble Vice Chancellor of KBCNMU, Jalgaon will be final and binding on both the parties to the contract.
- v. The university reserve the right to reject any or all bids without assigning any reason/s, thereof.
- vi. If any false information/documents are provided and it comes to the knowledge of university the authority reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect.
- vii. Termination: If any time during the execution, it is found that the work is not satisfactory, the university reserves the right to terminate the contract by giving one month written notice.
- viii. University reserves the right to accept or reject any or all responses to the request additional submission or clarification from one or more applicant/s at any stage or to cancel the process entirely without assigning any reasons.

List of Documents to be Submitted:

1. Latest Firm Card downloaded from ICAI website.
2. Firm Details as per **Annexure-A**.
3. Non-disclosure undertaking as per **Annexure-B**.
4. Price Bid format to be filled as per **Annexure-C**.
5. Self-attested copy of PAN card of Firm.
6. Self-attested copy of GST Registration of Firm (if applicable).
7. Letter of Authority in favour of signing partner.
8. A copy of complete EoI document duly signed by the partners of the firm as a token of acceptance of all terms & conditions.

ANNEXURE-A

Firm Details.

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. Name of Authorised Partner:
5. Contact Details of the Authorised Partner:
6. Address for Communication:
7. Details of CA Partners:

Sr. No.	Name of the CA	Date of Membership	Mobile No.	No of Years in Firm	Signature
1					
2					
3					
4					
5					

6. Details of Experience of firm as a Tax Consultant.

(Enclose copies of appointment letter/Experience certificate from client.)

Sr.No.	Name of the Company/ Unit	Scope of work
1		
2		
3		
4		
5		

5. Average Turnover of Firm for preceding 3 years (attach certificate with UDIN):
6. PAN No of the Firm:
7. GST Registration No. of firm (if available):

We hereby accept all the terms and conditions of this EOI and assure to serve in the interest of the university and maintain the confidentiality.

Date: -

Place: -

Seal & Signature of the Authorised Signatory

ANNEXURE-B

Non-Disclosure Undertaking

We, the partners of the M/s_____ Partnership/LLP Firm of Chartered Accountant do hereby represent, warrant, confirm unequivocally and under as follows: -

- a) Subject to conditions contained in the EoI and on assignment of Tax consulting work to our Firm, KBCNMU, Jalgaon may have to disclose certain vital confidential information to us in the course of this assignment.
- b) Confidential information: the confidential information used herein shall mean and include any/all information, which is directly or indirectly disclosed to us or comes to the knowledge in the course of tax advisory work, regardless of the form in which it is disclosed "Confidential Information" includes without limitation, any information in tangible or intangible form, know-how, data, process, technique, design, drawing, program, formula or test data, trade secret, prices, techniques, algorithm, computer program (course and object code) etc. whether in oral, written, graphic or electronic form.
- c) No person acting on behalf of our firm will divulge or use any such information for any purpose other than tax consulting. We shall exercise the same care in protecting the said confidential information from disclosure as we do with regard to our own confidential information and will not disclose such confidential information to any third party/parties.
- d) No person will seek information other than those necessary for the purpose of tax consulting works as specified in the EoI/ appointment.
- e) If any of the representation, declaration and obligations as stated above are found to have been violated, at any stage, we hereby agree that on intimation of such violation, the university shall claim damages/ compensation from us for breach of this undertaking. That apart university will also have the right to cancel the appointment. We undertake to abide by the decision of the university in this regard.
- f) We shall bind ourselves, our employees/ team to the terms of confidentiality clause and shall take all actions reasonably necessary to secure the confidentiality of such information against theft, loss or disclosure.

This undertaking shall survive the termination or expiry of the assignment as per the expiry of period of five years.

Date: -

Place: -

Seal & Signature of the Authorised Signatory

ANNEXURE-C
Price Bid Format

Firms having the above eligibility criteria are requested to submit their fees for the assignment in the following manner: -

- | | |
|----------------|-----------|
| 1. Fees: | Rs. _____ |
| 2. GST @ 18% | Rs. _____ |
| 3. Total (1+2) | Rs. _____ |

Total Amount (in Words) * _____

- Figures in words and in letter of Total Amount must match, otherwise the bid proposal will be summarily rejected.

Also, if there will be addition/ totalling mistake then also the bid proposal will be rejected.

No extra charges will be paid except travelling from Jalgaon City to the university campus as per the university rules.

Date: -

Place: -

Seal & Signature of the Authorised Signatory