No: RBIC/ADM/CORR/2026/80 **Dated:04/11/2026**

Re-Issue

REQUEST FOR PROPOSAL (RFP) TENDER FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS AND PRACTISING COMPANY SECRETARIES FOR THE FINANCIAL YEAR 2026–27

Re-Issue Reference No.: RBIC/ADM/CORR/2026/68 dated 28.10.2026

SKUAST KASHMIR RBIC FOUNDATION (hereinafter referred to as RBIC) invites proposals from eligible Chartered Accountant (CA) firms and Practising Company Secretaries (PCS) for empanelment to provide the professional services described in this document for FY 2026–27 and, where expressly authorised, for subsequent periods. The empanelment is intended to permit category-wise selection and allocation of assignments through separate work orders, subject to applicable law, procurement rules, availability of funds and approvals.

Particular	Details
Name of Organisation	SKUAST KASHMIR RBIC FOUNDATION
Assignment	Empanelment of Chartered Accountant Firms and Practising Company Secretaries under Category A (Statutory Auditor), Category B (Other CA Services) and Category C (Company Secretarial/PCS Services)
Financial Year	2026–27
Mode of Selection	Separate category/sub-category and service-line evaluation; technical evaluation 70 marks, financial evaluation 30 marks; minimum technical score 49/70; composite empanelment threshold 70/100; multiple bidders may be empanelled for each eligible panel.
Contract Period	Empanelment for FY 2026–27. A1/A2 statutory tenure governed by the Companies Act, 2013 and valid appointments; B/C Initially for FY 2026-27 & 2027-28; extension may be considered subject to satisfactory performance and approval
Bid Submission Mode / Address / Portal and Last Date	Technical Proposal to be emailed to rbic@skuastkashmir.ac.in by 17 November 2026 before 11:59 PM. Those who submit the emailed Technical Bid must submit hardcopy Technical and Financial Bids in separate sealed envelopes in person or by post at RBIC, Director Planning, SKUAST-K, Shalimar Campus, Srinagar, J&K – 190025, by 20 November 2026
Opening of Technical Bid	24/11/2026 at 3:30 PM
Opening of Financial Bid	To be communicated to technically qualified bidders

1. INTRODUCTION

RBIC SKUAST-K is engaged in supporting innovation, incubation, entrepreneurship, startup development, financial and business advisory support, outreach, capacity building and related activities. As a Section 8 company, RBIC requires professional support for sound financial reporting, accounting, taxation, corporate governance, statutory compliance, maintenance of records and timely statutory filings.

This tender follows a two-bid structure comprising a Technical Bid and a Financial Bid. The evaluation and empanelment process shall be undertaken separately for each service category as set out below.

2. EMPANELMENT STRUCTURE AND SERVICE CATEGORIES

2.1 Category A – Statutory Auditor (Sub-categories A1 and A2):

Category A1 – Appointment of First Auditor under Section 139(6): Selection of an eligible CA firm for consideration by the Board for appointment as the first auditor of RBIC, to hold office until the conclusion of the first Annual General Meeting (AGM), in accordance with the Companies Act, 2013.

Category A2 – Selection for Proposed Appointment as Regular Statutory Auditor under Section 139(1): Evaluation of eligible CA firms for consideration for appointment as the regular statutory auditor, subject to the recommendation of the Board or Audit Committee, as applicable, appointment by the members at the AGM, and compliance with the applicable statutory requirements.

Empanelment under this category shall not itself constitute appointment as statutory auditor. Any appointment shall be made separately by the competent body/entity in accordance with the Companies Act, 2013, applicable rules, professional independence requirements and required approvals.

2.2 Category B – Other Chartered Accountant Services: Eligible CA firms may apply for accounting and bookkeeping support, assistance to management in closing books and preparing draft financial statements, financial statement schedules, taxation, GST/TDS, grant accounting, utilisation statements/certificates, financial reporting, MIS, financial controls, audit coordination and other permitted CA services for RBIC and eligible incubators supported, managed or associated with RBIC. These services may be allocated only to firms independent of the statutory auditor of the same entity wherever required by Section 144 or applicable professional standards.

2.3 Category C – Company Secretarial and PCS Services: Eligible PCS/CS professionals or firms may apply for company-law compliance, MCA/ROC filings, statutory registers, Board and General Meeting documentation, governance advisory and other services within their lawful scope of practice for RBIC and eligible incubators supported, managed or associated with RBIC, as specified in the relevant work order.

2.4 Separate Applications and Category-wise Qualification: A bidder may apply for A1, A2, B and/or C, provided it meets the eligibility requirements for each relevant category/sub-category. Technical evaluation and financial evaluation shall be undertaken separately for each

category/sub-category. Failure to qualify for one category/sub-category shall not, by itself, disqualify the bidder from another for which it independently meets the requirements.

2.5 Multiple Empanelment and Allocation of Work: RBIC may empanel one or more bidders in each category/sub-category. Empanelment shall not guarantee any minimum volume of work or exclusive allocation. Assignments may be allocated among empanelled professionals based on category, expertise, technical evaluation, quoted fee, availability, performance, conflict checks and other objective criteria stated in the final work order, subject to applicable procurement rules and approvals. Separate work orders or engagement letters shall specify the entity receiving the service, scope, deliverables, timelines and fee.

2.6 Beneficiary Entities: Services under this tender may be required by RBIC and eligible incubators supported, managed or associated with RBIC, as identified in an assignment/work order issued under this empanelment. The University itself is excluded from the scope of this tender.

3. SCOPE OF WORK – CATEGORY A: STATUTORY AUDITOR

Category A is divided into A1 (first auditor) and A2 (proposed regular statutory auditor). Bidders may apply for either or both, and each sub-category shall be evaluated separately. The formal appointment must be made in accordance with Section 139 of the Companies Act, 2013 and the applicable rules.

Category A1 – First Auditor under Section 139(6): The selected CA firm may be placed before the Board for appointment as the first auditor, to hold office until the conclusion of the first AGM. Selection/empanelment under this tender is not itself the appointment. The Board or members, as applicable, shall complete the appointment and obtain the required consent and eligibility certificate.

Category A2 – Proposed Regular Statutory Auditor under Section 139(1): The selected CA firm may be proposed for consideration by the members at the first AGM for appointment for the consecutive term as per Section 139 and other provisions under the Companies Act, 2013, subject to the members' appointment and compliance with all statutory requirements. The bidder's selection under this tender creates no right to appointment or continuation in office.

Scope of statutory audit: The appointed auditor shall independently examine and audit the books of account and financial statements prepared and approved by RBIC/other relevant entity's management and Board, perform the audit in accordance with applicable law and auditing standards, issue the statutory audit report and any other report/certificate legally within the assignment, and respond to audit-related queries within the agreed scope.

Independence safeguard: The statutory auditor shall not assume management responsibility or provide accounting/bookkeeping services, internal audit or any other service prohibited by Section 144 or applicable professional-independence requirements to the entity it audits or to another entity covered by law. To avoid self-review and preserve independence, the statutory auditor shall not be engaged under Category B to maintain the books or prepare/finalise draft financial statements for the same entity. Management/Board remains responsible for the accounting records, estimates, judgments, approval and contents of the financial statements.

4. SCOPE OF WORK – CATEGORY B: OTHER CA SERVICES

1. Assist RBIC/other relevant entity's management in closing the books of account and preparing draft annual financial statements and supporting schedules, including Balance Sheet, Income & Expenditure/Statement of Profit and Loss, Receipts & Payments Account, cash/bank schedules and relevant notes/annexures, as applicable. The management/Board shall remain responsible for the books, accounting judgments, records and approval of the financial statements.
2. Assist management in preparing and presenting annual accounts in the prescribed/approved format applicable to the entity, including trial balance, reconciliations, supporting schedules and draft notes, for management review and approval.
3. Support in accounting and financial reporting for NABARD-supported activities, including utilisation statements/certificates, expenditure statements, grant reconciliation and supporting schedules, wherever required.
4. Provide audit coordination and compile reconciliations, supporting documents and replies to audit queries. Internal audit or independent grant-audit services may be undertaken only when separately authorised and legally permissible, and subject to auditor-independence and conflict checks. This service shall not permit a statutory auditor to provide services prohibited for the entity it audits.
5. GST, TDS and other tax-compliance support, including review of returns, challans, reconciliations, notices and related records, as applicable.
6. Review of payroll-related statutory deductions and financial compliance, including TDS and other applicable statutory deductions.
7. Assistance in preparation of budgets, variance analysis, cash-flow projections, MIS and financial reports required by CEO/Board/SKUAST-K or other competent authorities.
8. Assistance in maintaining and reconciling fixed asset records, depreciation schedules, stock-related financial records and other financial registers.
9. Provide professional advice on accounting systems, PFMS/ERP/accounting software integration, financial controls, documentation and process improvement, as required.
10. Attend meetings with RBIC management/Board/finance team and provide clarifications on financial matters whenever required.
11. Provide soft copies and hard copies of final reports, statements, reconciliations, certificates and working papers as required by RBIC.
12. Any other accounting/financial professional service reasonably connected with the above assignment and specifically requested by RBIC, subject to applicable professional standards.

4A. SCOPE, ASSUMPTIONS AND INDEPENDENCE

1. Statutory audit scope (A1 and A2). The statutory audit shall cover the books and annual financial statements of SKUAST Kashmir RBIC Foundation for the specified financial year(s), audit report and mandatory reporting under the Companies Act, 2013, applicable accounting standards and other applicable legal requirements. Auditor A1 shall be appointed till the conclusion of first AGM. Same firm can be appointed for A1 and A2 audit assignments subject to the tender scoring.

2. Separate assignments. Tax audit (if applicable), grant/donor/project audits, utilisation certificates, special-purpose audits, tax filings, management certifications and any other non-

statutory attestations are not included in A1/A2's minimum statutory audit fee unless identified expressly in a common scope schedule issued to every bidder. Separate services must be covered by an independent written engagement/work order and agreed fee, subject to professional independence.

3. Independence and segregation. Statutory auditors shall not be allocated bookkeeping, management, internal audit or other non-audit services prohibited by Section 144 of the Companies Act, 2013, applicable ICAI standards or other applicable law. Selection in more than one panel does not authorise incompatible assignments.

4. Work-order particulars. Each work order shall identify the entity, assignment category, financial year, service description, deliverables, expected timetable, responsibilities of RBIC, fee exclusive of tax, reimbursable expenses (if any), milestone payments and applicable compliance safeguards.

5. SCOPE OF WORK – CATEGORY C: COMPANY SECRETARIAL / PCS SERVICES

1. Provide professional support for compliance of RBIC as a Section 8 company under the Companies Act, 2013, rules, MCA requirements and applicable notifications/circulars, as amended from time to time.
2. Maintain and update statutory registers, records, registers of members/directors/KMP, minutes books, notices, resolutions and other corporate records, as applicable.
3. Assist in preparation and timely filing of MCA/ROC forms and returns applicable to RBIC, including annual filings and event-based filings such as AOC-4, MGT-7/MGT-7A, DIR-12 and other forms, as applicable to the company.
4. Assist in convening and documentation of Board Meetings, Board Committee Meetings, General Meetings/AGM and other statutory meetings, including notices, agenda, attendance, minutes and resolutions.
5. Assist with appointment, re-appointment, resignation, disclosure and statutory documentation relating to Directors, KMP and authorised officers, including DIR-2, DIR-8, MBP-1 and related disclosures, wherever applicable.
6. Review compliance relating to Directors' disclosures, conflict-of-interest declarations, related-party matters, contracts and corporate governance requirements, as applicable.
7. Assist in preparation and maintenance of statutory registers and records required under the Companies Act, 2013 and applicable rules.
8. Assist in filing and maintaining records relating to changes in Articles of Association/Memorandum, authorised signatories, registered office, directors and other corporate matters, where applicable.
9. Provide guidance on Section 8 company-specific governance and restrictions, including use of income/profits and application of funds towards the objects of the company.
10. Assist in preparation of annual compliance calendar and monthly/quarterly compliance tracker so that no statutory deadline is missed.
11. Review notices, communications, queries and forms received from MCA/ROC or other statutory authorities and assist RBIC in preparing responses.
12. Provide professional advice on corporate governance, Board processes, statutory disclosures, registers and compliance documentation.

13. Assist in maintaining a proper repository of statutory documents and provide updated compliance status reports to the CEO/Board.
14. Attend Board/committee meetings when required for professional compliance support and provide clarifications on company-law matters.
15. Undertake certification/attestation services only where legally permissible and subject to applicable ICSI requirements and professional standards.
16. Any other company-secretarial/compliance service reasonably connected with the above assignment and specifically requested by RBIC, subject to applicable law.

6. ELIGIBILITY CRITERIA – CHARTERED ACCOUNTANT FIRM

Eligibility for Category A1 and A2 (statutory audit) and Category B (other CA services) shall be assessed separately. Bidders for A1/A2 must hold the required ICAI registration/professional credentials, meet the eligibility and independence requirements applicable to statutory auditors, and comply with Sections 139, 141 and 144, as applicable. The responsible practising CA shall hold a valid Certificate of Practice where required. A firm applying for Category B shall identify the services for which it is qualified.

1. Firm/proprietorship/LLP should be registered with the Institute of Chartered Accountants of India (ICAI) and eligible to undertake the proposed professional assignment.
2. Valid PAN and GST registration, wherever applicable.
3. At least 3 years' experience of handling accounts/audit/compliance work of a Section 8 company, society, trust, autonomous body, educational institution, incubator, startup-support organisation, PSU/Government organisation or similar institution shall be preferred.
4. Experience in grant accounting, utilisation certificates, project accounts, financial due diligence, MIS and audit compliance shall be preferred.
5. The firm should not have been blacklisted/debarred by any Government Department, PSU, autonomous body, university or statutory authority during the last five years.
6. Partners/proprietors should not be subject to any disqualification that prevents them from undertaking the assignment.
7. Local presence/office in Srinagar/Jammu & Kashmir shall be preferred for timely coordination and physical support, where required.
8. The firm should be CAG Empaneled for 2025-26 and 2026-27.

7. ELIGIBILITY CRITERIA – PRACTISING COMPANY SECRETARY (PCS/CS)

Eligibility for Category C shall be assessed independently from Categories A and B. The bidder shall hold a valid Certificate of Practice wherever required and comply with applicable ICSI regulations and professional standards.

1. Individual Practising Company Secretary or Company Secretary firm/LLP registered/recognised by the Institute of Company Secretaries of India (ICSI) and eligible to undertake professional practice.
2. Valid Certificate of Practice (COP) for the practising member/professional responsible for undertaking the assignment, wherever required under applicable law and ICSI regulations. The bidder shall promptly notify RBIC of any change affecting eligibility to practise.
3. Valid PAN and GST registration, wherever applicable.

4. At least 3 years' relevant professional experience in company law, ROC/MCA filings, corporate governance and statutory compliance.
5. Experience of handling compliance of Section 8 companies, educational institutions, incubators, NGOs, startups, autonomous bodies or similar organisations shall be preferred.
6. A Peer Review Certificate shall be furnished only where the proposed service/attestation is subject to applicable ICSI peer-review requirements.
7. The PCS/CS should not have been blacklisted/debarred by any Government Department, PSU, autonomous body, university or statutory authority during the last five years.
8. No material disciplinary proceeding/disqualification preventing professional practice should exist against the concerned professional.

8. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

S. No.	Document	CA	CS/PCS
1	Registration/Membership certificate of ICAI/ICSI	Yes	Yes
2	Valid Certificate of Practice / professional eligibility proof	As applicable	Yes
3	PAN Card of firm/ proprietor	Yes	Yes
4	GST Registration Certificate, wherever applicable	Yes	Yes
5	Firm/LLP constitution and details of partners/members	Yes	Yes
6	Profile/CV of lead professional and key personnel	Yes	Yes
7	Experience certificates/work orders/completion certificates	Yes	Yes
8	List of major clients and nature of work performed	Yes	Yes
9	Audited financial statements/ITR or other financial credentials, if required	Yes	Yes, if applicable
10	Non-blacklisting declaration	Yes	Yes
11	Peer Review Certificate, wherever applicable	If applicable	If applicable
12	Tender Acceptance Letter	Yes	Yes
13	Any other document specifically requested in this RFP for the applied service line	Yes	Yes

9. BID SUBMISSION

9.1 Technical Bid shall contain all eligibility and supporting documents listed above.

9.2 Each financial proposal shall quote separately for A1 and A2. A1 shall be quoted as a one-time audit fee (minimum INR 20,000 excluding GST); A2 as a fee per financial year (minimum INR 20,000 per annum excluding GST).

9.3 Conditional bids shall ordinarily not be accepted.

9.4 Bidders shall submit the Technical Bid and Financial Bid separately. Technical Bid must be emailed to rbic@skuastkashmir.ac.in by 17 November 2026 before 11:59 PM. Those who have emailed the Technical Bid by or before the prescribed time must submit hardcopy along with the Financial Bid in two separate envelopes to CEO, RBIC, SKUAST-K, Director Planning, SKUAST-K, Shalimar Campus, Srinagar, J&K – 190025, by 20 November 2026

(Office Hours). The bidder shall mention the RFP/Tender reference number and its name on the submitted documents.

9.5 Financial bids shall be considered only for the category/sub-category in which the bidder meets the technical qualification requirements. A bidder's qualification or non-qualification under A1 shall not automatically determine its status under A2 or B, and vice versa. Evaluation of A1 and A2 shall be independent.

9.6 RBIC reserves the right to seek clarification/documents for verification without changing the substance of the bid.

10. EVALUATION AND SELECTION – (70:30)

1. Separate, pass/fail eligibility. An authorised evaluation committee shall assess each Category A sub-category (A1/A2) and each specified B/C service line independently. Mandatory qualifications, valid professional registration/COP where applicable, statutory-auditor independence, declarations and required documents shall be tested on a pass/fail basis before awarding marks. Failure in one category shall not disqualify a bidder from another.

2. Technical evaluation – maximum 70 marks. Only eligible bids will be scored using the following published criteria, with documentary evidence and the scoring bands in Schedule 10A below.

Technical criterion	**Maximum marks**
Relevant professional/firm experience and completed comparable engagements in Section 8 Companies	20
Section 8 company/incubator/grant-funded or RBIC experience	25
Qualifications, professional credentials and experience of proposed team	15
Experience of the similar assignments in Government Autonomous Bodies	10
TOTAL TECHNICAL MARKS (T)	70

3. Technical threshold. A minimum of 49 out of 70 is necessary for opening the relevant financial proposal. The committee shall record criterion-wise scores and reasons with supporting evidence.

4. Financial evaluation – maximum 30 marks. For each independently evaluated category/service line, among technically qualified and financially responsive quotations, let L be the lowest valid evaluated professional fee and Q be the evaluated professional fee quoted by the bidder, both exclusive of GST and other statutory taxes. The financial score is $F = 30 \times (L / Q)$, rounded to two decimals. The lowest valid quotation receives 30 marks; higher quotations receive proportionately fewer marks.

5. Statutory audit fee floor. A1 requires at least INR 20,000 per first-audit assignment, and A2 at least INR 20,000 per financial year, both exclusive of GST/other taxes. A quotation below the applicable floor shall be rejected as non-responsive for that sub-category and shall not be used as L. Separate A1 and A2 rankings shall be prepared.

6. Composite score and selection. QCBS score $S = T + F$, maximum 100. Technical qualification (T at least 49) and a composite score of at least 70/100 are both required for consideration for the relevant panel. Qualified bidders shall be ranked in descending order of S.

7. Ties, clarification and recordkeeping. Ties shall be resolved by (1) J&K Stationed Presence of proposed team members; (2) higher technical score; (3) lower evaluated fee; (4) higher documented relevant experience.

SCHEDULE 10A – OBJECTIVE TECHNICAL SCORING

General rule: For Category C, references to a lead professional mean the qualified practising CS; for A/B they mean the CA.

Criterion / maximum marks	**Allocation of marks**
1. Firm experience – 20	Practice/ Firm experience – 8 Marks (Max): less than 3 years = 3; 3–5 years = 5; more than 5 years = 8. Completed broadly similar professional assignments in Section 8 Companies – 12 Marks (Max): No Assignment = 0; 1 Assignment = 5; 2 Assignments = 8; 3 or more Assignments = 12. Documents to Provide: firm constitution/registration and successful completion certificates of assignments.
2. Relevant institutions – 25	Completed Section 8 company, university, incubator, grant-funded or RBIC assignments relevant to the specific scope of work: No Assignment = 0; 1-3 Assignments = 8; 4-5 Assignments = 12; 6-10 Assignments = 15; 11 or more Assignments = 25. Documents to Provide: Signed appointment/work orders and completion or performance certificate.
3. Proposed team – 15	Lead professional's relevant post-qualification experience (atleast 2 in case of CA Firm) and proposed for the assignment– 6 Marks (Max): less than 5 years of experience = 2; 5–10 years of experience = 5; more than 10 years of experience = 10. Other Professional's proposed for the assignment – 4 Marks (Max): No other professional staff/ Partner proposed (other than lead professional) = 0; 1-4 professional staff/ Partner proposed (other than lead professional) = 2; 5 or more professional staff/ Partner proposed (other than lead professional) = 5. Documents to Provide: ICAI's Firm Card

4. Autonomous Bodies – 10	Completed Government Autonomous bodies assignments relevant to the specific scope of work: No Assignment = 0; 1-3 Assignments = 2; 4-6 Assignments = 5; 7 or more Assignments = 10. Documents to Provide: signed appointment/work orders and completion or performance certificate.
TOTAL	70. Minimum qualifying technical score: 49/70.

11. CONTRACT PERIOD AND PERFORMANCE

1. Contract period and appointment. The empanelment framework initially covers FY 2026–27 for A2, B and C Service lines and FY 2025-26 for A1. Any extension may be considered subject to satisfactory performance and approval.
2. Extension for subsequent financial year(s) may be considered on satisfactory performance, continued requirement, availability of funds and approval of the competent authority.
3. The selected professional shall nominate a responsible person for day-to-day coordination with RBIC.
4. Professional services shall be performed with due care, confidentiality, professional competence and within prescribed statutory timelines.
5. The selected CA/PCS shall not subcontract the core professional assignment without prior written approval of RBIC.

12. REPORTING AND DELIVERABLES

Frequency / Stage	CA Deliverables (Category A/B, as applicable)	PCS/CS Deliverables (Category C)
Monthly/Quarterly	Category B: accounting records, reconciliations and financial compliance support as assigned. Category A: no routine bookkeeping/account-preparation role.	Compliance calendar/status and pending filing tracker
Board/Committee Meetings	Financial notes, statements/MIS and clarifications as required	Notice, agenda, resolutions/minutes/compliance support as required
Annual Closing	Category A: independent audit of management-prepared financial statements and audit report. Category B: assistance in closing books and preparing draft accounts/schedules, subject to independence restrictions.	Annual statutory compliance and ROC/MCA filing support

Audit/Inspection	Category A: statutory audit work and report. Category B: supporting records/reconciliations and replies; internal/grant audit only where separately authorised and independence requirements are satisfied.	Corporate/statutory records and compliance replies
Year-end	Category A: statutory audit report and relevant audit deliverables. Category B: final financial reporting pack, draft accounts and supporting schedules, subject to independence restrictions.	Annual compliance report/status certificate, wherever legally permissible

13. CONFIDENTIALITY

All financial, corporate, startup, investor, employee, grant, procurement and other information accessed during the assignment shall be treated as confidential. The selected professional shall not disclose or share RBIC information with any third party except where required by law or with written authorisation from RBIC.

14. PAYMENT TERMS

1. Professional fees are exclusive of applicable GST and statutory taxes. Invoices shall separately state the professional fee, taxes and any authorised reimbursable expenses; applicable TDS shall be deducted.
2. Category A statutory audit fees shall be payable against audit milestones stated in the appointment/work order (for example, commencement, completion of fieldwork and submission of the audit report), subject to acceptance of the agreed deliverables. The agreed minimum applies to the identified A1 assignment or each annual A2 statutory audit, as applicable.
3. Category B/C payments shall ordinarily be made quarterly in arrears against invoice and accepted deliverables unless the individual work order specifies another schedule. Additional assignments and reasonable pre-approved travel or out-of-pocket expenses shall be payable only as expressly authorised in writing.
4. No payment is due for incomplete services unless specifically approved by the competent authority.

15. PENALTY / DEFICIENCY IN SERVICE

Any deduction for a delay or material deficiency attributable to the selected professional shall be defined in the applicable work order in advance, with a reasonable written opportunity to explain and rectify the deficiency. Aggregate contractual deductions for an assignment shall not exceed 5% of that assignment's professional fee, except for fraud, wilful misconduct or liabilities that cannot legally be limited. No deduction shall apply to delay caused by late records, approvals or instructions from RBIC. Repeated material breach may be addressed under Clause 16 and applicable law.

16. TERMINATION

1. RBIC may terminate the contract for material breach, persistent non-performance, professional misconduct, misrepresentation, loss of eligibility or other justified reasons, after following the procedure specified in the contract.

2. The selected professional may seek termination by giving the notice period specified in the work order/agreement and shall complete all pending statutory/professional handover requirements.
3. On termination/expiry, all records, files, passwords/access credentials, registers, working papers belonging to RBIC and other organisational documents shall be returned/handed over promptly.

17. DISPUTE RESOLUTION AND JURISDICTION

Any dispute arising out of the engagement shall, as far as possible, be resolved amicably. Failing such resolution, the matter shall be dealt with in accordance with the applicable terms of the work order/agreement and applicable law. Subject to the Agreement, courts at Srinagar, Jammu & Kashmir shall have jurisdiction.

18. ANNEXURE I – TECHNICAL BID FORMAT – CA FIRM

Category applied for: [ ] A1 – First Auditor [ ] A2 – Proposed Regular Auditor [ ] B – Other CA Services

Particular	Details to be filled by bidder
Name of CA Firm	
Constitution (Proprietorship/Partnership/LLP/Other)	
Registered Office Address	
Srinagar/J&K Office Address, if any	
Contact Person & Mobile	
Email	
Year of Establishment	
ICAI Registration/Membership No.	
PAN	
GST No.	
No. of Partners	
Relevant experience (years)	
Experience with Section 8/Govt./HEI/incubator organisations	
CAG Empanelment, if applicable	
Annual Turnover – last 3 years	
Peer Review/other professional credential, if applicable	
Non-blacklisting status (Yes/No)	

19. ANNEXURE II – TECHNICAL BID FORMAT – PCS/CS

Category applied for: [ ] C – Company Secretarial / PCS Services

Particular	Details to be filled by bidder
Name of PCS/Firm	
Constitution (Individual/Firm/LLP)	
Office Address	
Srinagar/J&K Office Address, if any	
Contact Person & Mobile	

Email	_____
Year of Establishment/Practice	_____
ICSI Membership No.	_____
Certificate of Practice No./Validity	_____
PAN	_____
GST No., if applicable	_____
Relevant experience (years)	_____
Section 8/NGO/HEI/Incubator experience	_____
Peer Review Certificate No./Validity, if applicable	_____
Annual Professional Turnover – last 3 years	_____
Non-blacklisting status (Yes/No)	_____

20. ANNEXURE III –FINANCIAL BID FORMAT

Comparable financial quotations. Quote independently for each sub-category/service line applied for. State the professional fee excluding GST in column 3; tax in column 4 and the total in column 5. Category A quotations below the published fee floor are invalid for that sub-category.

No.	Service and quotation unit	Professional fee (INR, excl. GST)	GST (INR)	Total (INR)
1	A1 – First Statutory Auditor; ONE first-audit assignment.	_____	_____	_____
2	A2 – Regular Statutory Auditor; per financial year	_____ per annum	_____	_____
3	B – Routine CA Services; (lumpsum per annum for the published common service scope)	_____	_____	_____
4	C – Routine PCS/CS Services; (lumpsum per annum for the published common service scope)	_____	_____	_____

Financial evaluation rule: For A1 comparison of one-time professional fees; for A2 comparison of annual professional fees. A1 and A2 are separate QCBS panels. For B/C, comparison of lumpsum fees respectively. Tax is excluded from scored price. Formula: F = 30 × (lowest valid evaluated fee / bidder's valid evaluated fee).

Bidder's financial declaration: We confirm that the above quoted fees exclude GST, meet the published A1/A2 fee floor where applicable, include the deliverables stated in the common service scope, and are valid on the identified quotation unit. We accept that extra work must be separately authorised in writing.

Firm/Practice: _____ Authorised signatory: _____

Date: _____ Seal: _____ Applied category/service line: _____

Terms applicable to financial quotation:

1. The rates quoted under Part A shall apply to the relevant services and fee basis specified in the quotation.

2. Services not covered under the fixed fee structure may be assigned to an empanelled professional at a fee mutually agreed in writing by RBIC and the professional before commencement of the assignment.
3. The scope of work, deliverables, timelines, applicable taxes and payment terms for each such assignment shall be confirmed separately through email or a written work order.
4. Empanelment shall not guarantee any minimum volume of work, and no additional service shall be treated as accepted merely because the professional is empanelled.
5. Any statutory auditor appointment shall be made separately in accordance with the Companies Act, 2013 and applicable rules.

21. ANNEXURE IV – RFP/TENDER ACCEPTANCE LETTER

To,
The Chief Executive Officer / Competent Authority
SKUAST Kashmir RBIC Foundation
Kashmir

Subject: Acceptance of Terms & Conditions of RFP/Empanelment Tender for CA/PCS Services for FY 2026–27

Sir/Madam,

I/We hereby certify that I/We have carefully read and understood the complete RFP/Empanelment Tender, including the scope of work, eligibility criteria, terms and conditions and annexures. I/We unconditionally accept the same and agree to undertake the assignment in accordance with the requirements of SKUAST Kashmir RBIC Foundation.

I/We further declare that the information submitted by our firm/professional is true and correct and that we have not been blacklisted/debarred by any Government Department, PSU, autonomous body, university or statutory authority during the period specified in the tender. In case any information is found to be false or materially incorrect, SKUAST Kashmir RBIC Foundation shall be entitled to take appropriate action as per the terms of the contract and applicable law.

I/We acknowledge that empanelment does not guarantee any minimum work allocation and that any statutory auditor appointment is subject to the separate appointment procedure required under the Companies Act, 2013.

Signature: _____

Name: _____

Designation: _____

Name of Firm/PCS: _____

Seal: _____

Date: _____