

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRM
FOR CENTRAL UNIVERSITY OF JAMMU**

**CENTRAL UNIVERSITY OF
JAMMU**

Rahya-Suchani (Bagla), Distt. Samba- 181143

Tel- 8082197957, Website:

www.cujammu.ac.in



Notice Inviting Expression of Interest

Sealed applications are invited for EoI from the interested Chartered Accountant Firms for empanelment with Central University of Jammu. The Interest firm may visit the University Website (www.cujammu.ac.in) for detailed information.

Last date for receipt of EoI : 12/10/2026 at 05.00PM

Date of opening of EoI : 13/10/2026 at 03.00 PM

CUJ/Proc/CA/2026 Part-III/6085

No. 21.09.2026

**Sd/-
Registrar**



जम्मू केन्द्रीय विश्वविद्यालय Central University of Jammu

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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRM WITH CENTRAL UNIVERSITY OF JAMMU

EOI Reference No.: CUJ/Proc/CA/2026-Part III

Date: 21.09.2026

1. Central University of Jammu invites Expression of Interest (EOI) from eligible and reputed Chartered Accountant Firms registered with the Institute of Chartered Accountants of India (ICAI) for providing professional accounting, financial, taxation, audit and related consultancy services to the Central University of Jammu.

Interested and eligible Chartered Accountant Firms are requested to submit their EOI along with the requisite documents and information as specified in this document.

2.OBJECTIVE

The objective of this EOI is to identify and engage a competent and experienced Chartered Accountant Firm capable of providing timely, professional and quality financial, accounting, audit, taxation and advisory services to Central University of Jammu.

3. SCOPE OF SERVICES

The selected Chartered Accountant Firm shall provide, inter alia, the following services:

1. Accounting and Financial Services

- Maintenance/review of books of accounts and financial records.
- Assistance in preparation of financial statements and financial reports.
- Review and reconciliation of ledgers, bank accounts and other financial records.
- Providing professional advice on accounting and financial matters.

2. Audit and Compliance

- Statutory/internal audit, as applicable.
- Preparation and/or assistance in preparation of audit schedules and statements.
- Assistance in addressing audit observations and queries.
- Ensuring compliance with applicable accounting standards, rules and regulations.

3. Income Tax and Other Taxation Matters

- Preparation and filing of income-tax returns and other applicable statutory returns.

- Tax computation and related compliance.
- Assistance in responding to notices, assessments and other tax-related communications.
- Tax planning and advisory services, wherever required.

4. GST and Other Statutory Compliance

- Assistance in GST compliance, including preparation/review of applicable returns.
- Reconciliation of GST records, wherever required.
- Assistance in responding to GST notices and departmental queries.
- Compliance relating to other applicable statutory levies.

5. Financial Advisory and Consultancy

- Professional advice on financial and accounting matters.
- Assistance in preparation/review of budgets, financial projections and MIS reports.
- Advice on financial controls and procedures.
- Any other professional service within the scope of practice of a Chartered Accountant Firm as may be assigned by the Organization.

6. Other Services

- Any other accounting, audit, taxation or financial consultancy work considered necessary by the Organization and mutually agreed upon with the selected firm.

The above scope is indicative and may be modified/expanded by the Central University of Jammu depending upon its requirements.

4. ELIGIBILITY CRITERIA

The applicant Chartered Accountant Firm should fulfil the following minimum eligibility criteria:

1. The firm should be registered with the Institute of Chartered Accountants of India (ICAI) and should possess a valid Firm Registration Number (FRN).
2. The firm should have been in continuous practice for at least 3 (three) years as on the date of submission of the EOI.
3. The firm should have adequate of 8 (Eight) years of experience in providing accounting, audit, taxation and financial consultancy services to Government Departments/PSUs/Autonomous Bodies/Companies/Institutions/NGOs.
4. The Firm should have conducted either statutory audits and/or internal audits of atleast three Autonomous Bodies/Statutory Bodies/Educational Institution/PSU (Not including Banking Companies) with Minimum Annual Turnover of Rs. 15 Crore each. (Work orders issued by the client/Auditee should be enclosed.)
5. The firm should have a valid PAN and GST registration.
6. The firm and its partners should not have been debarred/blacklisted by any Government Department, PSU, statutory body or other competent authority.
7. The firm should have adequate professional manpower and resources to undertake the assigned work.
8. The firm should be capable of providing services within the timelines prescribed.
9. The Annual average turnover of the interested firm should not be less than Rs. 40 lakhs for last

three financial years i.e. 2022-23, 2023-24 and 2024-25 (Copy of the Audited P&L A/c, Balance Sheet and IT Returns must have be enclosed).

10. The Firm must have a local office in Jammu/Samba/Kathua/Vijaypur district nearby to the University Campus. Name, Designation and Contact number of the local representative and with a certificate of the address of the local office at Jammu/Samba/Kathua/Vijaypur must be clearly stated.

5. DOCUMENTS TO BE SUBMITTED

The EOI should contain the following documents:

1. Covering letter expressing interest in undertaking the assignment.
2. Profile of the Chartered Accountant Firm.
3. Copy of ICAI Firm Registration Certificate/particulars.
4. Year of empanelment with Comptroller and Auditor General of India.
5. Details of partners/proprietors and professional staff.
6. PAN and GST registration details.
7. Details of relevant assignments/work experience, including client name, nature of work and duration.
8. Years of Experience (as on March, 2026) in conducting internal audits of Central or State Governments/Autonomous Bodies with annual income exceeding 15 crores. (Work orders issued by the client/Auditee should be enclosed.)
9. Experience in conducting Concurrent/Internal Audit of Central/State Governments/ autonomous Bodies/ PSU during the last three financial years i.e. 2023-24, 2024-25 and 2025-26.
10. Annual Income of the Firm for last three Financial years i.e. 2022-23, 2023-24 and 2024-25.(Self-attested copies of Audited Profit and Loss Accounts and Balance Sheets to be attached).
11. Self-declaration regarding non-blacklisting/debarment.
12. Details of any ongoing litigation or disciplinary proceedings, if applicable.
13. Proposed methodology/approach for providing the services.
14. Name, Designation, Contact details of the authorized local representative and address of local office.

6. SUBMISSION OF EOI

The interested firms shall submit their EOI in a sealed envelope, as specified below:

Registrar

Central University of Jammu

Rahya-Suchani, Bagla District Samba (181143), J&K

Last Date for Submission of Bid is : 12.10.2026 by 5:00 P.M.

EOIs received after the prescribed deadline will not be considered.

The EOI should be clearly superscribe

“EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM”

7. EVALUATION AND SELECTION

The EOIs received shall be scrutinized on the basis of eligibility, relevant experience, technical capability, professional manpower, quality of similar assignments and other criteria considered appropriate by the Central University of Jammu.

The Central University of Jammu may invite shortlisted firms for a presentation/discussion or seek additional information/clarification.

Submission of an EOI does not confer any right on the applicant for engagement. The Central University of Jammu reserves the right to accept or reject any or all EOIs without assigning any reason.

8. PROFESSIONAL FEE

The shortlisted/selected firm shall be required to submit its financial proposal/fee quotation in the format, as called by the Central University of Jammu.

The scope of work, professional fee, applicable taxes, payment terms and other conditions shall be finalized through the appropriate engagement process.

9. TENURE OF ENGAGEMENT

The proposed engagement shall initially be for a period of one year from the date of award of the assignment, which may be extended for a further period of one/two years, subject to satisfactory performance and the terms and conditions decided by the Central University of Jammu.

10. GENERAL TERMS AND CONDITIONS

1. The University reserves the right to amend, modify or withdraw this EOI at any stage without assigning any reason.
2. The University may seek clarification or additional documents from any applicant.
3. Incomplete EOIs or EOIs not fulfilling the eligibility criteria may be rejected.
4. The selected firm shall maintain strict confidentiality of all information and records accessed during the assignment.
5. The firm shall comply with all applicable laws, rules, regulations and professional standards.
6. The selected firm shall not assign or subcontract the assignment to any other agency without prior written approval of the Central University of Jammu.
7. The engagement shall be subject to the terms and conditions contained in the final agreement/work order issued by the Central University of Jammu.
8. Any conflict of interest shall be disclosed by the applicant at the time of submission of the EOI.
9. The decision of the University regarding selection/shortlisting shall be final, subject to applicable rules and regulations.

11. DISCLAIMER

Issuance of this EOI does not constitute an offer of engagement. The EOI is intended only to identify suitable Chartered Accountant Firms for the proposed assignment. The University reserves the right to cancel, modify or alter the process at any stage without assigning any reason.