KERALA VETERINARY & ANIMAL SCIENCES UNIVERSITY

Office of the Finance Officer, Pookode, Lakkidi. PO, Wayanad. Pin: 673 576

Email : fo@kvasu.ac.in, financeoffice@kvasu.ac.in, Phone No. 04936 209250

Approved By DINESAN. A.K (FINANCE OFFICER) on September 23, 2026 04:20 PM IST
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No. KVASU/FW/AC1/9033/2025(9) Pookode, Dated, 23/09/2026

EXPRESSION OF INTEREST

Sub: Request For Expression of Interest for hiring of Chartered Accountant firm for filing IT returns of University accounts and advising on all matters related to Taxation, TDS, Income Tax, Goods and Services Tax for FY 2026-2027

Kerala Veterinary and Animal Sciences University (KVASU) invites sealed Expression of Interest (EOI) from interested Chartered Accountant (CA) firms having requisite experience for audit of accounts, preparation of balance sheets and e filing of returns and advising on all matters related to Taxation, TDS, Income Tax, Goods and Services Tax for FY 2026-27 as per terms and conditions detailed in the tender document. Accordingly, interested parties are requested to quote their rates with other relevant documents as prescribed in formats mentioned in a sealed cover super-scribing the envelope “Quotations for Providing Tax related services.

Scope of the proposed work, terms of reference, terms and conditions of the contract will be as per the following details:

Expression of Interest No.	No.
Mode of Bid Submission	Manual Submission
Expression of Interest Cost	NIL
Description of work, Terms of Reference, and conditions of contract	Detailed in Annexure-I of bid document
Techno-financial Bid format	Detailed in Annexure-II of bid document
Type of Expression of Interest	Single Stage Single Envelope bid system
BID SUBMISSION START DATE AND TIME	28.09.2026, 10.00 AM
BID SUBMISSION END DATE AND TIME	05.10.2026, 2.00 PM
DATE AND TIME OF OPENING OF EXPRESSION OF INTEREST	06.10.2026, 10.00 AM
SUBMISSION OF EXPRESSION OF INTEREST	Sealed EOI containing needed documents from the interested CA firms bearing the name and address of the firm should be submitted to Finance Officer, KVASU, Pookode The EOI will be opened in the presence of interested firms or their authorized representative(s) who may like to be present. In case, EOI submitted after the end date & time of submission shall be rejected summarily.

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ANNEXURE-I

Scope of Work:

The following are the work required to be provided

1. Timely e filing of Annual Income Tax Return of Kerala Veterinary And Animal Sciences University
2. Timely e filing of TDS return of pensioners as per Income Tax Rules.
3. To get assessment order from Income Tax Department from AY 2027-28.
4. To give suggestion for improvement to maintain the accounts book of the University in conformity with different tax laws.
5. Examination of applicability of various provision of Income Tax Act 1961, with respect of organisation.
6. Attend meetings with the TAX/GST departments on behalf of the University.
7. Issue of all statutory forms related to IT
8. Any clarification and advice in taxation/ statutory matters as and when required by the University.
9. Any other work related to IT which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in taxation Laws.
10. During the contract period no increase from the quoted rates whatsoever will be sanctioned by the University.
11. Authorised staff of the firm shall visit the concerned as and when requested by the university to guide on IT/GST related matters. No TA/DA will be paid for these visits.

Terms of Reference:

The award of contract will be governed by the following terms and conditions:

1. The firm should quote their rate separately excluding GST for appointment as Tax related services in Annexure-II
2. The quotation should have proper address, telephone number and E-mail address, other relevant details with relevant supporting documents duly signed by authorized signatory.
3. Copy of attested PAN/TAN No. etc. (as required) of the agency should be attached with quotation.
4. The bidders may visit the Head quarter of the KVASU to examine the financial statements, reports and related documents for assessment of work involved during office hours on working days, if so desired.
5. The bid shall remain valid for 30 days from the date of opening of quotation(s).
6. The bid document should be kept intact and signed with seal on all pages with acceptance of terms and conditions.
7. KVASU reserves the right without assigning any reason to accept or reject any/ all quotation(s) in whole or in part.

Extension and Termination of Contract:

1. The contract will be initially valid for a period of one year. The period of contract is extendable by another two years subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the CA firm in this regard.
2. The contract may be terminated by KVASU at any time without assigning any reason, if the work of the firm is not found satisfactory. In this connection, the decision of the company shall be final and binding on the firm.

Payment Terms:

1. The rates should be quoted exclusive of taxes. Payment to the firm will be made in four instalments at the end of each quarter subject to satisfactory services.
2. Will pay taxes as per Government of India norms applicable from time to time.
3. No advance payment will be made by the office. The approved firm shall submit the bill at the end of each quarter.
4. TDS under Income Tax/TDS under GST as per rule shall be deducted from the bill.

Settlement of Disputes:

1. The competent authority of KVASU i.e., The Registrar reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Company, for any justifiable reasons, not mandatory to be communicated to the bidder
2. Decision of the Registrar, KVASU will be final for any aspect of the contract and binding to all parties.
3. In case of any dispute, all legal proceedings arising between both the parties regarding a contract shall be settled by a competent court having jurisdiction over the place, where agreement has been executed and by no other court, after decision of the standing committee for settlement of disputes.

Evaluation Criteria and Award of Contract:

1. The contract will be awarded to the bidder who will be technically qualified and who will quote the lowest rates in the sealed quotation.
2. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instruction in the email / letter should be acted upon immediately.
3. If bidder does not accept the offers, after issue of letter of award by within 15 days, the offer made shall stand withdrawn.
4. In accordance with G.O.(P) No. 03/2015/Fin dated 05/01/2015, the Contractor shall furnish a Performance Guarantee equal to 5% of the total accepted contract value prior to executing this agreement.
5. The decision of the University with regard to the acceptance of the quotation and awarding of contract will be final and binding on all bidders.

Note:

1. If the date up to which the quotations are open for acceptance is declared to be a holiday, the quotation shall be deemed to remain open for acceptance till the next working day following the holiday.

For clarifications, if any, please contact Joint Finance Officer on any working day between 10 AM to 5 PM
Contact No: 9048574184
Email:jfo@kvasu.ac.in

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LAKKIDI.P.O, POOKODE, WAYANAD-673576

ANNEXURE-II

Qualifying Bid Format

Relevant supporting documents (duly signed by authorized signatories) to be enclosed with the quotation, wherever applicable

Sl No	Particulars	To be filled/submitted by the bidder
1	Name, Address & Contact No of the Bidder	
2	Type of organization (company/ Partnership firm/Proprietorship/other)	
3	PAN Number (Enclose Copy)	
4	GST Reg No (Enclose Copy)	
5	Experience certificates for serving in at least three govt/quasi government organisations to be enclosed (for the last five financial years)	
6	Whether the firm has any legal suit/ criminal case pending against it for violation of any law of court (give details if any)	
7	Proprietorship (If applicable, necessary certificate may be enclosed)	
8	Lump sum rate quoted for the whole year (exclusive of taxes) for tax related services as defined in Annexure-1	

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge.

(Signature & Seal of authorized firm)

ANNEXURE-III: SELF-DECLARATION {to be filled by the bidder}

To,

{Procuring entity},

In response to Expression of Interest Ref. No. _____dated _____as an Owner/ Partner/ Director/ Auth. Sign. of_____, I/ We hereby declare that presently our Company/ firm _____, at the time of bidding:

a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
d) does not have any previous transgressions with any entity in India or any other country during the last three years
e) does not have any debarment by any other procuring entity
f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
i) will comply with the code of integrity as specified in the bidding document.
j) States that all information provided by 4 Revolving Fund Projects of KVASU in the course of assignment shall be kept strictly confidential.
k) Understand and accept that KVASU has the right to reject our application without assigning any reason what so ever.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security (if submitted) may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you

Name of the Bidder

Signature with official seal

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