



BHARATHIDASAN UNIVERSITY

Tiruchirappalli – 620 024.

Invitation for Expressions of Interest (EOI) for engaging Chartered Accountant for Tax Audit purpose at Bharathidasan University.

Ref. No. FO/12AB/Income Tax-Exemption/2026 Dt: 07.08.2026

1. Introduction:

Bharathidasan University (BDU), accredited with '**A+**' **Grade by NAAC** in the Third Cycle (2019), is one of India's largest State University. The University comprises **04 Faculties and 37 Departments of Study**, offering quality higher education, research, innovation, and extension activities.

Spread over **472 acres** of land, the University has been rendering distinguished service in the fields of education, research, and development. It has also been a pioneer in promoting innovative teaching and learning practices through its **Centre for Distance and Online Education (CDOE)**.

In this context, Bharathidasan University, Tiruchirappalli, invites **Expressions of Interest (EOI)** from eligible, experienced, and reputed **firms of Chartered Accountants** for empanelment and appointment to undertake the **Tax Audit of the University** for a period of **three (3) years**, subject to satisfactory performance and the terms and conditions specified in the EOI document.

2. Scope of Work:

The scope and extent of services to be covered under the Auditor ship Arrangement between BDU and the Chartered Accountant broadly comprises of Advisory and Compliance Services, which include the following:-

- a. To conduct of Tax Audit under section 12A(1)(b) of Income Tax Act 1961 for AY 2024-25, AY2025-26 & AY 2026-27.
- b. Submission of Electronic Audit Report in Form 10B for AY 2024-25, AY2025-26 & AY 2026-27.

Note: Before uploading the Audit Report in the Appropriate Portal, the Auditor should have a meeting with our Administrative members and discuss the audit observation and seek our answers response etc. before finalising his / her audit report.

The services will entail frequent visits by the Chartered Accountant to the University on a need / request basis, interacting with the Officials of the University, participation in meetings with internal / external persons, etc., wherever required.

Further, the BDU's Executives shall be free to visit the Chartered Accountant's Office as may be required in respect of the above for conferences, discussions and seeking opinion, in person / by phone / email, etc., as may be required.

3. ELIGIBILITY CRITERIA

- I. The applicant should be a firm/Proprietorship firm registered with the Institute of Chartered Accountants of India. The self-certified copy of the firm constitution certificate issued by Institute of Chartered Accountants of India (ICAI) shall be furnished to substantiate the above.
- II. The Firm should have a minimum of 2 staff assistants with a degree or postgraduate degree with accountancy and auditing as major subject)
- III. The applicant should have head office / branch at Tiruchirappalli or at any place within Tamil Nadu / Pondicherry. The firm should have minimum 3 years' experience in statutory / internal auditing of public Sector Enterprises (either Central or State Government Public Sector Undertakings) including Co-operative societies, Co-operative banks or Public sector banks, which should be evidenced by relevant appointment letters / proof of work awarded.
- IV. The Firm should have undertaken / handled at least any one assignment in the nature of audit carried out under any law / Auditor ship agreements of similar nature, of any University / Educational Institution / School, Educational Charitable Trust, etc., having a Gross Annual receipt in excess of Rs. 1 Crore, in the last 4 financial years. The Firms are required to submit the documentary evidence in the form of appointment letters / confirmation letters, etc., from such institutions.
- V. The applicant should have Turnover of Rs. 10 Lacs in each of the immediate last three financial years as per audited annual account (i.e., year ended 31.03.2024, 31.03.2025 & 31.03.2026).The applicant should submit documentary proof in support of the turnover in the form of self-certified copy of ITR of the Firm along with copy of Balance sheet and Statement of Profit & Loss accounts.

4. PERIOD OF ENGAGEMENT

The agreement to operate the Chartered Accountant/Chartered Accountant Firm will be lapse on 30-09-2026 with effect from the date of signing the agreement, with an option to extend based on performance and mutual agreement.

5. BASIS OF OFFER

The price offer for the Auditor ship should be quoted on AY 2024-25, AY2025-26 & AY 2026-27 lump sum basis.

No escalation for any reason whatsoever shall be allowed over and above the EOI price. However, GST if any, and educational-cess or any such tax/levy as related to as a percentage of the GST at applicable rates, on the date(s) of payment(s) shall be paid over and above the EOI price.

Income tax at source will be deducted by BDU as per the applicable law and regulation and TDS certificate shall be issued to the selected Firm by BDU.

The financial proposal with condition(s) or alternate price EOI will be summarily rejected.

6. TERMS OF PAYMENT

The Chartered Accountant shall submit an Invoice bill. The payment shall be made within 10 days of submission of Bills to BDU.

7. OTHER TERMS & CONDITIONS

- a) The Controlling Authority during the period for the arrangement to finalising the bids shall be Finance Officer of BDU.
- b) In case tours and travels are required to be made by the Chartered Accountant beyond Tiruchirappalli Limits and undertaken with prior consent / requirement of BDU, the Chartered Accountant would be reimbursed To & Fro journey fare, Accommodation expenses and local conveyance at the destination as below on production of documentary evidences / proof(s), in original, of the expenditure incurred. BDU would be the sole authority to decide on the number of the member(s) to undertake the tours. BDU reserves the right to make tour and travel arrangements on its own.
- c) No claim for journey fare/accommodation expenses/Local Conveyance for travel within Tiruchirappalli limits. The TA/DA for any outstation journey, if required, for the above said arrangement shall be dealt and regulated as per the BDU rules and as applicable to the Finance Officer of BDU.
- d) Chartered Accountant shall maintain strict confidentiality about the affairs of BDU and shall not disclose any information about BDU to any outside person. Chartered Accountant shall make available the services of the identified personnel as may be required for successful execution of the work and or as may be required by BDU on specified dates, venues and time in order to meet the obligations of BDU.
- e) All claims shall be raised by the Chartered Accountant as per the terms of payment after being due, and would be accepted for payment based on satisfactory progress and quality of work at the sole discretion of the Competent Authority.
- f) In case there is a delay by the Chartered Accountant in accomplishing the work which in the opinion of BDU is attributable to the Chartered Accountant, BDU reserves the right to get such specific work(s) done through any other firm(s) at the risk and cost of the Chartered Accountant for timely completion of the work.
- g) BDU, with the approval of the Vice Chancellor, can cancel the contract at any stage of the work. Further, in case it is found that the information submitted by Agency in the bid is incorrect, BDU will cancel the contract.
- h) If due to any reason or decision of the Government / Syndicate, the services of Chartered Accountant are dropped and the Chartered Accountant is directed to discontinue work, the University reserves the Right to terminate the services of the Chartered Accountant at any time during the period of the engagement, if appointed. In such case, the Fee shall be pro-rata paid as per the actual services rendered up to the time of termination.
- i) BDU reserves the right to accept or reject any or all Proposals/Offer/ Bid or annul the bid process or modify/ change the content of the bid document without assigning any reason.
- j) The Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five thousand only) must be submitted in the form of Demand Draft drawn in favour of Bharathidasan University payable at Tiruchirappalli along with proposal. EMD will be refunded to the unsuccessful bidders without any interest within one month of completion of the finalizing the process. EMD received from the successful bidder will be retained as a Security Deposit until the completion of the assignment. Proposal received late or without EMD shall be summarily rejected.

8. Submission Deadline:

All Expressions of Interest (only in the Proforma attached herewith) in a sealed envelope (not by email) superscribed as : **“EXPRESSION OF INTEREST – BDU TAX AUDIT”** only **by Speed Post** to:

**The Registrar
Bharathidasan University
Tiruchirappalli – 620 024
Tamil Nadu.**

All the documents/photo copies enclosed with the above Proforma must be attested by the authorized signatory with signature and seal. The EOI, not as per Proforma or incomplete by any means will not be taken for consideration.

The EOI, complete in all respects as above is to be sent in a sealed cover by Speed Post only so as to reach the Registrar, Bharathidasan University on or before 31st August 2026 by 03.30 p.m. The EOI, received at this office, after the above date & time, will not be considered.

For any queries, contact: The Registrar
Bharathidasan University, Tiruchirappalli – 620 024
reg@bdu.ac.in 9442525773 & 0431-2407099

Place: Tiruchirappalli – 620 024
Date : 07.08.2026

**REGISTRAR
Bharathidasan University
Tiruchirappalli – 620 024.**



BHARATHIDASAN UNIVERSITY
Centre for Distance and Online Education
Tiruchirappalli – 620 024.

EXPRESSION OF INTEREST (EOI)

for engaging Chartered Accountant for Tax Audit purpose at Bharathidasan University.

PROFORMA

(Ref. No. FO/12AB/Income Tax-Exemption/2026 Dt: .07.2026)

S.No.	Particulars	Details	
1.	Name & Address of the Firm		
2.	Name of the person representing the Firm		
3.	Email ID and Phone No. of the contact person / firm		
4.	Firm Constitution Certification issued by ICAI Enclosed in terms of Para 2- Eligibility Criterion set out in the EOI Document	Yes – ☐ No - ☐	Page Nos.
5.	Documents to substantiate Turnover Criterion of the firm in terms of Para 2- Eligibility Criterion set out in the EOI Document	Yes – ☐ No - ☐	Page Nos.
6.	Documents to substantiate Experience Criterion of the firm in terms of Para 2- Eligibility Criterion set out in the EOI Document	Yes – ☐ No - ☐	Page Nos.
7.	Details of EMD for Rs.5000/- Bank: _____ DD.No. _____ Date: _____		

Note:

- (a) Information may be furnished in separate sheet(s) wherever necessary
- (b) In case of documents, they should be self-attested photocopies.

Under taking

I/We do herewith declare that the above-mentioned information are true and correct and
I/We hereby agree with all the terms and conditions of Bharathidasan University and we hereby undertake to abide by same.

Date:

Place:

Authorized Signatory

(Signature and seal of the authorized signatory)