



MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM AND COMMUNICATION, BHOPAL

NOTICE INVITING TENDER (NIT)

Tender No.	MCNUJC/FINANCE/CA/2026/_____
Date	27/07/2026
Cost of Form	Rs. 500/- (Five hundred) + 18% GST Pay in favour of the Registrar , Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal

NOTICE INVITING TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR VERIFICATION OF RUNNING AND FINAL BILLS OF BISHANKHEDI & REWA CAMPUS CONSTRUCTION PROJECT

Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal (here in after referred to as "the University") invites sealed bids under a two-bid system (Technical Bid and Financial Bid) from eligible and experienced Chartered Accountant Firms for verification, scrutiny and certification of Running Bills and Final Bill pertaining to the construction of the University's Bishankhedi & Rewa Campus executed by Madhya Pradesh Housing and Infrastructure Development Board.

1. IMPORTANT DATES

Particulars	Date & Time
Date of Issue of Tender Document	27/07/2026
Last Date for Submission of Bid	11/08/2026 (Up to 03:00 PM)
Opening of Technical Bid	11/08/2026 (At 04:00 PM)
Opening of Financial Bid	To be intimated separately

2. DETAILS OF THE ASSIGNMENT

Particulars	Description
Name of Work	Verification and Certification of Running and Final Bills
Project	Construction of Bishankhedi & Rewa Campus
Executing Agency	Madhya Pradesh Housing and Infrastructure Development Board
Completion Period	30 Days from issue of Work Order
Earnest Money Deposit	20,000/- (Twenty thousand)
Performance Security	As decided by University

3. SCOPE OF WORK

The selected Chartered Accountant Firm shall perform the following activities:

A. Verification of Running Bills

- Verification of quantities and rates with approved estimates.
- Scrutiny of Measurement Books (MBs).
- Verification of statutory deductions.
- Examination of price adjustment / escalation claims.

B. Verification of Final Bill

- Examination of final quantities.
- Verification of deviations and extra items.
- Reconciliation with contract agreement.
- Verification of previous payments released.

C. Review of Supporting Documents

- Approved estimates.
- Administrative approvals.
- Technical sanctions.
- Contract agreements.
- Amendments and supplementary agreements.
- Verification and certification of interior works executed by MP Housing and Infrastructure Development Board, and facilitation of stock entry in the University's Stock Register / Fixed Asset Register, Reconciliation with bills and approved estimates, and preparation of item-wise inventory and capitalization statements.
- Completion certificates.

D. Reporting

The firm shall submit:

- a) Detailed Verification Report
- b) Statement of admissible amount
- c) Observations on excess or inadmissible claims
- d) Recommendations for release of payment
- e) Classification of Assets and Depreciation as per IT

4. ELIGIBILITY CRITERIA

The bidder shall fulfil the following eligibility conditions:

- The firm should be registered with ICAI.
- The firm should possess a valid Certificate of Practice.
- The firm should have a min. experience in handling Min. 3 similar assignments of construction and interior work value up to min. 50Crores for Govt./Semi-govt./ Nigam Mandal building project Audit.

5. DOCUMENTS TO BE SUBMITTED

The Technical Bid shall contain the following, along with an EMD of Rs. 20,000/-:

1. Covering Letter
2. Copy of ICAI Registration Certificate
3. Constitution Certificate
4. PAN Card
5. GST Registration Certificate
6. Experience Certificates
7. Details of Similar Assignments
8. Undertaking regarding non-blacklisting
9. Authorization Letter

6. BID SUBMISSION PROCESS

The bid shall be submitted in two separate sealed envelopes:

Envelope I — Technical Bid

Superscribed as:

“Technical Bid for Engagement of CA Firm for Verification of Running and Final Bills of Bishankhedi Campus Construction Project”

1. Cost of form :- Rs. 500/- (five hundred)+GST pay in favour of the Registrar, Makhanlal Chaturvedi National University of Journalism and Communication, Bishankhedi, Bhopal.
2. With EMD Draft of Rs. 20,000/- in favour of the Registrar, Makhanlal Chaturvedi National University of Journalism and Communication, Bishankhedi, Bhopal.
3. All required documents along with declaration.

Envelope II — Financial Bid

Superscribed as:

“Financial Bid for Engagement of CA Firm for Verification of Running and Final Bills of Bishankhedi Campus Construction Project”

Outer Envelope

Both envelopes shall be placed inside one larger envelope, superscribed as:

“Tender for Engagement of Chartered Accountant Firm”

Addressed to:

Registrar

Makhanlal Chaturvedi National University of Journalism and Communication, Bishankhedi
Bhopal, Madhya Pradesh – 462044

7. EVALUATION CRITERIA

Technical Evaluation shall be carried out as follows:

Criteria	Marks
Experience of Firm	30
Similar Assignments	30
Strength of Professional Staff	20
Presentation / Interaction	20
Total	100

Minimum qualifying marks in the Technical Bid shall be 70. Only technically qualified bidders shall be considered for opening of the Financial Bid.

8. FINANCIAL BID FORMAT

Annexure-I FINANCIAL BID

Name of Firm: _____

Address: _____

GST No.: _____

Particulars	Amount (INR)
Professional Fee (Lump Sum)	_____
GST	_____
Total Amount	_____

Amount in Words: _____

Signature of Authorized Signatory

Seal of Firm

Date:

Place:

9. DECLARATION

I/We certify that the information furnished in the tender documents is true and correct, and that the firm has not been blacklisted by any Government Department, University, Autonomous Institution or Public Sector Undertaking.

Signature of Authorized Signatory

Seal of Firm

Date:

Place:

10. GENERAL TERMS AND CONDITIONS

1. The University reserves the right to reject any or all bids without assigning any reason.
2. The University may cancel the tender process at any stage.
3. The selected firm shall maintain confidentiality of all documents.
4. No advance payment shall be made.
5. Payment shall be released after satisfactory completion of work and acceptance of the report.
6. Any dispute arising out of this tender shall be subject to the jurisdiction of courts at Bhopal, Madhya Pradesh only.
7. For further enquiry please contact Mr. Vivek khatri +91 9926310440.

REGISTRAR
Makhanlal Chaturvedi National University of Journalism and Communication
Bhopal (M.P.)