



**PRESIDENCY UNIVERSITY**  
**86/1 College Street, Kolkata – 700 073**  
**Notice No. PU/CA - Enlistment/2025-26/1**  
**Date: 27-02-2026**

**Notice inviting Expression of Interest from Chartered Accountants Firms for Enlistment in Presidency University**

Applications in the prescribed Format are invited from the reputed firms of Chartered Accountants **expressing interest for empanelment in Presidency University, Kolkata**, to undertake the following assignments as and when offered by the University authority. These assignments are to be carried out at the office premises of the University or of the Firms as per the requirement of the assignments.

1. Certification job and Audit of the Accounts relating to Grants from various funding authorities for conducting Extramural Research Projects, organization of Seminar, Conference, different schemes, etc.
2. Audit of the University's Statement of Accounts and Hostel Accounts
3. Other Certification jobs.

This panel shall remain valid for five years subject to satisfactory performance of the empanelled C.A. Firms.

**Eligibility Criteria:**

1. The applicant Firms **should have valid Certificate of Practice from the Institute of Chartered Accountants of India** (self-attested copy to be attached).
2. The applicant Firms must have **valid CAG Empanelment Certificate** (self-attested copy to be attached).
3. The applicant Firms should have been **in practice for a minimum of 7 years**.
4. The Registered Office of the applicant Firms **should be in Kolkata**,
5. **The applicant Firms must have experience in the abovementioned works of the State-aided or Central Government Universities only.**

**Professional Fees for audit / Certification jobs shall be as follows:**

- i. For any grant upto Rs. 1.00 Crore : Rs.2500/- + GST for each year
- ii. For any grant exceeding Rs.1.00 Crore but not exceeding Rs.2.50 Crore: Rs.4000/- + GST for each year
- iii. For any grant exceeding Rs.2.50 Crore : Rs. 5000/-+ GST for each year

- iv. Audit of University's Annual Accounts (Minimum Fee is Rs.12000/- + GST for each year): To be mentioned by the Firm in its letter head in a separate sealed cover.
- v. Audit of University's Hostel Annual Accounts: To be obtained through separate communication as and when required.

**Applications are to be sent in sealed envelope addressed to the Finance Officer, Presidency University, 86/1 College Street, Kolkata – 700 073.** Application should be sent along with a forwarding letter in the letterhead of the Chartered Accountants Firms duly signed by the Proprietor / Sr. Partner thereof with rubber stamp and Membership No. of the Institute of Chartered Accountants of India. The Professional Fees for (iv) and (v) above should be mentioned in a separate letterhead of the Chartered Accountants Firms duly signed by the Proprietor / Sr. Partner and that should be placed in a separate sealed cover. It is to be clearly specified whether the offered rate is inclusive / exclusive of GST.

**Last date of submission through post / by messenger: 17-03-2026 till 5.00P.M**

Presidency University reserves the right to accept or reject any application without assigning any reason.

Sd/-

**Finance Officer**



**Presidency University**

**86/1 College Street**

**Kolkata – 700 073**

**Application Format for Expression of Interest from Chartered Accountants Firms  
for Empanelment in Presidency University**

**Ref: Notice No. PU/CA - Enlistment/2025-26/1**

**Date: 27-02-2026**

1. a) Name of the firm of Chartered Accountants
  
  - b) Address
  
  - c) Telephone/ Mobile No.
  
  - d) Email id of the Contact person
  
  - e) Type of ownership – partnership/sole-proprietorship/LLP
  
  - f) Date of incorporation/no. of years in practice
  
  - g) Whether Valid Certificate of Practice holder – Yes / No (Please provide a self- attested photocopy)
  - h) Whether CAG empanelled - Yes / No (Please provide a self- attested photocopy)
  - i) PAN details (self- attested photocopy of PAN to be enclosed)
  
  - j) GST Registration no. (self- attested Photocopy of the Registration Certificate to be enclosed)
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2. a) Name of contact person ( Proprietor / Sr. Partner)

b) Designation

c) Mobile no

d) Email id

**3. Profile of the firm**

a) No. of partners, their experiences, and ICAI membership nos. (please provide as annexure, if necessary)

b) Client profile (name of major clients and the respective assignments) (please provide as annexure, if necessary)

c) Professional working experience details in State-aided / Central University

d) Any other relevant information

**4. Any other comments or information**

\_\_\_\_\_  
Signature of the competent authority

Name: \_\_\_\_\_

ICAI Membership No.

Designation

Mobile No.

Rubber Stamp