



**Government
eProcurement
System**

eProcurement System Government of India

Tender Details

Date : 11-Nov-2022 05:02 PM



Basic Details

Organisation Chain	Indian Institute of Technology Ropar		
Tender Reference Number	1753-22		
Tender ID	2022_IITRP_723030_1		
Tender Type	Open Limited	Form of contract	Empanelment
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender for Engagement of Chartered Accountant Firm
2	Finance	.xls	Tender for Engagement of Chartered Accountant Firm

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD through BG/ST or EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

Work /Item(s)

Title	Tender for Engagement of Chartered Accountant Firm				
Work Description	Tender for Engagement of Chartered Accountant Firm				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	30
Location	IIT Ropar	Pincode	140001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	M Visvesvaraya Block
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	11-Nov-2022 05:00 PM	Bid Opening Date	02-Dec-2022 03:30 PM
Document Download / Sale Start Date	11-Nov-2022 05:00 PM	Document Download / Sale End Date	02-Dec-2022 03:00 PM
Clarification Start Date	11-Nov-2022 05:00 PM	Clarification End Date	28-Nov-2022 11:00 AM
Bid Submission Start Date	11-Nov-2022 05:00 PM	Bid Submission End Date	02-Dec-2022 03:00 PM

Tender Documents

11/11/22, 5:02 PM

eProcurement System Government of India

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender for Engagement of Chartered Accountant Firm	1837.08

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_760441.xls	BOQ FOR QUOTING RATES	264.00
	2	Tender Documents	UPLOAD.pdf	Tender for Engagement of Chartered Accountant Firm	1822.81

Tender Inviting Authority

Name	Assistant Registrar
Address	Stores and Purchase Section M Visvesvaraya Block Indian Institute of Technology Ropar Rupnagar 140001



भारतीय प्रौद्योगिकी संस्थान रोपड़ INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001
Ph. 01881-231285, 231283, e-mail: purchase@iitrpr.ac.in

File No. 1753-22/AD-ACC/INSTT/PS/

Dated 11/11/2022

भारतीय प्रौद्योगिकी संस्थान रोपड़ निम्नलिखित मदों की खरीद की प्रक्रिया में है।

Indian Institute of Technology Ropar is in the process of purchasing following item(s) as per details as given as:-

मद का विवरण Details of the item	Notice Inviting Tender For Engagement of Chartered Accountant Firm
बयाना जमा करने के लिए जमा राशि Earnest Money Deposit to be submitted	N/A
वारंटी Warranty	N/A
वितरणसमय-सारणी Delivery Schedule	N/A

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छु बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है 'आनलाइन बोली के निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरे और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करनी चाहिए)।
No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

(कुलसचिव / Registrar)

SCHEDULE	
Name of Organization	Indian Institute of Technology Ropar
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open Limited
Tender Category (Services/Goods/works)	Service
Type/Form of Contract (Work/Supply/Service/Buy/Empanelment)	Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems/Lab Equipment)	Service
Date of Issue/Publishing	11/11/2022 (17:00 Hrs)
Document Download/Sale Start Date	11/11/2022 (17:00 Hrs)
Document Download/Sale End Date	02/12/2022 (15:00 Hrs)
Last Date and Time for Uploading of Bids	02/12/2022 (15:00 Hrs)
Date and Time of Opening of Technical Bids	02/12/2022 (15:30 Hrs)
Tender Fee/EMD	Rs. ___NIL___/- (For Tender Fee) Rs. . ___NIL___/- (For EMD)
	(To be paid through RTGS/NEFT. IIT Ropar Revenue Account Bank details are as under:
	Name of the Bank A/C : IIT Ropar Revenue Account
	SBI A/C No. : 37360100716
	Name of the Bank : State Bank of India
	IFSC Code : SBIN0013181
	MICR Code : 140002008
	(This is mandatory that UTR Number is provided in the on- line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Assistant Registrar, Store & Purchase, M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001
Contact No.	01881-231283,85
Email Address	purchase@iitrpr.ac.in , ar.sp@iitrpr.ac.in

Registrar

आनलाइन बोली (बिड) के लिए निर्देश / Instructions for Online Bid Submission:

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल

(यूआरएल: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों तात्पर्य है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां आनलाइन जमा करें।

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

अधिक जानकारी सीपीपी पोर्टल पर आनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

पंजीकरण / REGISTRATION

- 1) बोलीदाताओं को “नामांकन के लिए यहां क्लिक करें ” लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: [:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन नि:शुल्क है।

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

- 2) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- 4) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी। (जैसे सीफी/टीसीएस/एनकोड/ई-मुद्रा आदि), इनके प्रोफाइल के साथ

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

- 5) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- 6) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग आन करता है।

Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

निविदा दस्तावेजों के लिए खोजना / **SEARCHING FOR TENDER DOCUMENTS/**

- 1) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाताओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

बोली की तैयारी / **PREPARATION OF BIDS**

- 1) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए। Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझन के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of

documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 4) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

बोली जमा करना / SUBMISSION OF BIDS

- 1) बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन रना चाहिए ताकि वह समय पर बोली अपलोड कर सके अथवा फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- 3) बोलीदाता को निविदा शुल्क/ ईएमडी को भुगतान के लिए “आन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.

- 4) एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने

पर, बोलीदाता को इसे सहेजना होगा और इसे आनलाइन जमा करना होगा, बिना फाइल नाम बदलें। यदि BoQ फाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 5) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

बोलीदाताओं को सहायता / ASSISTANCE TO BIDDERS

- 1) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- 2) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7सीपीपी पोर्टल हेल्पडेस्क पर निर्देशित किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 हैं।
Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

बोलीदाताओं के लिए सामान्य निर्देश / General Instructions to the Bidders

- 1) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> .In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

- 2) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य क्लास II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी “डीएससी के बारे में सूचना” लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

- 3) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल माध्यम से आनलाइन बोली के जमा करते समय निविदाकार हेतु निर्देशों में उपलब्ध निर्देशों का अनुगमन करें।
Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.



भारतीय प्रौद्योगिकी संस्थान रोपड़
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Ph. 01881-231285, 231283, e-mail: purchase@iitrpr.ac.in

File No. 1753-22/AD-ACC/INSTT/PS/

Dated 11/11/2022

NOTICE INVITING TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM

Indian Institute of Technology (IIT), Ropar invites offers from Chartered Accountant Firms having Office at Ropar/ Chandigarh/ Mohali/ Panchkula for the services mentioned in the scope of work for the financial year 2023-24, which may further be extended for two more years (on yearly basis) on satisfactory services and with mutual consent of both the parties without any increase in the offered rates.

The firm should have experience of doing similar kind of work for centrally funded Technical Institutes/ IIT's/ NIT's/ Central Universities. In case, the main firm (Head office) is applying through their partner/local branch office then that partner/branch also should have experience of doing similar kind of work for Centrally funded Technical Institutes/ IIT's/ NIT's/ Central Universities.

The detailed terms and conditions and prescribed forms can be downloaded from the institute website www.iitrpr.ac.in/tenders.

(Registrar)



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INDIAN INSTITUTE OF TECHNOLOGY ROPAR

NOTICE INVITING TENDER

FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR THE YEAR 2023-24

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1) **TERMS OF REFERENCE**

1.1 Background: -

Indian Institute of Technology Ropar (IIT Ropar) is a Central Autonomous body under Ministry of Human Resource and Development (MHRD), Government of India and has been recognized as an Institute of National Importance by an Act of Parliament.

IIT Ropar is maintaining its accounts on Accrual Basis following the applicable Accounting Standards. The Institute is substantially financed by MHRD. As per the source of funds, the expenditure of the Institute is attributed to two heads – Recurring and Non-recurring. All receipts and payments data are entered into Tally. The Accounts of the Institute are prepared as per prescribed and uniform common format applicable to the Central Autonomous Bodies.

Data for the information of Bidders

- (a) During the year 2021-22, the Institute's approved budget for Expenditure to the extent of Rs. 155.69 Crore.
- (b) As per the data available, the Institute has filed the e-TDS returns in respect of approximately 425 employees in 24Q and 250 vendors in 26Q during the year 2021-22.
- (c) The Institute has filed GST returns in respect of approximately 30 vendors in GST, in the year 2021-22.

1.2 Schedule and Scope of Work

(A) Accounts Section and Research & Development (R&D) Section:-

The primary activities to be assigned to the Chartered Accountant Firm include:-

- (i) Filing TDS/ e-TDS Returns.
- (ii) Preparation, Verification and finalization of Annual Accounts.
- (iii) Preparation of Endowment Account.
- (iv) Filing of GST returns.
- (v) Filing of Annual Income Tax Returns.
- (vi) Preparation of FC-6 as required under Foreign Contribution (Regulation) Act, 2010 and Foreign Contribution (Regulation) Rules, 2011.
- (vii) Audit and Certification of Statement of Expenditure and Utilization Certificate of various sponsored Research Projects and consultancy projects as per the requirement of funding agencies.
- (viii) Quarterly Internal Audit.
- (ix) Checking of Bank reconciliation statement.



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- (x) GST deposit, issue of certificates and adjustment like ITC.
 - (xi) Issue of TDS certificates including TDS under GST.
 - (xii) Opinion on various matters of taxation like GST, Income Tax and Custom Duty etc.
 - (xiii) Compilation and checking of projects data during annual closing.
 - (xiv) Audit certification of Utilization Certificates (UCs), wherever required by the funding agency.
 - (xv) Opinion on foreign taxation, different consultancy/ other agreements related to taxation/ finance part and statutory compliances
 - (xvi) Consultation w.r.t. to receipts / donations and exemption benefits available to foreign alumnus and other contributors.
 - (xvii) Submission of 15 CA certificates related to foreign payments.
 - (xviii) Scrutiny and hearing of income tax refund & GST matters, etc.

The Chartered Accountant Firm will depute dedicated personnel(s) depending upon the volume of work involved in each activity and will report every month to the Registrar who will act as a counterpart to provide the necessary support to the personnel(s) attached by the Firm to the Institute. The certificate regarding the accuracy of accounts being maintained at the Institute should be given on quarterly basis by firm.

Details of all of the above mentioned activities are presented in the following subsections:-

1.2.1. Scope of work with respect to e-TDS Returns filing.

- I. Creation of text file for filing of e-TDS return by using data file,
- II. Advise the Institute on TDS/TCS provisions,
- III. Preparation and submission/filing of quarterly returns of e-TDS (24Q, 26Q and 27EQ) based on the data of earnings and other records of Institute including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc,
- IV. Preparation and filing of correction/revised statements against the defaults generated by TIN-NSDL and against the notices received from Income Tax Department during the period of engagement irrespective of the period for which the correction statement/return belongs,
- V. Preparation and filing of replies to the income tax department in respect of notices / communications received by Institute in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belongs,
- VI. Preparation and filing of correction statements, whenever found necessary by Institute on detection of errors in the data maintained by the Institute,



- VII. Preparation/generation and issuing the TDS certificates in Form 16 and Form 16A including TDS under GST,
- VIII. Maintaining Employee Master details required for FORM 24Q with Annexure and FORM 16,
- IX. Maintaining Vendor Master details required for FORM 26Q with Annexure and FORM 16A,
- X. Maintaining monthly TDS deduction details of Employees/Vendors,
- XI. Maintaining TDS deduction details, creation of Challans and entry of the deposit details obtained from the bank (Bank Challan serial Number/deposit date),
- XII. Attaching/accounting of employees/vendors TDS to a specific Challan,
- XIII. Adjusting TDS deductions in a Challan,
- XIV. Calculations of any penalty/interest,
- XV. Validation of PAN number with PAN database of NSDL.
- XVI. Any other matter related to the above work required under the Income Tax Act, 1961,

1.2.2 Scope of Work with respect to Preparation and Verification of Annual Accounts.

- I. Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses passed in 2021-22,
- II. Identifying prior period income/expenses, while passing the receipt and payment vouchers,
- III. Ensuring that all adjustments are done on a monthly basis, which flow out of Bank Reconciliation statement. Checking of all monthly Bank Reconciliation Statements in respect of all Banks where the Institute has its accounts,
- IV. Mapping the expenditure as booked under different sub-heads as per nature of expenditure,
- V. Ensuring that all the data (i.e. all the vouchers of receipt and payment) are entered into Tally Software which is being used for keeping records,



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- VI. Passing of year-end adjustment entries required for accrual basis related to accrued income including interest on investments and FDs, interest on HBA etc, advances and outstanding liability for expenses as well as provision for retirement benefits on the basis of actuarial valuation and provision for depreciation,
- VII. Preparation and Consolidation of Project Accounts, JEE, GATE and JAM Accounts (if any) with Institute Accounts,
- VIII. Passing entries in respect of assets created out of sponsored projects where the ownership vests with the Institute, to merge them with the assets of the Institute under respective conventional classified Heads,
- IX. Preparation of party wise schedules in respect of Travel, Temporary and LTC Advances.
- X. Party wise schedules in respect of Payables and Receivables.
- XI. Obtaining the data required for Actuarial valuation for pension gratuity, leave encashment and arranging to send the same to Actuarial, after getting the same approved from AR Accounts / DR Accounts,
- XII. Preparing the Annual Accounts of the Institute comprising of Balance Sheet, Income and Expenditure Statement and Receipt and Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies.
- XIII. If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Governors,
- XIV. Preparation of endowment fund accounts as detailed in 1.2.3.

1.2.3 Scope of Work with respect to Preparation of Endowment Account.

- I. To check and to ensure that the transactions of endowment funds are passed only through the two bank accounts maintained for this purpose,
- II. Identify investments against each of the endowment funds,
- III. Ensure that interest earned on those investments is credited to respective endowment funds,
- IV. Ensure that expenditure on the objective of endowments is met out of the interest component or principal component of the endowment as per the terms and conditions of endowment agreed with donor,



- V. Apportion the interest earned on the two saving bank accounts to all the endowment funds as per the closing balance of each fund,
- VI. Prepare a schedule of all endowment as per the format (Annexure-I),
- VII. To prepare consolidated account, expenditure against each fund be consolidated by taking expenditure from Main Accounts and IRD Accounts.

1.2.4. Scope of Work with respect to GST Matters.

- I. Preparation and submission of GST Returns electronically as per statutory requirement,
- II. Attending to previous pending assessments,
- III. Providing all latest amendments through letters periodically and promptly,
- IV. Preparation to appeals in respect of all GST matters,
- V. Any other GST related matter which the Institute may seek the advice/opinion of the Firm.
- VI. Consolidation of all the data required and depositing the GST.
- VI.(a) Advising on applicability of GST on various services rendered by the Institute,
- (b) Advising on all matters/items covering its scope and applicability in case of agencies from whom Institute is availing the services,
- VII. Co-ordination with Institute in all GST matters and visiting Institute for discussion,
- VIII. Assessment of GST and attending the assessment proceedings and preparation of replies for submission to authorities upto the level of Commissioner.
- IX. GST deposit, issue of certificates and adjustment like ITC

1.2.5 Scope of work in respect of filing of Annual Income Tax Returns

- I. Preparation, vetting and filing of Annual Return of the Institute under Income Tax Act with various disclosures, computation notes and other issues relevant for the purpose of filing of the return,
- II. Preparation/Review of revised return, if required, to be filed in respect of any financial year,
- III. Preparation of detailed replies and submission thereof to the queries raised by Assessing Officer/Assistant Director Income Tax (Exemption), Dy. Director Income Tax (Exemption) during assessment or appellate proceedings or otherwise by tax authority of



- present/past appeals/proceedings or other hearings,
IV. Pursuing the refund claims.

1.2.6 Scope of work with respect to preparation of FC-6 form as required under Foreign Contribution Regulation Act,1976 (FCRA).

- I. Preparation/Audit of FCRA returns online and offline,
II. Submission of FCRA returns online and offline.

1.2.7 Auditing and Certification of Statement of Expenditure and Utilization Certificates of various sponsored Research Projects as per the requirement of funding agencies.

(B)Students Affairs Section:-

The primary activities to be assigned to the Chartered Accountant Firm include:-

- (i) Quarterly Internal Audit.
(ii) Preparation, verification and finalization of Annual Accounts.
(iii) Verification of students mess balance and security deposit details.
(iv) Other Statutory Compliance as and when required.
(v) Other services related to office works as and when required.
(vi) Preparation and verification of income and expenditure statements.
(vii) Checking of Bank Reconciliation statements.

(C)Statutory Compliances:-

Serial no (i), (iv), (v), (x), (xi), (xii) & (xvi) of clause no 1.2 (A) will be for all sections of the institute i.e. Accounts Section, Research & Development (R&D) Section and Students Affairs Section.

1.3 Time Period

The Chartered Accountant firm will be required to provide the desired services initially for a period of One year which can be extended for a further period of two years (on yearly basis) subject to satisfactory performance and mutual consent of both the parties. Notwithstanding anything



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contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are not found satisfactory at any time during the period.

1.4 Support and Inputs to the Firm

The Institute shall provide office space, computer(s)/printer(s), to the Firm to perform its services.

1.5 Pre-qualification Criteria (Technical Bid)

The bids of only those firms will be considered which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should have its registered established Office in Ropar/ Chandigarh/ Mohali / Panchkula (**Documentary proof should be attached**)
- II. The Chartered Accountant Firm should have at least three partners (**Documentary proof should be attached**)
- III. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration (**Documentary proof should be attached**)
- IV. The Firm should have been in operation for at least 5 years after its registration (**Documentary proof should be attached**)
- V. The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG)(**Documentary proof should be attached**)
- VI. The Average Gross Professional Fees earned by the Firm in the last 3 financial years i.e. (2019-20, 2020-21 and 2021-22) must be equal to or more than Fifty lakhs (50 lakhs)(**Copies of Audited Financial Statements should be attached**)
- VII. The Firm should have experience in (i) preparation of Annual Accounts of Central Autonomous Bodies, one of which must be an Educational Institute, where payments in respect of expenses in any financial year have remained to the extent of Rs. 50 Crore, (ii) Filing of e-TDS returns (Income Tax), (iii) Filing of GST return of Central Autonomous Bodies/ NITs/ IITs/ Central Universities, in the last five years (**Documentary proof should be attached**)
- VIII. The firms should have experience of doing similar kind of work for centrally funded Technical Institutes/ IIT's/ NIT's/ Central Universities. In case, if the main firm (Head office) is



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applying through their partner/local branch office then that partner/branch also should have experience of doing similar kind of work for Centrally funded Technical Institutes/ IIT's/ NIT's/ Central Universities (**Documentary proof should be attached**)

1.6 Payment Terms

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- I. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. The rates quoted should have validity for at least three financial years. No request for extra payment on account of increase in price on whatever account will be entertained.
- II. Any increase in statutory taxes during the contract period will be borne by the Institute; III. TDS under Income tax will be deducted at applicable rates;
- IV. Payment shall be made on quarterly basis at the end of each quarter, starting from June, on submission of bill(s) and Internal Audit Reports.
- V. The Institute reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

1.7 Performance Security

The successful bidder will be required to deposit 3% of the bid amount towards Performance Security in the form of Bank Guarantee before execution of the agreement. The Bank Guarantee must be valid for the period of the contract plus 3 months. In case of further extension of the contract the Bank Guarantee will also be renewed by the successful bidder accordingly on yearly basis.

2) SUBMISSION AND EVALUATION OF THE TENDER

2.1 Submission of Tender

Interested firms meeting the pre-qualification criteria are requested to submit their Tender on Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The Technical



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Bid should contain the Prequalification-cum-Technical bid along with all supporting documents and Financial Bid should be uploaded as per BOQ provided.

The technical bid shall not contain any indication of the price offered for the job for which tender is given by the firm. In case it is found that the technical Bid contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected.

All the pages of the Tender document including the annexure and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm.

Tender should be submitted on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) with respect to Technical Bid and BOQ as per format provided

2.2 Queries Regarding the Tender

The interested Firms may seek clarification on the Tender document from the Registrar IIT Ropar. The Firms can visit the **Accounts Section** between **10.00 a.m. to 12.30 p.m.** on any working day.

2.3 Last Date of Submission of Tender online on Central Public Procurement Portal

Last date of submission of the Tender is **02/12/2022 up to 15:00 hours.**

2.4 Evaluation of Tender

The Tender will be evaluated by the Purchase Finalization Committee on the basis of Pre-qualification-cum-Technical bids and financial bids.

2.4.1 Evaluation of Technical and Financial Bids

Technical bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation. Each firm meeting the pre-qualification criteria would be evaluated. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated and their financial bids will not be opened.



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SI. No.	Criterion	Firm's Strength and Capacity	
1.	The Firm must have its registered established Office in Ropar/ Chandigarh/Mohali/ Panchkula (Submit documentary proof)	Address of the firm	
		Address of the firm	
		Name and address of the authorized official	
		Telephone No Mobile: E-Mail:	
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India(ICAI) and must possess permanent account number (PAN) under Income Tax registration under GST (Provide copies of all registration certificates)	Registered with ICAI, then mention Registration Number (Date of Registration No.)	
		PAN of the CA Firm	
		Service Tax No.	
3.	The CA firm should be empanelled with Comptroller and Auditor General of India (C&AG) (Submit documentary proof)	Empanelment Number	
4.	The CA Firm should be in operation for at least 5 years after its registration (Submit documentary proof)	Year of Registration/ Starting of operation	
		No. of years in operation after registration (in years)	
5.	Average Gross professional fee of the CA Firm for the last 3 (three) years i.e. (2019-	Average Annual Income (i.e. Average Gross Professional Fees received/ earned) of the CA firm in last 3(three) years ending on 31 st March of each year.	



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	20, 2020-21 & 2021-22) ending on 31 st March 2022 Must be equal to or greater than (50,00,000/-) (Fifty Lakhs) [Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March, 2022 along with documents as per sub-annexure proforma:A5]	Rs. (in figure) Rs. (in words)
6.	The CA Firm should have experience of preparation of Annual Accounts of Central Autonomous Bodies, filing of e-TDS returns (income Tax) and GST matters of Central autonomous Bodies/ NITs/ IITs/ Central Universities in the last five years (Details to be provided as per Performa A-6. Attach copies of work Orders/ work completion as evidence) (Please attach additional sheets, (if required).	No. of Central Autonomous Bodies where similar services were provided in the last 5 (five) years Nos. (in figure) Nos.(in words)
7.	Whether similar services as mentioned in SI.No.7 provided to the Educational Institute which is also a Central Autonomous Body where payments in	Nos. of Educational Institute(s) which is also Central Autonomous Body where similar Service was provided in the last 5(five) years Nos. (in figure)



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	respect of expenses in any financial year have remained to the extent of Rs. 50 crore in the last 5 years (<i>Details to be provided as per proforma A-7.Attached copies of works order/ works completion as evidence</i>) Nos.(in words)
8.	CA Firm should have minimum 3 (Three) partners (<i>Submit the proof of the Ownership pattern and registration certificates along with details of the Chief Functionaries of the CA firms provided in proforma A-8</i>)	Nos. of Partners Nos. (in figure) Nos.(in words)
9.	Numbers of staff on Payroll(Full Time)/Article ship incumbent/ Apprentices (if any)	i)No. of Payroll Staff (Full Time): ii)No. of Article-ship Incumbent: iii)No. of Apprentices:

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

Date:

Signature:

SEAL:

Name and Designation:



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Sub-Annexure

PROFORMA: A5

**Details of CA Firm's Professional Income
[Gross Professional Fees earned]**

Particular	Financial Year 2019-20	Financial Year 2020-2021	Financial Year 2021-22	Average Annual Income
Annual Income* (Rs. in Lakhs)				

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 3 (three) years

SEAL:

Signature:

Date:

Name and Designation:



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Sub-Annexure

PROFORMA: A6

**Details of CA Firm's Experience of Similar Services
During the last 5(five) years]**

Sl. No.	Name of the Assignment	Name of the Assignment [Start date / End date]	Name of the Client	Nature of the Assignments (Pl. specify whether the work involved all jobs as detailed in scope of work)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

SEAL:

Signature:

Date:

Name and Designation:



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Sub-Annexure

PROFORMA: A7

**Details of CA Firm's Experience of Similar Services in Central
Autonomous Bodies, which is an Educational
Institute(s)
[During the last 5(five) years]**

Sl. No.	Name of the Assignment	Name of the Project and Duration of the Project [Start date / End date]	Name of the Central Autonomous Body	Nature of the Assignments (Pl. specify whether work involved all jobs as detailed in scope of work)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

SEAL:

Signature:

Date:

Name and Designation:



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Sub-Annexure

PROFORMA: A8

Details of CA Firm's Partners

Sl. No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

Furnish the copy of the documentary evidence in support of the information provided above. Please attach additional sheets, if required.

SEAL:

Signature:

Date:

Name and Designation:



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(Price bid should be uploaded in given BOQ_XXXX.xls format online and not in the technical bid failing which your bid shall stand rejected. However, the price bid is as follows for your reference)

ANNEXURE-B

FINANCIAL BID:- (Fee for the Financial Year 2023-24)**

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees (in Figure)	Rupees (in Words)	
A.	Fee For the Financial Year 2023-24**			The service provider will raise bills as mentioned in payment terms.
Total Fee(C=A+B)				

**** The quoted fee should be inclusive of Professional Fee, Travelling, Food and Other Expenses.**

N.B.: Statutory Changes in Service tax rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates and norms wherever applicable

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

Seal: _____

Signature: _____

Date: _____

Name and Designation: _____
