



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

GT ROAD, KALYANPUR, KANPUR – 208 016

UTTAR PRADESH, INDIA

TENDER REFERENCE NO.: IITK/F&A/ACCRUAL/2024-25/001

BID SUBMISSION END DATE – 24.10.2024

TENDER DOCUMENTS

For

**PREPARATION OF ANNUAL FINANCIAL STATEMENTS AND
OTHER ANCILLARY SERVICES OF THE INSTITUTE FOR
THE FINANCIAL YEAR ENDING 31.03.2025**

BID DOCUMENT

The Indian Institute of Technology Kanpur (“the IITK”) invites Bids (“Bids”) from eligible, qualified and capable Chartered Accountancy Firms for rendering of “the Service” and provision of associated services (“Ancillary Services”) according to the requirements as defined in the Tender document.

Name of Work	“Preparation Annual accounts and other ancillary services of the Institute for the financial year ending 31.03.2025 (with annual extension upto maximum of 2 more years i.e., 2025-26 and 2026-27 including preparation of half yearly financial statements)”
Date of Publishing	04.10.2024
Clarification Start Date and Time	05.10.2024 (10:00 hrs)
Clarification End Date and Time	11.10.2024 (16:00 hrs)
Queries (if any)	No queries will be entertained after clarification end date and time
Bid Submission Start Date	04.10.2024
Last Date and time of submission of Bids	24.10.2024 (16:00 hrs)
Date and time of opening of Technical Bids	25.10.2024 (12:00 hrs)
Date and time of opening of Financial Bids	Will be separately notified for Technically shortlisted/qualified bidders.

Interested parties may view and download the tender document containing the detailed terms & conditions from the website

<https://www.iitk.ac.in/new/tenders-notice>

SECTION A - INSTRUCTION TO BIDDERS

1. PREPARATION AND SUBMISSION OF BIDS:

- 1.1 The detailed tender documents may be downloaded from <https://www.iitk.ac.in/new/tenders-notice> till the last date of submission of tender.
- 1.2 The bidder should submit the bid in two parts viz. Technical Bid and Financial Bid. Technical Bid should be provided in cover-1, titled as Technical Bid and Financial Bid should be provided in cover-2, titled as Financial Bid. Both the covers must be sealed and kept in main cover with following details mentioned on it:

Tender Reference No.: IITK/F&A/ACCRUAL/2024-25/001

Preparation of Annual Financial Statements and other ancillary services of the Institute for the financial year ending 31.03.2025

2 SUBMISSION OF THE BID

All interested and eligible bidders are requested to drop their bids in Finance & Accounts Section, Faculty Building, IIT Kanpur as per the criteria given in this document.

3 TECHNICAL BID

Signed copies of following documents must be provided in Cover 1 marked as Technical Bid

List of Documents to be signed and placed under Cover-1 within the period of bid submission:

- (i) Signed and filled copy of technical bid document mentioned under Appendix 5
- (ii) Signed copy of Bank details.
- (iii) Signed copy of work experience.
- (iv) Signed copy of certificate of GST, PAN.
- (v) Signed copy of firm registration certificate issued by ICAI as on 01.01.2024
- (vi) Signed copy of work completion certificate/ PO as mentioned under Appendix 3.
- (vii) Signed copy of any other document(s) mentioned in tender document.
- (viii) Signed copy of audited financial statements of the vendor for last 3 financial years i.e., 2020-21 to 2022-23

NOTE - No indication of the rates/amounts to be made in any of the documents submitted with the Technical Bid cover.

4 FINANCIAL BID

- 4.1 The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
- 4.2 In preparing the financial bids, bidders are expected to consider the requirements and conditions laid down in this Tender document. The financial bids should be submitted in cover 2 titled Financial Bid and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- 4.3 The Financial Proposal should include all applicable taxes and other charges imposed under the applicable laws.

5 LAST DATE FOR SUBMISSION OF TENDER:

- 5.1 Bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- 5.2 The IIT Kanpur may, at its own discretion, alter/extend the last date for submission of tenders.

6 BID VALIDITY

- 6.1 All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- 6.2 A bid valid for a shorter period shall be declared as non-responsive.
- 6.3 In exceptional circumstances, prior to expiry of the original time limit, the institute may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days as stated in point 6a supra. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

7 MODIFICATION / SUBSTITUTION/ WITHDRAWAL OF BIDS:

- 7.1 No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
- 7.2 Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

8 REJECTION OF THE BID:

The bid submitted shall become invalid if: -

The bidder is found ineligible.

The bidder does not submit all the documents as stipulated in the bid document.

9 SELECTION CRITERIA:

9.1 Prequalification Criteria

The firm obtaining less than 49 marks in point no. 1 to 7 of table on page 13 of this document will not be eligible for further evaluation as mentioned hereunder.

9.2 Technical Evaluation

Technical evaluation will be done for those firms who have obtained required marks as mentioned above, based on the information given by technical bid submitted by the bidders and technical presentation. Bid containing partial, incomplete, unclear and superfluous and unwanted information will be summarily rejected.

Technical declaration must be supported with relevant document. Discrepancy in relevant supporting document and technical compliance sheet shall lead to rejection of technical bids.

9.3 Financial evaluation

Financial evaluation is purely done on the financial implication.
Any superfluous, unreasonable rate quotes will be summarily rejected.

To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted:

- a. An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 70 (seventy) in 'Quality' Evaluation Criteria, using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$\mathbf{B = (C_{Low}/C) \times 100 \times X + (T/T_{High}) \times 100 \times Y}$$

where,

C = Evaluated Bid Price of the bidder

C_{Low} = The lowest of the evaluated bid prices among the responsive bids

T = The total marks obtained by the bidder against "Quality" criteria

T_{High} = The highest mark scored against "Quality" criteria among all responsive bids

X = 0.3 (The weightage for 'Quoted price' is 30 %)

Y = 0.7 (The weightage for 'Quality' is 70 %)

Note: The Evaluated Bid Score (B) shall be considered up to two decimal places.

- b. Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B).
- c. In the event, that two or more bids have the same highest Evaluated Bid Score (B) as calculated above, the committee will select and award the contract to the bidder with the most extensive experience and the highest turnover. The decision of the committee will be final and binding.

SECTION B - COMMERCIAL TERMS AND CONDITIONS

1. DEFINITIONS

These Commercial Terms and Conditions shall constitute the General Conditions of Contract, where no separate contract is signed with the selected Bidder(s), and the Bidders by putting their signature and stamp on each page of this Section are binding themselves to these Terms and Conditions. In the Commercial Terms and Conditions as defined below, words and expressions shall have the following meanings assigned to them:

- a. "Contract" means the agreement of the Parties relating to the procurement of Services / or the IITK Purchase Order (PO), and all attachments incorporated by reference, which shall form an integral part of the Contract. In the event of any discrepancy, the documents to prevail shall be given precedence in the following order: (i) the Contract (where separately signed), (ii) the IITK Purchase Order, (iii) its attachments, and (iv) these Commercial Terms and Conditions;
- b. "Vendor" means the person or entity named in the 'CONTRACTOR' named field of the IITK Purchase Order and any agreed in writing by the IITK legal successor(s) in title;
- c. "Day" means any calendar day;
- d. "Delivery Date" means the latest possible date by which the Goods/ Service shall be delivered by the vendor to the IITK, as specified in the 'DELIVERY DATE' named field of the IITK Purchase Order;
- e. "Force Majeure" shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under the Contract, was not attributable to error or negligence on their part (or of their partners, contractors, agents or employees), and could not have been avoided by the exercise of due diligence. Strikes or financial problems cannot be invoked as Force Majeure by the defaulting Party. Neither of the Parties shall be held liable for breach of its obligations under the Contract if it is prevented from fulfilling them by Force Majeure. The Party invoking Force Majeure shall notify the other without delay, stating the nature, likely duration and foreseeable effect, and take any measure to minimize possible damage;
- f. "Services" means all kind of services Consultancy/Non-Consultancy under the contract;
- g. "IITK" means the Indian Institute of Technology Kanpur;
- h. "IITK Purchase Order" means the IITK's official Purchase Order document;
- i. "Party" means the IITK or the vendor and "Parties" means the IITK and the vendor; and
- j. "Place(s) of Delivery/Execution" means the location(s) or place(s) where the Services are to be delivered, as specified in the 'SHIP TO' named field of the IITK Purchase Order.

2. CONCLUSION OF THE CONTRACT

- 2.1.** The Contract is made between the IITK and the vendor. The vendor is engaged as an independent contractor for the sole purpose of execution of the services.
- 2.2.** The Contract shall be concluded upon the vendor duly following the countersigning.

3. DELIVERY AND TAKE OVER OF SERVICES

The vendor shall provide services at IIT Kanpur. On behalf of the IITK, a duly authorized representative(s), shall monitor and/ or receive services. Takeover of services by the IITK shall not to be deemed acceptance of the service by IITK. The

timelines of delivery as specified in the contract/ PO with the scope of work specified shall be strictly adhered to, and time shall be of the essence.

4. QUALITY OF SERVICE

The contractor must ensure that services provided are:

- a.** Of the quality, quantity and description as required by the contract/ PO;
- b.** Free from any right or claim of the third party, including rights based on industrial property or other intellectual property;
- c.** Shall not indulge in any activities which may go contrary to the interests of the Institute after collecting the information from various sources of the Institute and its units.

5. INSPECTION AND ACCEPTANCE

- 5.1** The duly authorized representative(s) of the IITK shall have the right, before payment, to inspect the Services received. The vendor shall provide all facilities for such inspection. The IITK may issue a written waiver of inspection. Any inspection carried out by representative(s) of the IITK or any waiver thereof shall be without prejudice to other provisions of the Contract concerning obligations assumed by the vendor, including specifications of the Services.
- 5.2** Upon delivery and inspection of the Services, the IITK shall inspect the Services as soon as possible. Should any services fail to conform to the standards under the Contract, the IITK may reject the services. The vendor shall, at no cost to the IITK, correct/ remove the deficiency in the rejected Services or, alternatively, rectify the non-conformity.
- 5.3** Nothing in this clause shall in any way release the vendor from any warranty or other obligations under the Contract

6. PRICE

The price of the services shall be as stated in the Purchase Order.

7. PAYMENT

- 7.1** Unless otherwise stipulated in the Purchase Order, the IITK shall make payment within Forty five (45) Days after the submission of Invoice on completion of services in phased manner as contained in PO.
- 7.2** All invoices shall be in original and shall contain the IITK Purchase Order number, and a description, the quantities, unit and total price(s) of the services delivered. The currency of invoice and payment shall be in INR. Unless otherwise authorized by the IITK, a separate invoice shall be submitted for each service under the Contract / PO.
- 7.3** Payments shall be made in INR and paid directly into the nominated bank account.
- 7.4** The IITK shall not pay any charge for late payments.

8. OBSERVANCE OF LAW AND LICENSES

- 8.1** The vendor shall comply with all laws, ordinance, rules and regulations bearing upon the performance of its obligations under the terms of the Contract. Where the award procedure or execution of the Contract is vitiated by substantial errors or irregularities or by fraud, the IITK shall suspend execution of the Contract.
- 8.2** Where such errors, irregularities or fraud are attributable to the vendor, the IITK may also refuse to make payments or may recover amount already paid, in proportion to the seriousness of the errors, irregularities or fraud. The purpose of suspending the Contract shall be to verify whether presumed substantial errors and irregularities or fraud have actually occurred. If they are not confirmed, execution of the Contract shall resume as soon as possible. A

substantial error or irregularity shall be any infringement of a contract or regulatory provision of India, resulting from an act or an omission that causes or might cause a financial loss

9. TAX EXEMPTION

The vendor's price shall reflect any tax exemption to which the IITK is entitled. If it is subsequently determined that any taxes that have been included in the price are not required to be paid or if, having been paid, any such taxes are subject to refunding, the IITK shall deduct the amount from the Contract price. Payment of such adjusted amount shall constitute full payment by the IITK. If any tax authority refuses to recognize the IITK's exemption from taxes, the vendor shall immediately consult with the IITK to determine a mutually acceptable procedure for settling the applicable amount.

10. WARRANTY

- 10.1** The vendor shall continue to remain responsible for the accuracy and quality of the Services provided for a period of two years from the end of financial year to which service pertains, unless the law mandated period is longer in which case the longer period shall apply.
- 10.2** Should any portion of the Services, at any time, not comply with clause 5.1 herein or otherwise prove to be deficient and / or defective, the vendor shall, upon written notification from the IITK, make good / replace that portion of the Services and bear all costs associated with the making good / replacement of same

11. DELIVERY OF SERVICES

- 11.1** The Services shall be provided in a proper manner and in accordance with the Contract and any statutory requirements and any requirements of the law, Government of India (GOI) and the Comptroller and Auditor General (CAG) of India.
- 11.2** The vendor shall provide copy of returns filed and other relevant working papers in soft (excel as well as pdf) and hard copy (3 sets). All pages of the hard copy sets shall bear the signature with date and seal of the vendor.

12. DEFAULT AND DAMAGES

- 12.1** If due to reasons attributable to the vendor, the vendor fails or refuses to:
- a.** Provide all or any of the services under the Purchase Order;
 - b.** comply with any or all the terms and conditions set out in the Purchase Order; or
 - c.** Provide any or all of the Services under the Purchase Order on or before the Delivery Date;
- The IITK may hold the vendor in default under the Purchase Order.
- 12.2** When the vendor is thus in default, the IITK may, by written notice to the vendor, immediately terminate the Purchase Order in whole or in such part or parts thereof in respect of which the vendor is in default.
- 12.3** Alternatively, to clause 13 when the vendor is thus in default, the IITK may, at its own discretion, set a reasonable period, for the vendor to rectify its default. Any new Delivery Date shall be specified in a written amendment to the Purchase Order, duly countersigned by the vendor.
- 12.4** The IITK may, at its discretion, impose penalties upon the vendor calculated in accordance with clause 14 for each week the vendor is late in delivering the Services past the Delivery Date initially specified in the Purchase Order.
- 12.5** If the vendor does not rectify its default within the reasonable period as

communicated, the IITK may, by written notice to the vendor, terminate the Purchase Order with immediate effect.

12.6 Upon any termination of the Purchase Order, in whole or such part(s) thereof in respect of which the vendor is in default, the IITK may engage another vendor to deliver the Services and recover any difference in price and any additional costs from the vendor.

12.7 The vendor shall indemnify the IITK for all losses, charges, costs and expenses, which the IITK may suffer or incur as a result the vendor's default, including those resulting from engaging another vendor pursuant to this clause 13.

13 PENALTIES

If, in accordance with clause 15, the IITK imposes penalties on the vendor, such penalties shall amount to zero-point one percent (0.1%) of the total Purchase Order price for each day following the initial Delivery/Service Date specified in the Purchase Order to a maximum of five percent (5%) of the total Purchase Order value. The penalties for the delay may be deducted by IITK from any sum(s) due, or to become due, by the IITK to the vendor.

14 DELAY NOT ATTRIBUTABLE TO THE CONTRACTOR

If the vendor delays at any point of time in the delivery of the Services or fulfilment of any other of the vendor's obligations by any act or omission of the IITK, or by any of its officials, or by changes ordered in the type and/or quantity of the ordered Services, or any causes beyond the vendor's reasonable control, or by any other cause, which the IITK determines may reasonably justify the delay, the Delivery Date of the Services, or fulfilment of any other of the vendor's applicable obligations shall be extended for such reasonable period of time as the IITK and the vendor mutually determine. The set reasonable period and any amended delivery date shall be specified in a written amendment to the Contract / PO, duly countersigned by the vendor.

15 FORCE MAJEURE

As soon as possible after the occurrence of any event constituting Force Majeure, but no later than three (3) Days, the vendor shall give notice and full particulars in writing to the IITK of the Force Majeure. If the vendor is thereby rendered unable, wholly or in part, to meet its obligations under the Contract, the IITK may terminate the Contract / PO with immediate effect by providing written notice to the vendor.

16 INDEMNITY

The vendor shall indemnify, hold and save harmless and defend at its own expense the IITK, and all of the foregoing's officials, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses, arising out of acts or omissions of the vendor or its employees, agents or subcontractors in the performance of the Contract.

17 ASSIGNMENT

17.1 The vendor shall not assign, transfer, pledge or make other disposition of the Purchase Order or any part thereof or of any of the vendor's rights, claims or obligations under the Purchase Order except with the express written consent of the IITK. Any assignment made without such consent shall be void and of no effect.

17.2 The vendor shall not subcontract any of its obligations under the Contract / PO without the express written consent of the IITK. The IITK may require the vendor to furnish particulars of the proposed subcontract as the IITK deems necessary.

18 INSOLVENCY AND BANKRUPTCY

18.1 Should the vendor become insolvent or should control of the vendor change by virtue of insolvency, the IITK may with immediate effect and without prejudice to any other right or remedy available to it, suspend the performance of the vendor's obligations or terminate the Purchase Order with immediate effect, by providing the vendor with written notice thereof.

18.2 Should the vendor be adjudged bankrupt, or should the vendor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the vendor's insolvency, the IITK may, without prejudice to any other right or remedy available to it, terminate the Purchase Order with immediate effect by providing the vendor with written notice thereof.

19 TERMINATION

The IITK shall have the right to terminate the Purchase Order or any of the provisions thereof at any time by serving a seven days' notice to the vendor.

20 WAIVER

A waiver of any breach of or default under the Contract/ PO shall not constitute a waiver of any other breach or default and shall not affect the other terms of the Contract/ PO. The rights and remedies provided by the Purchase Order are cumulative and are not exclusive of any other rights or remedies.

21 ADVERTISING

The vendor shall not advertise or otherwise make public the fact that it is a contractor to the IITK. The vendor shall not in any way use the name, emblem, logo, official seal, or any abbreviation of the IITK.

22 DISCRETION AND CONFIDENTIALITY

The vendor is required to exercise the utmost discretion in all matters relating to the Contract / Purchase Order. Unless required in connection with the performance of the Purchase Order or expressly authorised in writing by the IITK, the vendor shall not disclose at any time to any third party any information which has not been made public and which is known to the vendor by reason of its association with the IITK. The vendor shall not, at any time, use such information to any private advantage. These obligations do not lapse upon any completion, expiration, cancellation or termination of the Contract / PO.

23 NOTICES

Any notice given in connection with the Contract shall be given in English and in writing and shall be deemed to be validly given if sent by registered mail or by email to the other Party at the following:

- a.** for the IITK: the contact details set out in the 'IITK BUYER' name field of the Purchase Order; and
- b.** for the vendor: the contact details set out in the 'CONTRACTOR' named field of the IITK Contract/Purchase Order.

24 STAFF MEMBERS NOT TO BENEFIT

The vendor shall not grant to any official of the IITK any direct or indirect benefit or preferential treatment based on the Purchase Order or the award thereof. Any breach of this provision shall constitute a fundamental breach of the Purchase Order.

25 GOVERNING LAW

The Contract shall be governed by and construed in accordance with the substantive laws of the Republic of India.

26 SETTLEMENT OF DISPUTES

26.1 The Parties shall use their best efforts to negotiate and amicably settle any disputes, controversies or claims arising out of, or in connection with, the Contract / Purchase Order or its interpretation.

26.2 If the Parties fail to settle the dispute amicably within thirty (30) Days of commencement of the negotiations, the dispute shall be settled through arbitration. One (1) sole arbitrator shall be appointed by the Director of IITK, who shall have full powers to make final and binding decisions subject to prevailing laws of India. The appointing authority shall be the Director of IITK. The place of arbitration shall be Kanpur and the language used in the arbitration proceedings shall be English.

26.3 All disputes are subject to jurisdiction of Kanpur courts.

27 PRIVILEGES AND IMMUNITIES

No provision of the Contract / Purchase Order shall be deemed, or interpreted as, a waiver of the privileges and immunities enjoyed by the IITK.

28 AMENDMENTS

No modification, amendment or change to the Contract/Purchase Order, or waiver of any of its provisions, or any additional contractual relationship with the vendor shall be valid unless approved in the form of a written amendment to the Contract/Purchase Order, signed by a fully authorised representative of each Party.

29 VALIDITY

The invalidity in whole or part of any condition of the Contract / Purchase Order or clause thereof shall not affect the validity of the remainder of such condition or clause.

30 ENTIRE AGREEMENT

The Contract / Purchase Order constitute the entire agreement and understanding of the Parties and supersede any previous agreement, whether orally or in writing, between the Parties relating to the subject matter of the Contract.

31 GOVERNING LANGUAGE

The Contract / Purchase Order shall be executed in the English language which shall be the binding and controlling language for all matters relating to the meaning and interpretation of the Contract / Purchase Order.

32 EXTENSION CLAUSE

On successful completion of work and subject to appraisal, if the committee recommends, the PO may be extended for another year, committee may extend such term to maximum of 2 years on same terms and conditions as contained in this tender document.

33 RELAXATION TO MSME FIRMS

“No relaxation will be given to MSME firms with regard to prior experience and turnover requirements.

However, firms who have submitted a valid MSME certificate and are registered for the same service are exempt from furnishing the Earnest Money Deposit (refer to DoE O.M. No. F.1/7/2021-PPD-2 dated August 2, 2021)

Tender document

Sealed quotations are invited from the reputed Chartered Accountant Firms by undersigned, for **“Preparation of Annual financial statements and other Ancillary services of the Institute for the financial year ending 31.03.2025”**

The quotation should be physically submitted on or before 16:00 hrs, 24.10.2024 in drop box at FB 106, IIT Kanpur, Kalyanpur (UP) - 208016.

Enquiry No. : **IITK/F&A/ACCRUAL/24-25/001**
Description of item : **“Preparation Annual accounts and other ancillary services of the Institute for the financial year ending 31.03.2025”**

Bid publishing date : **04.10.2024**

Bid submission closing date : **24.10.2024**

Bid opening date : **25.10.2024**

Details of required Items

Sl. No.	Specifications	Quantity In No.
1	Preparation of half yearly financial statements of the Institute	1
2	Consolidation of half yearly accounts of individual accounting units as listed in in Scope of work to prepare consolidated annual financial statements of the institute	1
3	Preparation of Annual financial statements of the Institute	1
4	Consolidation of accounts of individual accounting units as listed in in Scope of work to prepare consolidated annual financial statements of the institute	1
5	Preparation and filing of income tax return of the Institute.	1

General Instruction to the Bidder

1. Bidder should sign and seal properly every paper of tender documents as a token of acceptance.
2. Bidder should quote rate only in format provided in Appendix 5. Rates should be in Rupees.
3. Earnest money ₹60,000.00 (being @ 3% of the estimated value of work) must be deposited in the form of DD/FDR in favor of “Registrar IIT Kanpur” of Nationalize bank/Reputed Bank payable at Kanpur or electronic transfer to A/C no.10426002126 State Bank of India.
4. Security money @ 5% of the Contract value must be deposited in the form of DD/FDR in favor of “Registrar IIT Kanpur” of Nationalize bank/Reputed Bank payable at Kanpur or electronic transfer to A/C no.10426002126 State Bank of India. IIT Kanpur, IFSC code: SBIN0001161 by the bidder within 15 days of issue of LOI to the lowest bidder; followed by execution of the Contract on a ₹100/- non judicial stamp paper mentioning about the agreement to be made which shall include all the terms and conditions mentioned in the tender document. The vendor has to sign on each and every page along with his official seal while the Institute shall sign as the other party.
5. Bidder should submit self-attested credentials in support of qualifications.

Prequalification & Technical Qualification:

Sr. No.	Particulars	Marks Allocation	Max. Marks	Marks Obtained
1	The Chartered Accountant firm must be registered with ICAI for more than 10 years	10-15 years – 5 marks 15-20 years – 7 marks More than 20 years – 10 marks	10	
2	The firm should have atleast 2 full time FCA partners.	2 full time FCA partners – 5 marks Plus additional 1-2 partners – 2 marks 2-5 partners – 3 marks More than 5 partners – 5 marks	10	
3	The firm should have financial standing with the average turnover of 50 lacs and above in last 5 financial years	50 lacs – 75 lacs - 5 marks 75 lacs -1.5 crore – 7 marks More than 1.5 crore – 10 marks	10	
4	Firm should preferably have HO at Kanpur and if not, it should have a branch office in Kanpur (on the date of floating of tender)	HO in Kanpur – 10 marks HO outside Kanpur but branch office in Kanpur – 7 marks No office in Kanpur – 3 Marks	10	
5	Firm must be empanelled with Comptroller and Auditor General of India	10 Marks	10	
6	No. of years of experience in preparing annual accounts of PSU/ Listed Entities/ Autonomous bodies of Govt. of India and Institutes of national importance	3 – 5 years – 5 marks 5-10 years – 7 marks More than 10 years – 10 marks	10	
7	No. of assignments of preparation of annual accounts of entities mentioned in point 6 (If the same PO is being extended over the years without issuance of new PO, it will be treated as single assignment)	1-5 assignments – 5 marks 5-10 assignments – 7 marks More than 10 assignments – 10 marks	10	
8	Understanding of Scope, Deliverables Approach and Methodology (to be evaluated on the basis of presentation)	Technical presentation showing understanding of Institute's requirement (Scope of work and deliverables), detailed approach & methodology for addressing Institute's requirements, plan to meet quality, timeliness of deliverables	30	

Terms & Conditions of the quotations are as under:

1. Any query may be sent to email id shubhamd@iitk.ac.in.
2. The Bid should be submitted as per the instruction given in tender document.
3. The Services mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Other charges, duty, taxes should be clearly mentioned.
5. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified.
6. Quotation should have validity of at least 90 days from the date of opening.
7. The rates quoted should be in metric units/Nos, otherwise your quotation is liable to be ignored.
8. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
9. The bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it, should not have been blacklisted due to default in the performance of contract for any purposes and should not have any investigation pending against it or against the Principal Officer of the bidder.
10. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IIT Kanpur, detailing the conflict in writing as an attachment to this Bid.
11. **Filling up the 'Tender acceptance letter' on firm's letter head is mandatory.**
12. Bidder should submit **(With COVER I)** details of Bank Account for the electronic transfer of Payment/Refund of the Security Money, well typed in letter head of the vendor with signature and seal of authorized person.
13. Any dispute is subject to Kanpur jurisdiction

Scope of work:

The contract is essentially for providing services as mentioned below:

1.1 Preparation of annual accounts of the institute which includes the following:

- a. Verification of all entries passed during the period confirming dual entry system.
- b. Verification of entries in Ledger Accounts.
- c. Verification of Interest-bearing advances of staff.
- d. Verification of other staff advances.
- e. Verification of Realization and payment of statutory dues.
- f. Assessment and provisioning of liabilities both against POs and other payments.
- g. Adjustment of previous year liabilities provided.
- h. Identification and Capitalization of Fixed Assets and reconciliation with Stores & Purchase and providing depreciation on the same.
- i. Inter-Account Reconciliation.
- j. Checking of bank Reconciliations.
- k. Reconciliation of Treasury Single Account (TSA) account with books.
- l. Reconciliation of Higher Education Funding Agency (HEFA) loan accounts.
- m. Verification of Trial Balance.
- n. Preparation of financial statements comprising Significant Accounting Policies, Statement of Income & Expenditure, Balance Sheet, Cash Flow Statement, Receipts and Payments Account, and Schedules & Annexures forming part thereof (on the basis of data that is being maintained by individual units as mentioned below), and Notes on Accounts, in the format presently followed by the Institute or as suggested by the Ministry of Human Resource Development (MHRD); please refer to Institute's consolidated accounts for the

FY 2024-25 as well as for individual accounting units available at the following link:
<http://www.iitk.ac.in/new/annual-accounts>

The financial statements so prepared shall reflect true and fair view of the financial position as at 31st March and of its financial performance and its cash flows for the half- year then ended. Institute presently comprises the following Accounts:

- (i) Main Account (Capital & Revenue) [*also called Account I*]
- (ii) Visitors' Hostel (Guest House) Account
- (iii) Petrol Pump Account
- (iv) Campus School Account
- (v) Provident Fund Account
- (vi) New Pension Account
- (vii) Account-III
- (viii) JEE Account
- (ix) GATE Account
- (x) JAM Account
- (xi) Dean's Capital Fund Account
- (xii) Students' Gymkhana Account
- (xiii) Hall Management Account
- (xiv) Fund Hall Management Account
- (xv) Pension Hall Management Account
- (xvi) Students' Activities Fund Account
- (xvii) Student Benevolence Fund (SBF) Account
- (xviii) Endowment Fund Account
- (xix) Projects [*also called Account II*] Account
- (xx) R&D Fund Account
- (xxi) CDTE
- (xxii) If any other account(s) added during the year shall also be included

- o. In future if there is any change in structure (Administrative/ accounting) of the Institute, firm shall also abide by that.

1.2 Consolidation of accounts of individual accounting units as listed above to prepare consolidated Annual Institute financial statements

1.3 Assist the Institute in compliance of:

- (i) All audit observations related the balance sheet and its entries.
- (ii) Tax authorities for providing information related to their queries on balance sheet figures

1.4 Preparation and filing of annual income tax return of the Institute. The vendor shall be responsible for any query etc. raised by income tax department, till the assessment of the years mentioned above is completed and refund if any is received by the Institute

2.1 Preparation of half-yearly financial statements of the Institute which includes the following:

- a. Verification of all entries passed during the period confirming dual entry system.
- b. Verification of entries in Ledger Accounts.
- c. Verification of Interest-bearing advances of staff.
- d. Verification of other staff advances.

- e. Verification of Realization and payment of statutory dues.
- f. Assessment and provisioning of liabilities both against POs and other payments.
- g. Adjustment of previous year liabilities provided.
- h. Identification and Capitalization of Fixed Assets and reconciliation with Stores & Purchase.
- i. Inter-Account Reconciliation.
- j. Checking of bank Reconciliation.
- k. Reconciliation of Treasury Single Account (TSA) account with books.
- l. Reconciliation of Higher Education Funding Agency (HEFA) loan accounts.
- m. Verification of Trial Balance.
- n. Preparation of financial statements comprising Significant Accounting Policies, Statement of Income & Expenditure, Balance Sheet, Cash Flow Statement, Receipts and Payments Account, and Schedules & Annexures forming part thereof (on the basis of data that is being maintained by individual units as mentioned below), and Notes on Accounts, in the format presently followed by the Institute or as suggested by the Ministry of Human Resource Development (MHRD); please refer to Institute's consolidated accounts for the FY 2024-25 as well as for individual accounting units available at the following link:

<http://www.iitk.ac.in/new/annual-accounts>

The financial statements so prepared shall reflect true and fair view of the financial position as at 30th September and of its financial performance and its cash flows for the half- year then ended. Institute presently comprises the following Accounts:

- (ii) Main Account (Capital & Revenue) [*also called Account I*]
- (iii) Visitors' Hostel (Guest House) Account
- (iv) Petrol Pump Account
- (v) Campus School Account
- (vi) Provident Fund Account
- (vii) New Pension Account
- (viii) Account-III
- (ix) JEE Account
- (x) GATE Account
- (xi) JAM Account
- (xii) Dean's Capital Fund Account
- (xiii) Students' Gymkhana Account
- (xiv) Hall Management Account
- (xv) Fund Hall Management Account
- (xvi) Pension Hall Management Account
- (xvii) Students' Activities Fund Account
- (xviii) Student Benevolence Fund (SBF) Account
- (xix) Endowment Fund Account
- (xx) Projects [*also called Account II*] Account
- (xxi) R&D Fund Account
- (xxii) CDTE
- (xxiii) If any other account(s) added during the year shall also be included

- o. In future if there is any change in structure (Administrative/ accounting) of the Institute, contractor shall also abide by that.

2.2 Consolidation of accounts of individual accounting units as listed above to prepare consolidated half yearly Institute's financial statements

For the timely completion of works as mentioned under “Brief Description of Services” above the vendor shall employ educated and adequate manpower who can coordinate with the functionaries of the Account No-1 and other units and shall provide support wherever necessary for time to time to complete the works within delivery schedule.

Delivery terms:

The services mentioned above must be completed till the timeline mentioned below:

Service # 1.1 – by 15 May

Service # 1.2 – by 31 May

Service # 1.3 – As and when required

Service # 1.4 – Within due date as specified by Income Tax Act

Service # 2.1 – by 31 October

Service # 2.2 – by 15 November

Payment terms:

- a. IITK shall make payment within forty-five (45) Days of the later of:
 - i. successful delivery of the Services to IITK as confirmed by the consignee: Officer In Charge(F&A) for services #1.1, 2.1 and 2.2 and approved by Head of the Finance & Accounts section
 - ii. receipt of final CAG report on annual financial statements (applies to Service# 1.2, 1.3 only); and
 - iii. Receipt of the original invoice(s) issued by the vendor.
 - iv. After receipt of final assessment order/ refund whichever is later, in case of Service#1.4
- b. All invoices shall be in original and shall contain the IITK Purchase Order number, and a description, the quantities, unit and total price(s) of the Services delivered. The currency of invoice and payment shall be as specified in the Purchase Order. Unless otherwise authorized by the IITK, a separate invoice shall be submitted for each service under the Contract/ PO. Subject to Clause 11 of Section V (‘Tax Exemption’), if applicable, the GST amount shall be separately identified in the invoice.
- c. Payments shall be made in the currency stated in the Contract / PO, on the basis of the equivalent value of INR on the day of payment and paid directly into the nominated bank account.
- d. The IITK shall not pay any charge for late payments.

Penalties

If, in accordance with clause 12 of Section B – Commercial terms & conditions, the IITK imposes penalties on the vendor, such penalties shall amount to zero-point one percent (0.1%) of the Purchase Order price applicable to the delayed service, for each day following the initial Delivery Date specified in the Purchase Order to a maximum of five percent (5%) of the total Purchase Order value. The penalties for the delay may be deducted by IITK from any sum(s) due, or to become due, by the IITK to the vendor.

**TENDER ACCEPTANCE LETTER
(To be given on Firm's Letter Head)**

Date: _____

To,
Office In Charge – I (F&A)
IIT Kanpur

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms/ conditions/ clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions mentioned in tender document(s)/ corrigendum(s) in its totality/ entirety.

5. I/ We do hereby declare that our vendor has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I/ We certify that all information furnished by our vendor is true & correct and that in the event, the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,
(Signature of the Bidder, with Official Seal)**

**QUALIFICATION INFORMATION FORM (BIDDER TO SIGN WITH THE DATE AND
PUT HIS SEAL ON THIS FORM)**

General Information

1. Name of Bidder:			
2. Street Address:			
3. P.O. box and mailing address:	Postal Code:	City:	Country:
4. Telephone No.:			
5. Fax Number:			
6. Email Address:			
7. www Domain:			
8a. Contract Name:			
8b. Contract Title:			
9. Parent Company, if any (Full legal name)			
10. Principal subsidiaries, associates and/ or representative(s), if any and relevant to the services:			
11. Corporate Seal:			
12. Type of Business:			
13. year Established:			
14. number of staff employed:			
15. Bank Account details (Bank name, branch and address, Account number and IFSC code)			

Financial information

Turnover of last three financial years of the bidder			
Year	Net Worth (In Rs. at end of the period)	Revenue (In Rs.)	Net profit (In Rs.)
2021-2022			
2022-2023			
2023-2024			

**Yours Faithfully,
(Signature of the Bidder, with Official Seal)**

Details of Work Experience
(To be given on Firm's Letter Head)

Name of the Bidder: _____

Sr. no.	Client Name & location	Contract Description (Work Assigned)	Contract Value (In Rs.)	Contract start date	Contract end date	Whether contract successfully completed (Yes/ No)	Name, Address, telephone no. of the officer to whom reference may be made

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Bid Security Declaration
(To be given on Company Letter Head)

Date: _____

To,
The Officer In Charge - I (F&A)
IIT Kanpur

Sub: Certificate for bid security declaration

Tender Reference No : _____
Tender ID : _____

Name of Tender / Work: -

"I/We have read the clause regarding Bid Security Declaration/Earnest Money Deposit and I/We are fully aware that if I/We withdraw or modify the bid during the period of validity I may be suspended for a period of 3 years."

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

TECHNICAL BID

Sr. No.	Particulars	Marks Allocation	Max. Marks	Marks Obtained
1	The Chartered Accountant firm must be registered with ICAI for more than 10 years	10-15 years – 5 marks 15-20 years – 7 marks More than 20 years – 10 marks	10	
2	The firm should have atleast 2 full time FCA partners.	2 full time FCA partners – 5 marks Plus additional 1-2 partners – 2 marks 2-5 partners – 3 marks More than 5 partners – 5 marks	10	
3	The firm should have financial standing with the average turnover of 50 lacs and above in last 5 financial years	50 lacs – 75 lacs - 5 marks 75 lacs -1.5 crore – 7 marks More than 1.5 crore – 10 marks	10	
4	Firm should preferably have HO at Kanpur and if not, it should have a branch office in Kanpur (on the date of floating of tender)	HO in Kanpur – 10 marks HO outside Kanpur but branch office in Kanpur – 7 marks No office in Kanpur – 3 Marks	10	
5	Firm must be empanelled with Comptroller and Auditor General of India	10 Marks	10	
6	No. of years of experience in preparing annual accounts of PSU/ Listed Entities/ Autonomous bodies of Govt. of India and Institutes of national importance	3 – 5 years – 5 marks 5-10 years – 7 marks More than 10 years – 10 marks	10	
7	No. of assignments of preparation of annual accounts of entities mentioned in point 6 (If the same PO is being extended over the years without issuance of new PO, it will be treated as single assignment)	1-5 assignments – 5 marks 5-10 assignments – 7 marks More than 10 assignments – 10 marks	10	
8	Understanding of Scope, Deliverables Approach and Methodology (to be evaluated on the basis of presentation)	Technical presentation showing understanding of Institute's requirement (Scope of work and deliverables), detailed approach & methodology for addressing Institute's requirements, plan to meet quality, timeliness of deliverables.	30	

Note- Bidder must ensure to submit all the documentary evidence to justify above marking points

**Yours Faithfully,
(Signature of the Bidder, with Official Seal)**

FINANCIAL BID
(To be given on Firm's Letter Head)

Date: _____

To,
 The Officer In Charge - I (F&A)
 IIT Kanpur

Sub: Financial Bid

Sr. No.	Nature of Service	No.	Rate (excl. GST)	GST	Total Amount (In INR)	Total Amount (In Words)
1	Preparation of Annual financial statements of the Institute	1				
2	Consolidation of accounts of individual accounting units as listed in in Scope of work to prepare consolidated annual financial statements of the institute	1				
3	Preparation and filing of income tax return of the Institute	1				
4	Preparation of half yearly financial statements of the Institute	1				
5	Consolidation of accounts of individual accounting units as listed in Scope of work to prepare consolidated half yearly financial statements of the institute	1				
TOTAL						

Yours Faithfully,
(Signature of the Bidder, with Official Seal)