



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

GT ROAD, KALYANPUR, KANPUR – 208 016

UTTAR PRADESH, INDIA

**TENDER REFERENCE NO.: RD/IITK/2026-27/005 DATED 27-02-
2026 BID SUBMISSION END DATE – 20-03-2026**

TENDER DOCUMENTS

For

**PREPARATION OF ANNUAL FINANCIAL STATEMENTS AND
OTHER ANCILLARY SERVICES OF HALL ACCOUNTS OF THE
INSTITUTE FOR THE FINANCIAL YEAR ENDING 31.03.2026**

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.

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| Name of Work | “Preparation of Annual accounts and other ancillary services of Hall Accounts of the Institute for the financial year ending 31.03.2026 (with annual extension up to a maximum of 4 more years, i.e., 2026-27, 2027-28 and 2028-29, including preparation of half-yearly financial statements)” |
| Date of Publishing | 27-02-2026 (19:00 hrs) |
| Clarification Start Date and Time | 27-02-2026 (19:00 hrs) |
| Clarification End Date and Time | 06-03-2026 (16.00 hrs) |
| Queries (if any) | No queries will be entertained after the clarification end date and time |
| Bid Submission Start Date | 27-02-2026 (19:00 hrs) |
| Last Date and time of submission of Bids | 20-03-2026 (16:00 hrs) |
| Date and time of opening of Technical Bids | 23-03-2026 (16:00 hrs) |
| Date and time of opening of Financial Bids | Will be separately notified for technically shortlisted/qualified bidders. |
| Earnest Money Deposit (EMD) | ₹20000/- (In the form of a demand draft/bank guarantee/fixed deposit favouring “Registrar, IIT Kanpur”) |

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

<https://www.iitk.ac.in/tender-notice-r-d>

SECTION A - INSTRUCTION TO BIDDERS

1. PREPARATION AND SUBMISSION OF BIDS:

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

Tender Reference No.: RD/IITK/2026-27/005

Preparation of Annual Financial Statements and other ancillary services of Hall Accounts of the Institute for the financial year ending 31.03.2026

2. SUBMISSION OF THE BID

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

3. TECHNICAL BID

Signed copies of the following documents must be provided in the Cover, marked as "Technical Bid (Cover 1)"

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

- (i) Signed and filled copy of the 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 01.01.2026
- (vi) Signed copy of work completion certificate/ PO as mentioned under Appendix 3.
- (vii) Signed copy of any other document(s) mentioned in the tender document.
- (viii) Signed copy of audited financial statements of the contractor for the last 3 financial years, i.e., 2022-23 to 2024-25

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

4. FINANCIAL BID

- a. The currency of all quoted rates shall be Indian Rupees. All payments shall be made in Indian Rupees.
- b. 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 a Cover titled "Financial Bid (Cover 2)" and based on the scope of work, service conditions, and other terms outlined in the Tender document. It

should include all costs associated with the Terms of Reference/Scope of Work of the assignment.

- c. The Financial Proposal should include all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws.

5. LAST DATE FOR SUBMISSION OF TENDER:

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

6. BID VALIDITY

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of the 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.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, before expiry of the original time limit, the IIT may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing to such extensions, will be allowed to withdraw their bids without forfeiture of their Bid Security.

7. MODIFICATION / SUBSTITUTION/ WITHDRAWAL OF BIDS:

- a. No Bid shall be modified, substituted, or withdrawn by the Bidder after the Bid's due Date.
- b. Any alteration/ modification in the Bid or additional information supplied after 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: -

- a. The bidder is found ineligible.
- b. The bidder does not submit all the documents as stipulated in the bid document.

9. SELECTION CRITERIA:

Technical Evaluation

Technical evaluation will be done based on the information given by the technical bid submitted by the bidders. A bid containing partial, incomplete, uncleared and superfluous, and unwanted information will be summarily rejected.

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

Bidder obtaining less than 70 marks in technical evaluation (before applying 70% weightage will be disqualified.)

Financial evaluation

Financial evaluation is purely done on the financial implications. Any superfluous, unreasonable asset 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 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 the "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 of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against 'Quality' criteria will be recommended for award of contract. Even if there is a tie, preference will be given to the firm which is having local permanent establishment.

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. "Contractor" 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 contractor to the IITK, as specified in the 'DELIVERY DATE' named field of the IITK Purchase Order;
- e. "Force Majeure" means any unforeseeable exceptional situation or event beyond the Parties' control that prevents either of them from fulfilling any of their obligations under the Contract. It was not caused by error or negligence on their part (or that of their partners, contractors, agents, or employees) and could not have been avoided through due diligence. Strikes or financial problems cannot be claimed as Force Majeure by the defaulting Party. Neither Party shall be held liable for breaching the Contract if it is prevented from doing so by Force Majeure. The Party invoking Force Majeure shall notify the other immediately, explaining the nature, likely duration, and foreseeable effects, and shall take whatever measures are necessary to minimize potential damage.
- f. "Services" means all kinds of services, Consultancy/Non-Consultancy under the contract;
- g. "IITK" means the Indian Institute of Technology Kanpur;
- h. "IITK Purchase Order" refers to IITK's official purchase order document.
- i. "Party" means the IITK or the contractor, and "Parties" means the IITK and the contractor; 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 contractor. The contractor is engaged as an independent contractor for the sole purpose of executing the services.
- 2.2.** The Contract shall be concluded upon the contractor duly following the countersigning.

3. FUNDING

This Contract will only become and stay effective if IITK issues an official Purchase Order after completing the tender process. If this does not happen or stops being the case, IITK shall promptly notify the Contractor.

Any continuation of the Contractor's performance under this Contract after being notified by IITK shall be at the Contractor's risk and expense.

4. DELIVERY AND TAKE-OVER OF SERVICES

The Contractor 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 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.

5. QUALITY OF SERVICE

5.1 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 that may go contrary to the interests of the Institute after collecting the information from various sources of the Institute and its units.

6. INSPECTION AND ACCEPTANCE

6.1 The duly authorized representative(s) of the IITK shall have the right, before payment, to inspect the Services received. The contractor 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 contractor, including specifications of the Services.

6.2 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 contractor shall, at no cost to the IITK, correct/remove the deficiency in the rejected Services or rectify the non-conformity.

6.3 In case of services ordered based on specifications, IITK shall have the right to reject the services or any part thereof and terminate the contract if the services do not conform to the specifications. Nothing in this clause shall in any way release the contractor from any warranty or other obligations under the Contract.

7. PRICE

The price of the Goods/Services shall be as stated in the Purchase Order and may not be increased.

8. PAYMENT

8.1 Unless otherwise stipulated in the Purchase Order, the IITK shall make payment within forty-five (45) Days after the submission of the Invoice on completion of services in a phased manner as contained in the PO.

8.2 All invoices shall be in original form and shall contain the IITK Purchase Order number, a description, the quantities, unit, and total price(s) of the services delivered. The currency of the 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.

8.3 Payments shall be made in INR and paid directly into the nominated bank account.

8.4 The IITK shall not pay any charge for late payments.

9. OBSERVANCE OF LAW AND LICENSES

- 9.1** The contractor shall comply with all laws, ordinances, 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.
- 9.2** Where such errors, irregularities, or fraud are attributable to the contractor, the IITK may also refuse to make payments or may recover the 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.

10. TAX EXEMPTION

The contractor'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 contractor shall immediately consult with the IITK to determine a mutually acceptable procedure for settling the applicable amount.

11. WARRANTY

- 11.1** The Contractor warrants that the Services furnished under the Contract shall conform to the technical specifications, description, and standards specified in the Contract, and shall be free from any defects and deficiencies.
- 11.2** The contractor shall continue to remain responsible for the accuracy and quality of the Services provided for a period of two years from the end of the financial year to which the service pertains, unless the law-mandated period is longer, in which case the longer period shall apply.
- 11.3** 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 contractor 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.

12. DELIVERY OF SERVICES

- 12.1** 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.
- 12.2** The contractor shall provide a 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 contractor.
- 12.3** A full copy set of all working sheets relating to the calculation of Input Tax Credit availed and not availed, along with the calculation of tax liability, shall also be handed over to IITK along with the monthly/quarterly and annual returns.

13. DEFAULT AND DAMAGES

- 13.1** If, due to reasons attributable to the contractor, the contractor 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 contractor in default under the Purchase Order.

- 13.1** When the contractor is thus in default, the IITK may, by written notice to the contractor, immediately terminate the Purchase Order in whole or in such part or parts thereof in respect of which the contractor is in default.
- 13.2** Alternatively, to clause 13, when the contractor is in default, the IITK may, at its own discretion, set a reasonable period for the contractor to rectify its default. Any new Delivery Date shall be specified in a written amendment to the Purchase Order, duly countersigned by the contractor.
- 13.3** The IITK may, at its discretion, impose penalties upon the contractor calculated in accordance with clause 14 for each week the contractor is late in delivering the Services past the Delivery Date initially specified in the Purchase Order.
- 13.4** If the contractor does not rectify its default within the reasonable period as communicated, the IITK may, by written notice to the contractor, terminate the Purchase Order with immediate effect.
- 13.6** Upon any termination of the Purchase Order, in whole or such part(s) thereof in respect of which the contractor is in default, the IITK may engage another contractor to deliver the Services and recover any difference in price and any additional costs from the contractor.
- 13.7** The contractor shall indemnify the IITK for all losses, charges, costs, and expenses, which the IITK may suffer or incur as a result of the contractor's default, including those resulting from engaging another contractor pursuant to this clause 13.

14 PENALTIES

If, in accordance with clause 15, the IITK imposes penalties on the contractor, such penalties shall amount to zero-point five percent (0.5%) of the total Purchase Order price for each week following the initial Delivery/Service Date specified in the Purchase Order to a maximum of ten percent (10%) 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 Contractor. In case of non-performance of any such services mentioned in the Scope of Work, IITK is liable to forfeit the Security Money Deposit in whole or in part (if applicable).

15 DELAY NOT ATTRIBUTABLE TO THE CONTRACTOR

If the contractor delays at any point of time in the delivery of the Services or fulfilment of any other of the contractor'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 contractor'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 contractor's applicable obligations shall be extended for such reasonable period of time as the IITK and the contractor 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 contractor.

16 FORCE MAJEURE

As soon as possible after the occurrence of any event constituting Force Majeure, but no later than three (3) Days, the contractor shall give notice and full particulars in writing to the IITK of the Force Majeure. If the contractor is thereby rendered unable, wholly or in part, to meet its obligations under the Contract,

the IITK may terminate the Contract/Purchase Order with immediate effect by providing written notice to the contractor.

17 INDEMNITY

17.1 The contractor 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 contractor or its employees, agents or subcontractors in the performance of the Contract.

17.2 It includes, without limitation, claims and liabilities like workmen's compensation and claims and liabilities arising out of the use of patented inventions or devices.

18 ASSIGNMENT

18.1 The contractor shall not assign, transfer, pledge, or make other disposition of the Purchase Order or any part thereof or of any of the contractor'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.

18.2 The contractor shall not subcontract any of its obligations under the Contract/Purchase Order without the express written consent of the IITK. The IITK may require the contractor to furnish particulars of the proposed subcontract as the IITK deems necessary.

18.3 The IITK's approval of any subcontracting shall not relieve the contractor from any liability or obligation under the Contract. In any subcontract, the contractor agrees to bind the subcontractor by the same terms and conditions by which the contractor is bound under the Contract/Purchase Order.

19 INSOLVENCY AND BANKRUPTCY

19.1 Should the contractor become insolvent or should control of the contractor 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 contractor's obligations or terminate the Purchase Order with immediate effect, by providing the contractor with written notice thereof.

19.2 Should the contractor be adjudged bankrupt, or should the contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the contractor'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 contractor with written notice thereof.

20 TERMINATION

The IITK shall have the right to terminate the Purchase Order or any of the provisions thereof at any time by serving a three-day notice to the contractor.

21 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.

22 ADVERTISING

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

23 DISCRETION AND CONFIDENTIALITY

The contractor 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 contractor shall not disclose at any time to any third party any information which has not been made public and which is known to the contractor by reason of its association with the IITK. The contractor 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.

24 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 contractor: the contact details set out in the 'CONTRACTOR' named field of the IITK Contract/Purchase Order.

25 STAFF MEMBERS NOT TO BENEFIT

The contractor 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.

26 GOVERNING LAW

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

27 SETTLEMENT OF DISPUTES

27.1 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.

27.2 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 the 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.

27.3 All disputes are subject to the jurisdiction of the Kanpur courts.

28 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.

29 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 contractor 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.

30 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.

31 ENTIRE AGREEMENT

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

32 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.

33 EXTENSION CLAUSE

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

Tender document

Sealed quotations are invited from the reputed Chartered Accountant Firms by the undersigned, for **“Preparation of Annual financial statements and other Ancillary services of the Institute for the financial year ending 31.03.2026”**

The quotation should be physically submitted on or before 16:00 hrs, 20-03-2026 in drop box at _DoSA office_.

Enquiry No. : **RD/IITK/2026-27/005 DATED 27-02-2026**
Description of item : **“Preparation of Annual accounts and other ancillary services of Hall Accounts of the Institute for the financial year ending 31.03.2026”**

Bid publishing date : **27-02-2026**
Bid submission closing date : **20-03-2026**
Bid opening date : **23-03-2026**

Details of required Items

| Sl. No. | Specifications | Quantity In No. |
|----------------|---|------------------------|
| 1 | Preparation of yearly financial statements of the 16 Halls | 1 |
| 2 | Consolidation of yearly accounts of individual Halls as listed in the Scope of work to prepare consolidated annual financial statements of the Hall Account | 1 |
| 3 | Preparation of Annual Financial Statements of the Hall Management. | 1 |
| 4 | Consolidation of accounts of individual Halls as listed in the Scope of work to prepare consolidated annual financial statements of the institute | 1 |

General Instructions to the Bidder

1. Bidder should sign and seal properly every paper of the tender documents as a token of acceptance.
2. Bidder should quote the rate only in the format provided in Appendix 6. Rates should be in Rupees.
3. Earnest money @ 5% of the estimated value must be deposited in the form of DD/FDR in favor of “Registrar IIT Kanpur” of Nationalized 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 approx. 6 Lakh must be deposited in the form of DD/FDR in favor of “Registrar IIT Kanpur” of Nationalized 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 the agreement to be made, which shall include all the terms and conditions mentioned in the tender document. The contractor 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.

Technical Qualification:

The contractor must obtain at least 70 marks as per the matrix given below to get qualified.

| 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 at least 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 an average turnover of 50 lacs and above in the last 5 financial years | Up to 50 lacs – 5 marks 50 lacs -1.5 crore – 7 marks More than 1.5 crore – 10 marks | 10 | |
| 4 | The firm should preferably have an 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 | The firm must be empanelled with the Comptroller and Auditor General of India | 05 Marks | 05 | |
| 6 | Experience in preparing annual accounts of Educational bodies of the Govt. of India | 05 Marks | 05 | |
| 7 | No. of years of experience in preparing annual accounts of PSU/ Listed Entities/ Autonomous bodies of the 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 | |
| 8 | Number of assignments for the preparation of annual | 1-5 assignments – 5 marks 5-10 assignments – 7 marks | 10 | |

| | | | | |
|---|--|---|----|--|
| | accounts of entities mentioned in point 6 | More than 10 assignments – 10 marks | | |
| 9 | Understanding of Scope, Deliverables Approach and Methodology (to be evaluated on the basis of presentation) | Presentation showing understanding of the Institute's requirement (Scope of work and deliverables), detailed approach & methodology for addressing the Institute's requirements, plan to meet quality, timeliness of deliverables & value proposition | 30 | |

Terms & Conditions of the quotations are as under:

1. Any query may be sent to the email id officer1_sa@iitk.ac.in.
2. The Bid should be submitted as per the instructions given in the tender document.
3. The Services mentioned in the enquiry are and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Other charges, duties, and taxes should be clearly mentioned.
5. The rates offered should be exclusive or inclusive of 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 a 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 the firm's letterhead 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 the letterhead of the contractor with signature and seal of an 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 Hall Accounts, which includes the following:

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

- d. Verification of other staff/Students' 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. Verification of Trial Balance.
 - l. 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 (based on 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 Education (MoE); to assess the volume of work please refer to Institute's consolidated accounts for the FY 2024.
 - m. The financial statements so prepared shall reflect a 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. The Hall Accounts comprise all Hall Accounts and Hall Development Accounts.
 - n. The Expression of Interest (EoI) has all the minor details that can be referred to for verification and preparation of the annual accounts of the Institute.
 - o. In the future, if there is any change in the structure (Administrative/ accounting) of the Institute, the 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 with:**
- (i) All audit observations related to the balance sheet and its entries.
 - (ii) Tax authorities for providing information related to their queries on the balance sheet figures
- 1.4** The bidder shall be responsible for any query, etc., raised by the income tax department, till the assessment of the years mentioned above is completed, and refund, if any, is received by the Institute. Reply to any query must be shared with the CA of the institute's main account.
- 1.5** In case of scrutiny of the above assessment year for which annual accounts and annual return have been filed as mentioned in 1.4, the bidder has to represent the case before the Tax Authorities.

For the timely completion of works as mentioned under "Brief Description of Services" above, the contractor shall employ educated and adequate manpower who can coordinate with the functionaries of the Institute Hall Account and other units and shall provide support wherever necessary from time to time to complete the works within the delivery schedule.

Delivery terms:

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

Service # 1.1 – by 30 April

Service # 1.2 – by 05 May

Service # 1.3 – As and when required

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

Service # 1.5 – Within due date as specified by the Income Tax Act.

Payment terms:

1. IITK shall make payment within forty-five (45) Days of the later of:
 - m. successful delivery of the Services to IITK as confirmed by the consignee.
 - n. receipt of final CAG report on annual financial statements (applies to Service # 1.1, 1.2, 1.3 only); and
 - o. Receipt of the original invoice(s) issued by the contractor.
 - p. After receipt of final assessment order/ refund, whichever is later, in case of Service #1.4.
 - q. After receipt of the final order of scrutiny, in case of service #1.5.
2. All invoices shall be in original form and shall contain the IITK Purchase Order number, a description, the quantities, unit, and total price(s) of the Services delivered. The currency of the 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.
3. Payments shall be made in the currency stated in the Contract / PO, based on the equivalent value of INR on the day of payment, and paid directly into the nominated bank account.
4. The IITK shall not pay any charge for late payments.

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

Date: _____

To,

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 have also been taken into consideration while submitting this acceptance letter.

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

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

6. I/ We certify that all information furnished by our contractor 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 of Establishment: | | | |
| 14. number of staff employed: | | | |
| 15. Bank Account details (Bank name, branch and address, Account number and IFSC code) | | | |

Financial information

| Turnover of the last three financial years of the bidder | | | |
|---|--|-----------------------------|--------------------------------|
| Year | Net Worth (In Rs. at end of the period) | Revenue (In Rs.) | Net profit (In Rs.) |
| 2022-2023 | | | |
| 2023-2024 | | | |
| 2024-2025 | | | |

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

Details of Work Experience
(To be given on the 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 the contract is completed (Yes/ No) | Name, Address, telephone no. of the officer to whom reference may be made |
|----------------|-----------------------------------|---|--------------------------------|----------------------------|--------------------------|--|--|
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Yours faithfully,
(Signature of the Bidder, with Official Seal)

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

Date: _____

To,
The Assistant Registrar
Central Stores
IIT Kanpur-208016

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)

Appendix - 5**TECHNICAL BID****[Bearing 70% weightage in overall evaluation]**

A contractor obtaining less than 70 marks as per the matrix given below will not be considered for further evaluation.

| 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 at least 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 an average turnover of 50 lacs and above in the last 5 financial years | Up to 50 lacs – 5 marks 50 lacs -1.5 crore – 7 marks More than 1.5 crore – 10 marks | 10 | |
| 4 | The firm should preferably have an 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 | The firm must be empanelled with the Comptroller and Auditor General of India | 05 Marks | 05 | |
| 6 | Experience in preparing annual accounts of Educational bodies of the Govt. of India | 05 Marks | 05 | |
| 7 | No. of years of experience in preparing annual accounts of PSU/ Listed Entities/ Autonomous bodies of the 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 | |
| 8 | Number of assignments for the preparation of annual accounts of entities mentioned in point 6 | 1-5 assignments – 5 marks 5-10 assignments – 7 marks More than 10 assignments – 10 marks | 10 | |
| 9 | Understanding of Scope, Deliverables Approach and Methodology (to be evaluated on the basis of presentation) | Presentation showing understanding of the Institute's requirement (Scope of work and deliverables), detailed approach & methodology for addressing the Institute's requirements, plan to meet quality, timeliness of deliverables & value proposition | 30 | |

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

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

FINANCIAL BID
[Bearing 30% weightage in overall evaluation]
(To be given on the Firm's Letter Head)

Date: _____

To,
The Assistant Registrar
Central Stores
IIT Kanpur-208016

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 15 Halls Account. | 1 | | | | |
| 2 | Consolidation of accounts of individual Halls as listed in the Scope of work to prepare consolidated annual financial statements of the institute | 1 | | | | |
| 3 | Maintenance of Accounts on ERP Software, preferably on Tally | 1 | | | | |
| TOTAL | | | | | | |

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

Declaration for Local Content

**(To be given on Company Letter Head - For tender value below Rs. 10 Crores)
(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value
above Rs. 10 Crores)**

Date: _____

To,
The Officer-In-Charge
Central Stores
IIT Kanpur-208016

Sub: Declaration of Local content

Tender Reference No: _____

Name of Tender / Work: - _____

1. Country of Origin of Goods being offered: _____
2. We hereby declare that the items offered have _____% local content.
3. Details of location(s) at which the local value addition is made: _____

“Local Content” means the amount of value added in India, which shall be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

*“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”*

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

Certificate of Tender
(To be given on Company Letter Head)

Date: _____

To,
The Officer-in-charge
Central Stores
IIT Kanpur – 208016

Sub: Certificate of compliance as per Rule 144 (xi) GFRs 2017

Tender Reference No: _____

Name of Tender / Work:

1. “ I have read the clause regarding restrictions on procurement from a bidder of a country that shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

2. “I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all the requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

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

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

Date: _____

To,
The Assistant Registrar
Central Stores
IIT Kanpur-208016

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)