



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
प्रयागराज-211004 (भारत)  
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD  
PRAYAGRAJ-211004 (INDIA)

Ref: 329/PO/CA Empanelment/2024-25

Date: 02/07/2024

**OPEN TENDER (TWO BID SYSTEM)**

for

**EMPANELMENT OF CHARTERED ACCOUNTANT AT MNNIT ALLAHABAD**

Nature of Bidding:	Two Bid System: 1st - Techno-Commercial Bid 2nd - Price Bid
Bid to be submitted	Online at CPPP viz <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
Date of Issue/Publishing	03/06/2024 (1800 Hrs.)
Last Date & Time for submission of Bids	24/07/2024 (1500 Hrs.)
Date & Time for Opening of Technical Bids	25/07/2024 (1530 Hrs.)
Venue of Opening of Technical Bid:	Room No. 203, Conference Hall (Purchase Office), MNNIT Allahabad
Date & Time of opening of Financial Bid	To be informed later.
EMD Amount (In Rs.)	₹10,000.00 (Rupees Ten Thousand only)
Address for Communication	Assistant Registrar (Admin-III) Motilal Nehru National Institute of Technology Allahabad, Teliarganj, Prayagraj-211004
Contact No.	0532-2271056, 2271057, 2271030
E-Mail Address :	<a href="mailto:purchase@mnnit.ac.in">purchase@mnnit.ac.in</a>
EMD (Earnest Money Deposit)	₹ 10,000.00 (Rupees Ten Thousand only) (To be paid through NEFT/RTGS. The Bank details of MNNIT Allahabad is as under: Name of the Bank Account: MNNIT Allahabad Account No.: 77660100015948 Name of Bank: Bank of Baroda IFSC Code: BARB0VJMNRE (Note: Transaction Receipt to be uploaded)

**NOTE:** The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per T&C with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

## 1. BRIEF

The Bid will be the compilation of following documents, along with required supporting documents. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

Sl. No	Documents
1.	<b>Annexure-A:</b> Prequalification-cum-Technical bid
2.	<b>Annexure-B:</b> Affidavit regarding Blacklisting/Non-Blacklisting from taking part in Govt. tender by Govt. dept.
3.	<b>Annexure-C:</b> PROFORMA FOR DIRECT PAYMENT/TRANSFER TO BANK ACCOUNT BY MNNIT ALLAHABAD
4.	<b>Annexure-D:</b> Bid Declaration Form for Earnest Money Deposit (On the Letter Head of the Bidder)

## 2) TERMS OF REFERENCE

### 2.1 SCHEDULE AND SCOPE OF WORK

The Chartered Accountant Firm will depute dedicated personnel(s) depending upon the volume of work involved in each activity and will report every month to Registrar who will act as a counterpart to provide the necessary support to the personnel(s) attached by the Firm to the Institute.

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

2.1.1 Filing of TDS Returns:
Preparation/filing of quarterly/annual return of Income Tax/ Goods and Services Tax/ Service Tax etc. and other tax associated works. Creation of text file for filing of e-TDS return by using data file,
Advise the Institute on TDS/TCS provisions, To extend consultancy & defend the cases related to taxation services as and when required on behalf of the Institute any other works as assigned.
Preparation and submission/filing of quarterly returns of e-TDS (24Q, 26Q and 27EQ) based on the data of earnings and other records of Institute including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc,
Preparation and filing of correction/revised statements against the defaults generated by NSDL and requisite action against the notices received from Income Tax Department during the tenure of appointment.
Preparation and filing of replies to the income tax department in respect of notices / communications received by Institute in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belongs,
Preparation and filing of correction statements, whenever found necessary by Institute on detection of errors in the data maintained by the Institute,
Preparation/generation of TDS certificates in Form 16 and Form 16A,
Maintaining Employee Master Details required for FORM 24Q with Annexure and FORM 16
Maintaining Vendor Master Details required for FORM 26Q with Annexure and FORM 16 A
Maintaining monthly TDS deduction details of Employees/Vendors,
Maintaining TDS deduction details, creation of Challans and entry of the deposit details obtained from the Bank (Bank Challan Serial Number/deposit date),
Attaching/accounting of employees/vendors TDS to a specific Challan, Calculations of any penalty/interest, Adjusting TDS deductions in a Challan,
Any other matter related to the above work required under the Income Tax Act, 1961,

<b>2.1.2 Filing of Annual Income Tax Returns:</b>
Preparation, vetting and filing of Annual Return of the Institute under Income Tax Act with various disclosures, computation notes and other issues relevant for the purpose of filing of the return, Preparation/Review of revised return, if required, to be filed in respect of any financial year,
Preparation of detailed replies and submission thereof to the queries raised by Assessing Officer/Assistant Director Income Tax (Exemption), Dy. Director Income Tax (Exemption) during assessment or appellate proceedings or otherwise by tax authority of present/past appeals/proceedings or other hearings, Pursuing the refund claims.
<b>2.1.3 Preparation and Verification of Annual Accounts:</b>
Compilation, Reconciliation and finalization of Annual Accounts. Preparation of Trial Balance, Balance Sheet, Receipt & Payment Accounts, Income & Expenditure Accounts Preparing the Annual Accounts of the Institute comprising of Balance Sheet, Income and Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses passed,
Identifying prior period income/expenses, while passing the receipt and payment vouchers,
Ensuring that all adjustments are done on a monthly basis, which flow out of Bank Reconciliation statement. Checking of all monthly Bank Reconciliation Statements in respect of all Banks where the Institute has its accounts,
Ensuring that all the data (i.e. all the vouchers of receipt and payment) are entered into Tally Software which is being used for keeping records.
Party wise schedules in respect of Payables and Receivables as per requirement.
All Schedules related to Balance Sheet.
Expenditure Statement and Receipt and Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies,
If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Governors,
<b>2.1.4 Compliance as and when required under Foreign Contribution Regulation Act, 1976 (FCRA) and Preparation and signing of Utilization Certificates for various Government schemes like GIAN etc running in the Institute from time to time.</b>
<b>2.1.5 Works related to registration/compliance under Foreign Contribution (Regulation) Act, 2010 and Foreign Contribution (Regulation) Rules, 2011 and Services related to GST matters and Preparation and signing of Utilization Certificates for various Government schemes like GIAN etc running in the Institute from time to time.</b>
<b>2.1.6. Details of the works for various offices which to be execute activities are presented in the listed below:-</b>
<b>Dean (R&amp;C) Office:</b>
1. Preparation of Annual Accounts, Preparation of Trial Balance, Balance Sheet, Receipt and Payment Account and Income & Expenditure Account and preparation of Bank Reconciliation Statements (monthly reconciliation of cash book) of Project Account
2. Preparation of Annual Accounts, Preparation of Trial Balance, Balance Sheet, Receipt and Payment Account and Income & Expenditure Account and preparation of Bank Reconciliation Statements (monthly reconciliation of cash book) of Dean (R&C) Account
3. Preparation/E-filing of monthly/quarterly/half yearly/yearly return of Income Tax and GST (GSTR-1 to GSTR-9, 9C) Preparation of form-16/16A.
4. Preparation & issue of Utilization Certificate (100 Nos. UC approx.).
<b>Dean (SW) Office:</b> The Office of Dean (SW) has six accounts which needs to be audited by CA.
<b>Dean (Academic):</b> The services of CA are required for Balance Sheet preparation and associated reconciliation of Dean (Academic) account. The CA also assists in preparation & filing of quarterly return of Income tax/GST/Service Tax and other associated works.

## 2.2 Time Period

The Chartered Accountant firm will be required to provide the desired services initially for a period of one-year (FY 2024-25) which may be renewed for another period of four years (on yearly basis) subject to satisfactory performance.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event of their services are evaluated as unsatisfactory at any time during the period.

## 2.3 Pre-qualification Criteria

Quotations are invited from CA firms fulfilling the following criteria:	Documents to be enclosed
(i) The firm must be empanelled with C & AG of India for the year 2023-24.	Proof of empanelment with C & AG for the year 2023-24.
(ii) Firm should have office located at Prayagraj.	Address proof for office location at Prayagraj.
(iii) The firm must have at least six partners [Category-I, as per RBI norms].	Constitution certificate of the firm as on 01.01.2020.
(iv) Average annual turnover of the firm in each year for the last three financial years (FY 2021-22, FY 2022-23 & FY 2023-24) should be more than ₹30.00 Lakhs.	Audited Annual Accounts of the firm for the FY 2021-22, FY 2022-23 & FY 2023-24.
(v) The Firm should have completed at least one similar assignment (during last five years i.e since FY 2016-17) with respect to preparation of Annual Accounts of CFTI such as NITs, IITs, IISERs, IISc and Central University etc. as per new MHRD format (Formats of Financial Statements for Central Higher Educational Institutions of 2015) for Annual Accounts.	Proof of Work completion

## 2.4 Payment Terms

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

- I. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. The rates quoted should have validity for at least three financial years. No request for extra payment on account of increase in price on whatever account will be entertained.
- II. Any increase in statutory taxes during the contract period will be borne by the Institute.
- III. TDS and other statutory dues under Income tax will be deducted at applicable rates.
- IV. Payment shall be done annually after the completion of Annual Accounts for the respective year.
- V. The Institute reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. *Institute reserves the right to cancel the Tender in case of Non-Compliance/Complaints by section in charges, for a particular section or for all the sections.* The decision of the Institute will be the final in this regard. The Firm's price shall reflect any tax exemption to which the Institute 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 Institute shall deduct the amount from the Contract price. Payment of such

adjusted amount shall constitute full payment by the Institute. In the event that any taxing authority refuses to recognize the Institute's exemption from taxes, the Firm shall immediately consult with the Institute to determine a mutually acceptable procedure for settling the applicable amount.

- VI. Successful Bidders must have to submit the performance security @03% of the purchase order or contract value and it will be retained up to the period.

## **2.5 Date of opening of the Tender**

The authorized representatives of the firms carrying authority letter may attend the bid opening as per the schedule given on first page of the bid document.

## **2.5 FINANCIAL BID**

The interested CA firms may quote their professional fees (all inclusive) in the BOQ format (Excel Sheet) for following offices:-

Sl. #	Offices
1.	Accounts Office
2.	Dean (R&C)
3.	Dean (SW)
4.	Dean (Academic)

**NOTE: Bidders to quote individual prices for all sections.**

- All-tax inclusive basis.
- L-1 will be decided on the basis of total cost.
- The quoted fee should be inclusive of Professional Fee, Travelling, Food and other Expenses.
- Deductions shall be made by the Institute as per statutory rates and norms wherever applicable.
- We undertake that the rates quoted by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.
- We note that payment for respective sections [Sl. # 1 to 4] will be done after recommendations from concerned section in charge.

**PRE-QUALIFICATION-CUM-TECHNICAL BID**

Sl.	Criteria	Compliance	Annexure
1	The firm must be empanelled with C & AG of India for the year 2023-24		
2	Firm should have office located at Prayagraj.		
3	The firm must have at least six partners [Category-I, as per RBI norms].		
4	Average annual turnover of the firm in each year for the last three financial years (FY 2021-22, FY 2022-23 & FY 2023-24) should be more than Rs 30.00 Lakhs		
5	The Firm should have completed at least one similar assignment (during last five years i.e since FY 2016-17) with respect to preparation of Annual Accounts of CFTI such as NITs, IITs, IISERs, IISc and Central University etc. as per new MHRD format (Formats of Financial Statements for Central Higher Educational Institutions of 2015) for Annual Accounts.		

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

Date:

Signature: \_\_\_\_\_

SEAL:

Name and Designation: \_\_\_\_\_

**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT.  
TENDER BY GOVT**

**(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----has not been blacklisted or debarred in the past by MNNIT Allahabad or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----was blacklisted or debarred by MNNIT Allahabad, or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.-----.

The period is over on-----and now the firm/company is entitled to take part in Government tenders. In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MNNIT Allahabad, and EMD/SD shall be forfeited. In addition to the above MNNIT Allahabad, will not be responsible to pay the bills for any completed/ partially completed work.

Signature .....

Name.....

Capacity in which assigned: .....

Name & address of the firm: .....

Date:

Signature of Bidder with seal.

**PROFORMA FOR DIRECT PAYMENT/TRANSFER TO BANK ACCOUNT BY MNNIT ALLAHABAD  
[To be uploaded]**

Sl. No.	Particulars	Information
1.	Firm [Beneficiary] Name	
2.	Complete Bank Account No. of the Firm [beneficiary] [in case of change in bank account vendor should write to Accounts Office]	
3.	Bank Name	
4.	Branch Address	
5.	IFSC Code No.	
6.	Permanent Account Number	
7.	Mobile No. [for SMS]	
8.	Email ID [for information]	

We undertake that all information provided above is correct and MNNIT Allahabad will not be responsible in case of any error on the part of firm.

[Seal and Signature of the firm]

**ANNEXURE-D**

**Bid Declaration Form  
(ON THE LETTER HEAD OF THE BIDDER)**

To,  
Assistant Registrar (Admin-III)  
MNNIT Allahabad, Prayagraj

I/We M/s..... (Name) bid for the tender ..... (tender No.) towards ..... (Name of the work) declare that if I/we withdraw or modify my/our Bids either during the period of validity of bid or fail to execute the contract on award of the purchase order/contract, we understand and agree that our firm will be debarred for the period of one year (from the date of bid opening) for further bidding of any tender of your Institute. Further, we agree that your Institute is at liberty to intimate this debarment to all department/organization of Government and Government Organization

[Seal and Signature of the firm]