



*NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND  
RESEARCH-GUWAHATI  
DEPARTMENT OF PHARMACEUTICALS, MINISTRY OF CHEMICALS  
AND FERTILIZERS, GOVERNMENT OF INDIA  
SilaKatamur, Halugurisuk, Changsari, Kamrup, Assam-781101, India*

**EoI No: NIPERG/S&P/43/EoI/CA/2025-26/66 Date: 03.06.2025**

## **Expression of Interest**

**Name of Work: EXPRESSION OF INTEREST FOR EMPANELMENT OF  
CHARTERED ACCOUNTANT FIRMS FOR NIPER-GUWAHATI**

***EOI TO BE SUBMITTED ON OR BEFORE: 02:00 PM. ON 24.06.2025.***

Contact details:

<b>Particulars</b>	<b>Telephone</b>	<b>E-mail</b>
Stores and Purchase Officer	7099007822	<a href="mailto:purchase@niperguwahati.ac.in">purchase@niperguwahati.ac.in</a>
Website	<a href="http://www.niperguwahati.ac.in">www.niperguwahati.ac.in</a>	

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## EXPRESSION OF INTEREST

### *Expression of Interest for Empanelment of Chartered Accountant for Handling NIPER Guwahati's Audit and Other Financial & Accounts related work*

The National Institute of Pharmaceutical Education and Research Guwahati (NIPER-G) is a national-level institute in pharmaceutical sciences with a proclaimed objective of becoming a centre of excellence for advanced studies and research in pharmaceutical sciences. The Government of India has declared NIPER as an 'Institute of National Importance'. It is an autonomous body set up under the aegis of the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India.

Expression of Interest (EOI) is requested for the empanelment of Chartered Accountants for handling NIPER-G's Audit and Finance and Accounts related works.

The Bid may be submitted by interested party under **two bid system** namely **Technical Bid** and **Financial Bid**. There must be two separate envelopes duly sealed and super subscribing the subject on envelop. EMD must be kept in technical bid envelop only. Both the envelopes i.e. Technical Bid and Financial Bid must be kept in one bigger envelope and duly sealed and super subscribing the subject '**EOI for Empanelment of Chartered Accountant**' at the top on the envelope. Unsealed envelope will be rejected out rightly. The last date for receiving EOI is **24<sup>th</sup> June 2025 before 1400 hours (2 PM), and the bids will be opened on the same day at 1530 hours (3:30 PM)**.

The envelope may be addressed to Director, National Institute of Pharmaceutical Education and Research Guwahati (NIPER-G), Sila Katamur (Halugurisuk), P.O.: Changsari, Dist: Kamrup, Assam, Pin: 781101

This advertisement does not constitute and will not be deemed to constitute any commitment on the part of NIPER Guwahati. The Director, NIPER Guwahati, in the best interests of the institute, further reserves the right to accept or reject any proposals without assigning any reason and further reserves the right to withdraw the tender at any stage.

## SCOPE OF WORK

1. Quarterly Income tax TDS (Form24Q salary & Form26Q Non-salary) returns and any other such return in Connection with TDS required.
2. Preparation of monthly filing (GSTR1, GSTR3B & GSTR 7) and annual GST returns, and any other return related to GST.
3. Preparation of Annual Accounts.
4. Internal Audit.
5. Advising on GST and TDS matters as and when required.
6. Generation of Form 16 and providing calculation sheets of employees.
7. Certification and SoE of externally funded projects, training and workshop, conference etc.
8. Filling of Annual Income Tax return.
9. Professional Tax monthly and annually return.
10. Forex related work.
11. Any other compliances as per requirement. (Mention the name and the rates)

## SELECTION CRITERIA

1. The firm must be a member of Institute of Chartered Accountants of India (ICAI) and should have valid full-time certificate of practice issued by the respective institutes.
2. The Chartered Accountant must have done above works for more than 5 clients, out of which at least three should be Central/ State government funded Universities/ Research Institutes.
3. The Chartered Accountant should possess professional expertise, especially in handling Audit and Finance and Accounts related works. The firm must have the requisite infrastructure and be financially sound. It should have offices with easy access to Guwahati.
4. The applicant must be a Partnership Firm of Chartered Accountants as on 01.01.2025, registered with the Institute of Chartered Accountants of India (ICAI) with a valid Firm Registration Number (FRN).
5. Preference will be given to firms that have been continuously engaged in with any Ministry of the Government of India for the last three financial years (i.e. FY 2022-23, 2023-24 and 2024-25),
6. The firm should have at least two full-time qualified Chartered Accountant partners, with at least one partner having 10+ years of post-qualification experience. The firm should have adequate technical and support staff to undertake assignments in multiple state concurrently. A declaration for the same is required to be attached.
7. The firm must be GST registered and in compliance with all applicable statutory requirement.

## GENERAL TERMS & CONDITIONS

1. **EMD Deposit:** A refundable Earnest Money Deposit (EMD) amounting to **Rs. 10,000/-**, in the form of Demand Draft/FDR drawn in favour of "The Director, NIPER-Guwahati" issued from a Commercial Bank, will have to be submitted along with the quotation. Offers received without Earnest Money or valid Certificate shall be summarily rejected. The EMD will be returned to unsuccessful bidder after finalization of the above Expression of Interest. In case of successful bidder, the EMD will be converted into security deposit and will be returned without interest after Termination/Completion of the Contract. As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of EMD.
2. Bids will be opened at the time, date and place as specified in the notice in presence of the Bidders or their authorized agents who like to be present at the time of opening. Authorization letter from the Bidder should be submitted at the time of opening the bid.
3. The bidders should furnish their full postal address. Letters sends by the department in the address mentioned by the bidders by ordinary post shall be deemed to have been received by the bidders and no complaint about non receipt of letters shall be entertained.
4. The bidders should therefore in their own interest contact the respective officers to ascertain the letter issued. Change of address of the bidders should forthwith be notified by the bidders to all concerned.
5. All bids must be accompanied with up-to date valid GST registration certificate without which no Bid will be considered.

6. The empanelled CA Firm may opt to raise the invoice after completion of assigned task within the scope of work.
7. The period of the empanelment shall be 1 year from the date of publishing of empanelled list of Chartered Accountants in the Institute website. This period may be also shorter if the department arrives at a reasoned conclusion that the performance of the selected bidder is below par and the bidder is not able to perform its assigned work. The decision of Director NIPER-Guwahati will be final and binding on both the parties.
8. The department or the empanelled firm is entitled to withdraw or cancel the empanelment by serving notice on either side giving 90 (ninety) days time. Then the Performance security will be returned to the empanelled firm.
9. The Department shall have the right to accept any bid in full or in part.
10. No extra clause/terms & conditions imposed by the Bidders will be entertained by the department.

#### 11. RATES

The bidders should quote the rates against the various activities in the schedule of rates (annexure III). The bidder shall not alter the rates during the pendency of the contract and no enhancement of rate will be entertained. The rates will be valid for a period of 1 year. The Department may invite fresh EOI as and when necessary and deemed fit even before the expiry of 1 year specified above or extend the validity of the contract by another 02 (two) years (one year at a time) i.e. for a total of 03 (three) years without any change in rates and terms & conditions depending on the requirement of the department. The decision of the Department in this regard shall be final and binding.

#### 12. PENALTY FOR NON-PERFORMANCE

If the empanelled firm fails to carry out the work as per the work order or withdraw its rate contract, his/her performance guarantee/security will be forfeited.

#### 13. FORCE-DE-MAJEUR CLAUSE

The contract is subject to Force-de-Majeour clause as applicable under the Law.

#### 14. ADDENDA:

At any time prior to the deadline for submission of EOI, the Employer may amend the EOI Document by issuing addenda. Any addendum issued shall be part of the EOI Document and shall be uploaded in the Institute website [www.niperguwahati.ac.in](http://www.niperguwahati.ac.in). To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may, at its discretion, extend the deadline for the submission of Quotations.

#### 15. VALIDITY OF BID:

The Bid shall remain valid for acceptance for a period of 90 days from the date of quotation. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

#### 16. Conflict of Interest:

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- a) The selected firm should provide professional, objective and impartial service and hold NIPER Guwahati interest paramount.
  - b) The selected firm shall not downstream or outsource any part of the scope of the work.
  - c) The selected firm shall not disclosed any document/information received during the course of consultancy to other organisation who so ever.

**17. The Empanelled list of Chartered Accountants will be published in our Institutes web site, [www.niperguwahati.ac.in](http://www.niperguwahati.ac.in).**



Stores and Purchase Officer

## Annexure I

### List of Documents to be attached for Chartered Accountant Firm

- 1) Copy of Registered partnership deed.
- 2) Partners data as per ICAI website.
- 3) List of Partners and paid assistants and other staff.
- 4) Certificate of Office located at Guwahati.
- 5) Audited / Certified Balance Sheet and Profit & Loss statement for last 3 years.
- 6) The firm must submit copies of appointment letter from the organisation as per technical eligibility criteria.
- 7) Certificate that no legal suit/criminal case pertaining or contemplated against the CA or CMA firm on the grounds of moral turpitude or for violation of any laws in force.
- 8) All the documents including all the pages Bid submitted must be self-attested.
- 9) EMD as per clause 01 of General Terms and Conditions.
- 10) Proforma for Empanelment of Chartered Accountant Firms as per annexure II
- 11) Bid Security Declaration Certificate, if applicable as per annexure IV

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Annexure II

Performa for empanelment of Chartered Accountant Firms

<u>S. no</u>	<u>Information/Details sought</u>	<u>Reply</u>
1.	Name and address of the person/firm. In case of firm, please also provide total number of partners and names of partners Who will be engaged in this assignment	
2.	PAN-Permanent Account Number	
3.	GST Certificate and Incorporation Certificate(if applicable)	
4.	Date of Birth (in case of individual)and date of incorporation (in case of firm)	
5.	Address for correspondence including Contact No./Mobile No. and E-mail ID	
6.	Membership No. of institute of Chartered Accountants of India/Institute of Cost Accountants of India along with date Of becoming member of institute For all partners	
7.	Whether empanelled (during last seven years) with department of Income Tax, Department of Customs & Central Excise, Department of Goods & Service Tax. Please Attached relevant proof.	
8.	Average annual turnover in last three Financial year please Attached Audited/Certified balance sheet	
9.	No. of Audit Assignment of Internal /Statutory/PSUs entities except Bank Branch Audit, for which the audit has been Done in last 5years .please attached relevant proof.	
10.	Staff Strength (excluding typist, stenographers, computer operators, secretaries and subordinate staff etc.) Consisting of Audit and Article clerks with the knowledge in book Keeping and accountancy and are engaged in outdoor audit.	
11.	Whether any investigation/inquiry/disciplinary proceeding is pending in the records of relevant institute like institute of Chartered Accountants of India, the Institute of Cost Accountants of India, the Northern India Regional Council of Chartered Accountants of India and the Northern India Regional Council of Institute of Cost Accountants of India /CBIC/Govt. of NCT of Delhi against any applicant/proprietor /partner/employee of the firm (Give details)	

Signature and seal of Authorized Person

**Annexure III**  
**Performa of Financial Bid**  
**Schedule of rates**

EoI no. NIPERG/S&P/43/EoI/CA/2025-26/66 dated 03.06.2025

Sr. no.	Item	Rate (inclusive of all expenses)	GST (Rs.)	Total (Rs.)
1	Quarterly Income tax TDS (Form24Q salary & Form26Q Non-salary) returns and any other such return in Connection with TDS required			
2	Preparation of monthly filing (GSTR1, GSTR3B & GSTR 7) and annual GST returns, and any other return related to GST			
3	Preparation of Annual Accounts			
4	Internal Audit			
5	Advising on GST and TDS matters as and when required			
6	Generation of Form 16 and providing calculation sheets of employees			
7	Certification and SoE of externally funded projects, training and workshop, conference etc			
8	Filling of Annual Income Tax return			
9	Professional Tax monthly and annually return			
10	Forex related work			
11	Any other compliances as per requirement. (Mention the name and the rates)			

Note:

- a) Financial Bid shall be opened only for the firm(s) which are recommended by the Institute for empanelment.
- b) The price shall be fixed and including of all applicable taxes and duties.
- c) While quoting the price, the bidder shall consider all expenses including travelling, boarding, conveyance and other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by NIPER Guwahati. Rate quoted shall be fixed & shall not be quoted with variation / discount etc or other condition.
- d) NIPER Guwahati reserves the right to reject any or all of the applications, without assigning any reason and without incurring any liability thereof.

Signature and seal of Authorized Person

**Annexure IV**

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**

(On Bidders Letter Head)

I/ We, the authorized signatory of M/s ..... participating in the subject expression of interest (EOI) no..... for the job/ item of ....., do hereby declare:

1. That I/ we have availed the benefit of waiver of EMD while submitting our offer against the subject EOI and no EMD being deposited for the said expression of interest (EOI). (copy enclosed).
2. That in the event we withdraw/ modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given time line or I/we fail to submit a Performance Security within the given time line or I/we commit any breach of expression of interest (EOI) condition/ contract which attracts penal action of forfeiture of EMD and I/ we will be suspended from being eligible for bidding/ award of all future contract(s) of **NIPER Guwahati** for a period of 3 years from the date of committing such breach.

Signature and seal of Authorized Person

