

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-12-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	02-12-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Indian Institute Of Information Technology (iiit)
कार्यालय का नाम/Office Name	Ranchi
वस्तु श्रेणी /Item Category	Hiring of Consultants - Milestone/Deliverable Based - Chartered Accountants; Chartered Accountant; No; Hybrid(As specified in scope of work)
अनुबंध अवधि /Contract Period	1 Year(s) 17 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

**ईएमडी विवरण/EMD Detail**

आवश्यकता/Required	No
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**ईपीबीजी विवरण /ePBG Detail**

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Scope Of work:**[1762773221.pdf](#)

**Profile of Consultants:**[1762773261.pdf](#)

**Pre-qualifications Criteria:**[1762773264.pdf](#)

**Payment Terms:**[1762773268.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Experience, Assignment, Turnover, Employee Strength, Achievements etc	100	60	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):60:40**

**Hiring Of Consultants - Milestone/Deliverable Based - Chartered Accountants; Chartered Accountant; No; Hybrid(As Specified In Scope Of Work) ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Consulting Category/ Stream	Chartered Accountants

विवरण/ Specification	मूल्य/ Values
Consultant's Profile	Chartered Accountant
Proof of Concept (POC) Required	No
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
<b>एडऑन /Addon(s)</b>	

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Rupesh Kumar Verma	834010,IIIT Ranchi, Science and Technology Campus, Shirkha Toli, Namkum, Ranchi-834010, Jharkhand	1	N/A

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including add-ons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

##### 3. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

##### 4. Generic

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due

performance of the Contract and the Sellers obligations there under.

#### 5. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

#### 6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 7. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

#### 8. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

#### 9. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

### अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.

11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

## **1) ELIGIBILITY OF BIDDERS :**

- a) The chartered accountant firm must be located in Jharkhand or have a branch in Ranchi.
- b) The chartered accountant firm must be registered with the Institute of Chartered Accountants of India. They must have a valid Permanent Account Number (PAN).
- c) The chartered accountant firm must have been in operation for at least 5 years since registration.
- d) The chartered accountant firm must have at least 5 years of experience in handling internal audits/statutory audits of Central Government Educational Institutions (such as IITs, IIITs, NITs, Central Universities). The chartered accountant firm must have sufficient manpower resources to conduct internal audits for the financial year 2025-26. The Institute will maintain records of personnel attendance, and non-compliance with this requirement will result in a proportionate deduction.

Desireable : Empaneled with CAG.

## **2) SCOPE OF WORK**

1. Internal Audit of IIIT Ranchi, Capital & Revenue Expenditure, Provident Fund, Gratuity, NPS, including regular checking of vouchers, accounting transactions, cash/bank balances, investment, trial balance etc.
2. Preparation of Income Tax Returns, TDS returns, Preparation and Issuance of Form-16, GST Returns, Payment and Returns of Professional Taxes, Compliance to Labor Laws, Compliance to FEMA laws.
3. Checking of day to day financial transactions so as to ensure compliances related to General Financial Rules (GFR), Accounting Standards, Correct classification of expenses, use of correct ledger and cost centre in accounting, Arithmetical Accuracy.
4. Ensuring accuracy of Accounts Books, files, bank reconciliation statements, stock register, Assets register (consumable and non-consumable), salary register.
5. Assistance in reconciliation of trial balances schedules and bank accounts
6. Preparation of Final Accounts as prescribed by Ministry of Education, Govt. of India.
7. Assisting CAG during audit and preparation of replies to Govt. Audit observations and accounting action thereof.
8. Professional advice in respect of compliance with tax laws, filing of returns thereof, Income tax calculation, TDS matters, GST Matters, Professional Tax etc.
9. Submission of Audit Report for each quarter by the end of subsequent month and Internal Audit Report by 30th April after necessary rectification of accounting action on observations in the quarterly reports.
10. Preparation of Utilization Certificates under Plan and Non- Plan Accounts and Signing of utilization certificate as prescribed by MHRD.
11. Assistance in reconciliation of Fee receipt and other dues from student, release of Assistantship and Caution Money.
12. One article /employee should be deputed by the firm for all working days (except weekly off days/holidays) for working in the Accounts Section for the accounting related works having sufficient knowledge to handle Tally package. The deployed personnel should have with at least 3 years post qualification experience of auditing, accounting, taxation and Govt. Rules and should be polite, cordial and efficient. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed.
13. Independently review and appraise the systems of control throughout the year (not just the financial controls);
14. Recommend improvements to internal controls.
15. Reconciliation of Fees from students/participants

16. Income from Consultancy/Executive Programmes
17. Interest on Investments, Bank Interest
18. Management and Accounting of all Grants received from Govt. & other agencies.
19. Any other Income
20. Treatment in accounts for all Income and recommendations
21. Procurement of Goods & Services: Tendering Processes & selection of the vendor/ contractor, Accounting Treatments for Fixed Assets and Inventory, Store & Purchase Processes
22. Review audit of Employee related claims like TA/DA, Medical Reimbursements, LTC, Children Education, etc. Review/ audit for Payment of Salary, superannuation benefits, Pensions etc.

### **3) CONFIDENTIALITY**

1. The Proprietor/ Partners and employee of the CA Firm shall not disclose/ divulge any proprietary or confidential information relating to assignment, the services or the information of the office of IIIT Ranchi without written consent of the Director of the Institute.
2. The Firm/ Company shall not share the data/ information and analysis relating to IIIT RANCHI obtained during course of their assigned job, with unauthorized persons, entity or agency.

### **4) OBLIGATION OF IIIT RANCHI**

1. Necessary records, files, space, computers, table etc. will be provided by the institute to the manpower deployed by the CA firm. The staff deployed by the agency will work in the office (five days a week / 40 hrs) along with the staff of the Institute.
2. The deployed staff should perform accounts related matters and should have knowledge of Tally. Prime.
3. Instructions shall be given to concerned authorities and officers of the Institute to co-operate with the staff of CA firm for smooth functioning.
4. In case of operational difficulties, the Registrar, IIIT RANCHI may take steps to remove such difficulties without materially altering the scope of work or terms and conditions.
5. Institute will provide Day to day necessary stationary.
6. Institute will provide required Software for making Accounting and Taxation works, software preferably TALLY.ERP 9 or above (or equivalent software) will be provided.

### **5) OTHERS**

1. Engagement of Chartered Accountant Firm for Accounting and Taxation works is for one year, extendable up to two more years on year to year basis, subject to assessment of annual performance by the Institute Authority.
2. Bidders are advised to satisfy themselves about the quantum of the work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
3. The firm shall be responsible for faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse.
4. The contract can be terminated at any point of time if the services of the CA firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be got done from another agency at the risk and cost of the defaulting firm.
5. The Director, IIIT Ranchi reserves the right to reject the Tender in whole or in part without assigning any reason thereof. The decision of the Director shall be final and binding on the CA firm in respect of any clause covered

under the contract.

6. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instruction from the Institute.
7. Any dispute between the CA firm and IIIT Ranchi will be resolved by the committee constituted for the purpose by the Director, IIIT Ranchi. If the firm is not satisfied with the decision of the committee, may approach the Director, IIIT Ranchi for resolution of the dispute.
8. For the purpose of said assignment as well as for any matter arising there under or connected therewith, will be resolved within the jurisdiction of Courts at Ranchi District.

#### **PAYMENT TERMS**

Fee will be paid on quarterly basis on submission on completion of jobs and submission of bill along with audit report for the concerned quarter. The final payment of last quarter will be paid after submission of bill, Annual Audit report and finalization of Annual Accounts. TDS as applicable will be deducted from the Fee.

Note : Quoted rates should be inclusive of all, i.e. internal audit, wages of article/employee deployed at IIIT Ranchi, preparation/submission of Utilization Certificates and all words defined in Scope of Work. No additional payment will be entertained. Professional tax or any other statutory taxes have to be paid by the CA firm on behalf of IIIT Ranchi, if required, and will be reimbursed along with the bill.

**BID DOCUMENT**

**(For engagement of Chartered Accountant Firm at Indian Institute of Information Technology Ranchi for Accounting and Taxation Work)**

**1) Details of CA Firm:**

1	Name of the CA Firm	
2	Official address of the firm with complete contact details	
	Telephone Number (s)	
	Mobile Number (s)	
	Email Address (s)	
3	Registration no of the firm	
4	PAN No. (copy enclosed)	
5	GST No. (copy enclosed)	
6	List of major audits carried out during the last 3 years	<b>Refer to Annexure: C</b>
7	List of major accounting work carried out during last 3 years	<b>Refer to Annexure: D</b>
8	List of major Taxation assignment handled during last 3 years	<b>Refer to Annexure: E</b>
9	Description of work	Monthly charges (inclusive of all charges/ taxes as applicable) in rupees
10	Signed copy of Scope of Work attached	

**2) Detail of Proprietor/ Partners (Status as on 01.11.2025)**

<b>Sl No .</b>	<b>Name and Contact Number</b>	<b>Membership No.</b>	<b>Designation</b>	<b>Qualification</b>	<b>Date of joining the firm</b>

**3) Detail of staff members.**

- a) No of qualified employees:
- b) No of staff other than Qualified employees:

**4) Status of firm**

- a) CAG empanelled firm: Yes/No
- b) Category of firm as per ICAI norms:

**Enclosures:**

- 1. Certificate of practice and status of the Firm on

XX.XX.XXXX as per ICAI records.

2. Declaration about the truth and correctness of data submitted in the letter head of Firm.
3. Duly signed copy of the Scope of Work.

*for,*

Name of the Firm: Chartered Accountants

(CA .....

Prop / Partner Membership No:

We hereby undertake to provide all the required services, as mentioned in the attached scope of work, and in Technical Bid as well as other documents communicated by IIT Ranchi, if we are appointed.

Place:

Signature of Bidder

Date

Name.....

Full Address.....

(Office Seal)

<b>List of major Audits carried out during last three years</b>		
<b>Name of the organization and Particulars of assignment.</b>	<b>Period of Work From ----- To</b>	<b>Name of Contact Person and Contact No.</b>

**(ATTACH EXTRA PAGES IF REQUIRED)**

**Signature of Bidder Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

<b>List of major accounting work carried out during last three years</b>		
<b>Name of the organization and particulars of work</b>	<b>Period of Work From To</b>	<b>Name of Contact Person and Contact No.</b>

**(ATTACH EXTRA PAGES IF REQUIRED)**

**Signature of Bidder Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

<b>List of major Taxation assignments handled during last three years</b>		
<b>Name of the organization and particulars of work</b>	<b>Period of Work From To</b>	<b>Name of Contact Person and Contact No.</b>

**(ATTACH EXTRA PAGES IF REQUIRED)**

**Signature of Bidder Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

[In the Letterhead of the firm]  
**Declaration Form**

Tender Notice No.: IIITR/PUR/25-26/CA

Dated: 10/11/2025

I/We \_\_\_\_\_ Partner/ Proprietor

\_\_\_\_\_ of M/s \_\_\_\_\_

Address \_\_\_\_\_

hereby declare that:

1. I/We have read and understood all the terms and condition of the tender. We fulfil all the terms and conditions and applied for the tender for engagement of Chartered Accountants Firms at IIIT RANCHI for accounting and taxation works.
2. Our firm / our partners and our employee will not disclose any proprietary or confidential information relating to assignment, the services or the information of the office of IIIT Ranchi to any unauthorized person or any outside agency without written consent of the Director of the Institute.
3. The documents attached and information provided herewith is true and correct to the best of our knowledge and belief. We know that if the information/ documents attached are found incorrect/false (at any stage of the tender process or even after awarding the work order), we may be debarred from the empanelment and when appointed, the appointment shall be treated as cancelled. The disciplinary action may be taken against the person/ the firm for incorrect information or false declaration.
4. This also certified that this firm have not been indicted or convicted by court of law or no adverse orders have been passed against this firm by regulatory authorities. Further, no investigation by any regulatory authority is pending against the firm. This firm have not been barred from appointment by any Govt. and/or PSUs and/or Semi Govt entities.
5. I/We also understand that the decision of Director IIIT RANCHI will be final. for, any dispute or litigation.

Name of the Firm:

Chartered Accountants

(CA.....)

Prop / Partner Membership no:

**ANNEXURE -G**

Tender Notice No.: IIITR/PUR/25-26/CA

Dated: 10/11/2025

**Sub.: Compliance Report**

Sl. No.	Description of Item(s)/Parameters/Information	Submitted by bidder as Yes or No	Page Sl. No.of Documents
1.	We have gone through the terms & conditions of the tender document and agreed to abide by the same.		
<b>PERFORMANCE OF THE ORGANISATION</b>			
2.	Bidder is registered Firm with proof of document		
3.	PAN No. (copy to be enclosed)		
4.	GST No. (copy to be enclosed)		
5.	List of major audits carried out during the last 3 years as ANNEXURE – C		
6.	List of major accounting work carried out during last 3 years as ANNEXURE –D		
7.	List of major Taxation assignment handled during last 3 years as ANNEXURE - E		
8.	Detail of Proprietor /Partners & Qualified Staff (Status as on 01/11/2025)		
9.	Detail of semi qualified members.		
10.	Certificate of practice and status of the Firm on 01.11.2025 as per ICAI records.		
11.	Declaration as prescribed ANNEXURE -F		
12.	All other requisite document as specified in tender document confirming to company Profile.		
<b>TECHNICAL SPECIFICATION</b>			
13.	Is bid valid for 180 days/or as specified		
14.	Is Bid document duly signed		
15.	Agree to start the work as specified		
16.	Agreed to provide man power as specified		
17.	Payment Terms agreed as Specified		
<b>OTHER REQUIREMENT</b>			
18.	Agreed to sign contract as per Terms & Conditions		

(Signature of authorized person)

Name of the Firm &amp; Seal:

### Technical Scoring

Sl.No.	Particulars	Maximum Marks	Marks obtained	Remarks
1	(a) Year of registration with the Institute of Chartered Accountants in India (10) (b) Years of Active Experience (First assignment/order with Govt. organisation) (10)	20		
2	Present Number of Clients (Details with copies of running contract/order)	20		
3	Experience in IIT/NIT/IIIT/Central Universities/Institute of National Importance	10		
4	Number of Employees : (i) CA foundation : (ii) CA Inter : (iii) CA Final : (iv) CMA : (v) Others :	20		
5	Annual Average Turnover of last 05 Years	20		
6	Overall Profile Evaluation	10		

**Note.** Bidder has to submit this proforma, duly filled in and attach supporting documents.