



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Research & Development Section,
Guwahati-781039, Assam

Corrigendum (Revised EOI)

This is to inform all concerned that, due to certain corrections and revisions in the Terms and Conditions, a *Revised EOI* (No. **IITG/RND/EOI/CA/2025-26/01**, dated **26.11.2025**) has been issued and appended below against our Tender ID: **2025_IITGW_818447_1**.

All applicants are requested to kindly disregard the earlier EOI (No. **IITG/RND/EOI/CA/2025-26/01**, dated **10.11.2025**) and submit their proposals strictly as per the revised EOI provided below.

Sd/-
AR(R&D)

**Expression of Interest
for
Selection of Chartered Accountant Firm**

Name of Service	Empanelment of Chartered Accountants' Firm for providing Auditing services at IIT Guwahati
Revised EOI Issue Date	26.11.2025
Pre-Bid meeting	17.11.2025 at 1100 HRS
Last date & time for bid/offer submission	08.12.2025 at 1700 HRS
Date & Time for technical bid/offer opening	10.12.2025 at 1100 HRS
Date & Time for financial bid/offer opening	To be informed later through email <i>(Will be informed only to technically qualified bidders)</i>
EOI Inviting Authority and Address	The Dean, Research & Development Section, Indian Institute of Technology Guwahati, North Guwahati – 781039, Assam, India. Phone: - 0361-2582082 / 3080 E-Mail: dornd@iitg.ac.in / ar_rnd@iitg.ac.in

Indian Institute of Technology Guwahati

EXPRESSION OF INTEREST (EOI)

Subject: Inviting Expression of Interest (EOI) for Appointment of Chartered Accountants' Firm for providing Auditing services for Sponsored Research Projects, Consultancies, Conferences etc. at IIT Guwahati

The **Indian Institute of Technology Guwahati (IIT Guwahati)** is a public technical university established by the Government of India, located in Amingaon, North Guwahati, in the state of Assam in India. IIT Guwahati was established in 1994 by an act of parliament and its academic program commenced in 1995. It is the sixth member of the IIT fraternity established in India. IIT Guwahati is officially recognized as an Institute of National Importance by the government of India.

The ultimate aim is to provide the students with an educational training that emphasizes innovation, social awareness, professional ethics and nurture leadership skills. A resourceful environment to promote creativity and entrepreneurship amongst researchers is also being developed while maintaining sustainable goals and upholding the values of highest professional ethics and enrich the lives of humanity.

Expression of Interest (EOI) are invited from interested and eligible firms **for Empanelment of Chartered Accountant Firm for providing Auditing services for Sponsored Research Projects, Consultancies, Conferences etc. at IIT Guwahati on or before 08.12.2025 (1700 hrs)**. The interested and eligible firms are required to enclose photocopies of all required documents (self-attested) along-with completely filled annexures. The period of contract is initially for 2 (Two) years - and further extendable up to 1 (one) more year based on satisfactory completion of contract every year on mutually accepted terms and conditions.

GENERAL TERMS AND CONDITIONS:

1. Offers in the proposal should be written in English and price should be written in both figures and words. The offer should be typed or written in pen ink or ball pen. Use of pencil will be ignored. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
2. The interested and eligible firms should download the EOI document from the Institute website (i.e. https://www.iitg.ac.in/iitg_tenders_all). The fully filled in and complete in all respect EOI documents must be submitted at the address specified in this EOI notice within time frame mentioned in this EOI notice.
3. Technical & financial proposal envelopes should be individually sealed and then placed in a third envelope to be sealed and super scribed with EOI number, due date of submission. EOIs received beyond last date of proposal submission will be rejected. No EOI will be entertained by E-mail / FAX.
4. The EOI shall be submitted in a sealed envelope bearing the following reference on top left corner: "No: IITG/RND/EOI/CA/2025-26/01" latest by 08.12.2025 (1700 hrs) and addressed to:
HOS & Assistant Registrar,
Research & Development Section,
IIT Guwahati, Guwahati-781039
5. Pre-bid Meeting is scheduled on 17.11.2025 at 1100 hrs at Meeting Room, Research & Development Section, IIT Guwahati. The prospective applicants are requested to attend the pre-bid meeting on scheduled date and time.
6. Terms & conditions and any other factor which may affect the contract, shall be open for discussion for wider competition and competitive prices.
7. At any time prior to the deadline for submission of proposals, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by amendment.

8. The amendment, if any, will be published on Institute website. In order to afford reasonable time to the prospective applicant, in which they can take amendment into account in preparing their Proposal, the Institute may, at its discretion extend the deadline for the submission of proposal.
9. Technical requirement proposal will be opened on **10.12.2025 (1100 hrs)** in Meeting Room, Research & Development Section of the Institute in the presence of the Applicants or their authorized representative, who are present at the scheduled time.
10. Date and time of opening of financial proposals will be decided after technical proposals have been evaluated by the Institute. Financial Proposals of only those applicants will be opened, who qualify the eligibility criteria, on the specified date and time. The date, time & place of opening of the financial proposals will be intimated in due course of time.
11. The applicants are requested to read the EOI document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the applicant from the EOI exercise.
12. The **EOI** document, duly signed and stamped on each page, shall be submitted in original with the technical proposal as a proof to confirm the acceptance of the entire term & conditions of EOI.
13. Any amendment and / or addition made to the EOI are not permissible after submission of the EOI. **Incomplete EOI(s), will be rejected.**
14. **A Demand Draft of Rs. 5,000/- (including GST in favor of the "Registrar, Indian Institute of Technology Guwahati" payable at Guwahati must be issued towards application fee which is non-refundable. Please mention Tender number and name of the firm on back side of DD.**
15. The EOI will be summarily rejected if:
 - i. If none of the partner or proprietor is DISA/CISA qualified.
 - ii. Documents are not attached regarding
 - Experience
 - Qualification
 - Turnover
 - iii. If any eligibility criteria are not fulfilled.
 - iv. Two envelopes for Technical and Financial proposals along with signed copy of EOI are not attached.

Evaluation and Selection

1. **Part – I (Technical Proposal):** Technical proposal should contain information regarding constitutional documents (Memorandum and Articles of Association or Registration of Firm etc.), Business Turnover, experience in the sector, Compliance to Laws and other relevant documents of the company / firm to enable judging the suitability of the applicant. Self-attested copies of all supporting document(s) should be enclosed with technical proposal in the prescribed format i.e. **APPENDIX A** which should inter alia contain the documents as per succeeding paras.

(a) **Eligibility Criteria:** Agencies fulfilling the following requirements shall only be eligible to apply: -

- i. The Firm must be registered with Institute of Chartered Accountants of India and copy of Registration Certificate must be submitted.
- ii. The Firm must have at least experience of 5 (five) years in Auditing and Accounting.

- iii. The Firm must have an average turnover of Rs.10 Lakh for the last three Financial Years. Certified financial statements, duly certified by PROPRIETOR / PARTNER OF THE FIRM Chartered Accountant (CA) along with ITR for the past three years, shall be enclosed with the technical proposal in support thereof along with copies of Income Tax return.
- iv. **The CA firm must have valid empanelment with C&AG. (Photocopy of Certificate must be attached)**
- v. The CA firm should have its Head office in Guwahati with adequate staff at least before 2 years of this EOI publishing date. (Copy of self-attested registration certificate with ICAI is required to be submitted)
- vi. The firm must have to attach photocopy of valid PAN Card and GST Registration Certificate.
- vii. The firm should have successfully completed peer review process as prescribed by ICAI (Photocopy of Certificate must be attached)
- viii. At least one partner/proprietor of the firm should be DISA/CISA qualified. **Firm not having any partner who is DISA /CISA qualified will be summarily rejected and their technical evaluation will not be done.**
- ix. The CA firm or any of its partners/members **is not been currently debarred and / or blacklisted by any active** Central Government/ State Government/ Autonomous/ PSU etc. organizations. An affidavit to that effect on Non-Judicial Stamp paper of Rs. 100/- duly notarized shall be enclosed with the technical proposal. The Performa of the affidavit is attached with the EOI as **APPENDIX C.**

(b) The Applicant shall submit only one copy of EOI document and addenda thereto, if any, with each page of this document signed and stamped to as a proof to confirm the acceptance of EOI term & conditions by Applicant. If more than one bid is received within due time, application received later will be considered.

(c) The proposal of any Applicant who has not complied with one or more of the conditions of eligibility criteria and/or fail to submit the required documents as mentioned/ or required in EOI document are liable to be summarily rejected.

(d) Unresponsive or invalid bids are liable to be cancelled.

(e) **Preparation Cost:** The Applicant shall solely bear all costs associated with the preparation and submission of the proposals, including the Office visit etc. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the EOI process. In no case such costs shall be reimbursed by the Institute.

(f) **Local Conditions:**

(i) It shall be the responsibility on each Applicant to fully inform / acquaint / familiarize himself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All Applicant(s) intending to proposal shall visit and make themselves thoroughly acquainted with the local site conditions.

(ii) The Institute shall presume that the Applicant has understood and agreed that all the relevant factors have been kept in view while submitting the proposal. No financial adjustment arising thereof shall be permitted by Institute, on the basis of any non-clarity of information about local conditions being pleaded by the Applicant. Further, no claim for financial adjustment being made by the contract awarded on this EOI document will be entertained by the Institute.

2. **Part – II (Financial Proposal):**

(i) The financial proposal **exclusive of GST** will be in the format enclosed with EOI as **ANNEXURE-D** in separate sealed cover. **Failure to provide price proposal in a sealed separate cover will result in invalidation of the offer.**

(ii) The Proposal should be neatly filled /typed and signed in ink legibly giving full address of the Applicant. Applicant should quote the price in figures as well as in words the amount quoted by him. Alteration if any, unless legibly attested by the Applicant with his full signature, shall invalidate the EOI. The EOI should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

3. **EOI Evaluation:** Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the EOI documents. Evaluation of the proposals shall be done in two stages as:

STAGE – I (TECHNICAL EVALUATION):

- The evaluation committee of the IIT Guwahati will evaluate and compare the received Expression of Interest to determine the substantially responsive EOIs i.e. (i) EOI is complete (ii) properly signed (iii) confirm the terms/conditions and scope of assignment.
- Participated firms may be called for the presentation (if required) at IIT Guwahati for the further evaluation.** Evaluation will be made on Quality and Cost Based Selection (QCBS) Method as given below:

60 Marks evaluation schemes for Empanelment of Chartered Accountancy Firm		
Particulars		Maximum Allowable Marks
Financial Turnover in FY 2023-24 (20 Marks)	More than 10 lacs but less than 15 lacs	10
	More than 15 lacs but less than 20 lacs	15
	More than 20 lacs	20
No of Years of Experience (20 Marks)	5 year to 10 years	10
	10 year to 20 years	15
	20 years or more	20
Accounting & Auditing service of Government/ PSU/Autonomous body/Academic Institutions, etc. in last 3 years (10 Marks)	Up to 3 organizations	06
	More than 3 organizations	10
Tax consultation of TDS/TCS Assignments of Government/ PSU/Autonomous body/ Academic Institutions, etc. in last 3 years (10 Marks)	Up to 3 organizations	06
	More than 3 organizations	10
TOTAL		60

- Technical proposals scoring not less than 60% (36 marks of technical evaluation) of the points shall only be considered for financial evaluation. The Institute shall notify the firms that have secured the minimum qualifying mark, indicating the date and time set for opening of financial proposals. The notification may be sent by the Registered Letter/Electronic Mail only. *The unqualified/unopened financial bids shall be returned in due course of time.***

STAGE – II: (FINANCIAL EVALUATION) & FINAL SELECTION

- The evaluation committee will only consider the financial proposals complete in all respect. The final selection of the successful bidders from the technically qualified bidders will be done by considering both the price quoted and the technical capability using the following criteria and weightage:

Sr. No.	Criteria	Maximum Marks (Weightages)	Method of allotting marks for combined score (For Technically qualified bids/offers)
1	Weighted score for Financial Bid	40	The bidder with lowest quote will be awarded 40 marks and other bidders will be awarded proportionately less marks. (e.g. if the lowest quote is Rs.1.00 lac, the bidder quoting this price will get 40 marks. A bidder quoting Rs.1.2 lac will get $(1.0/1.2) \times 40=33.33$ marks)
2	Weighted Technical Score	60	The bidder with maximum technical score will be awarded 60 marks and other bidders will be awarded proportionately less marks. (e.g. if the highest technical score is 50, bidder having this will get 60 marks. Bidder having technical score 40 will get $(40/50) \times 60=48$ marks)
	Total	100	

All marks will be rounded up to two decimal points. Institute will decide on number of firms to be awarded the work based on the requirements and nature of urgency of R&D section, IIT Guwahati.

- 2 Please note that IIT Guwahati, is not bound to select any/all of the firms submitting proposals. Further as quality is the principal selection criterion, the Registrar, IIT Guwahati, does not bind himself in any way to select the firm offering the lowest price.
- 3 **Award of Contract:** After due evaluation of the financial proposals, the Institute will award the contract to the bidder getting highest marks (hereinafter referred to as the "Service Provider") at Stage II. The institute may opt to empanel more than one firm, who agrees to the price matching on the rate of successful bidder. However, no. of empaneled firm will not exceed 5 (five).
- 4 **Period of Contract:** The period of contract is initially for 2 (two) years and further extendable up to 1 (one) more year, based on performance. The period of work shall commence from the date of acceptance of offer by the selected CA firms and acceptance of the same by competent Authority at IIT Guwahati.
- 5 **Termination of Contract:** The Institute reserves the absolute right to terminate contract forthwith, if found that contract continuation is not in public interest such as:-
 - (i) If the Service Provider fails to provide the services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by Institute. If the Service Provider fails to perform any of the obligation(s) under the contract.
 - (ii) If at any later date, it is found that the documents and certificates submitted by the Service Provider have been incorrectly furnished / represented, in any manner, are forged or have been manipulated, the work order issued to the Service Provider shall be cancelled and performance security issued to the Institute shall be forfeited without any claim whatsoever on Institute and the Service Provider shall be liable for action as appropriate under the extant laws.
 - (iii) The Service Provider is not eligible for any compensation or claim in the event of such cancellation.

SERVICE PROVIDER'S OBLIGATIONS

SCOPE OF WORK- The Selected Chartered Accountant Firm is required to perform the following task:

1. **Scope-** To audit and certify the Utilization Certificate & Statement of Accounts or any report as per the requirements of Sponsoring Agency, based on the records kept in IITG.

2. **Responsibilities-** The empaneled auditor on written request from R&D Section will visit or entrust his representatives to be physically present and check the vouchers etc. related to the project and audit and certify the Utilization Certificate & Statement of Accounts or any report as per the requirements of Sponsoring Agency.
3. **Minimum Fees per project per year to be paid:**

*Value in Rs.	Minimum Fees in Rs.	Remark
Up-to 5.00 lacs	8,000/-	1. The fees mentioned are excluding GST. 2. TDS will be as per GOI rules. 3. However, the final fee may be mutually decided by the Project Investigator/competent authority at IITG and service provider on special cases based on complexity and number of transactions as sponsored activities has limited budgets.
Above 5.00 lacs and up-to 10.00 lacs	15,000/-	
Above 10.00 lacs and up-to 25.00 lacs	25,000/-	
Above 25.00 lacs and up-to 50.00 lacs	35,000/-	
Above 50.00 lacs and up-to 1.00 crs.	50,000/-	
Above 1.00 crs. and up to 5.00 crs.	70,000/-	
5.00 crs. – above	1,00,000/-	
*Value denotes total grant received for a particular project during the financial year i.e. to be audited		

4. **Certification of Utilization Certificate and Statement of Expenditure of the externally funded projects-**

Audit and certification of Utilization Certificate & Statement of Accounts or any report as per the requirements of Sponsoring Agency on half yearly/yearly or on completion schedule on case to case basis.

5. **Time of Completion of Work-**

The work/offer will be allotted on case to case basis or on requisition of the funding agencies and is to be commenced with immediate effect and to be completed within stipulated days from the date of offer.

6. **Verification of Records-**

Excel sheets / Database maintained by R&D Section for projects should be verified with Tally ERP & must inform to the authority if any discrepancies seen / found. Verification with Tally ERP & database maintained by R&D. Certify annexures like manpower due list, asset list, etc. Verification of interest calculation as per Institute guidelines.

7. **Other Engagements:**

CA firms may also be engaged for auditing of conferences, seminars, workshops, consultancies, and events.

8. **General Tasks:**

(a) Checking financial transactions for compliance with:

- General Financial Rules (GFR)
- Accounting Standards
- Correct classification of expenses, ledger, cost center accounting
- Compliance with tax laws (TDS, GST, etc.)
- Arithmetic accuracy

(b) Auditing and certification of:

- UC, SoE, Receipt & Payment Account
- With schedules of research projects, consultancies, events, conferences, seminars

(i) General Tasks to be carried out –

- (a) Checking of all 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 center in accounting, arithmetical accuracy, compliance related to various tax laws such as TDS, GST etc. for the Research Projects / Consultancies / Events / Conferences.
- (b) Auditing and Certification of Utilization Certificate (UC), Statement of Expenditure (SoE), Receipt & Payment Account with relevant Schedules of various Research Projects / Consultancies / Events / Conferences of the Institute, according to the format of the Funding Agency.

(ii) Specific Tasks-

- (a) CA firm shall be responsible for reporting any discrepancy in books of accounts, files, entries in software and all the financial transactions.
- (b) Advising on applicability of any other tax, rules, laws, regulations which may be applicable on the Institute and all matters/items covering its scope and applicability in case of agencies from which Institute is availing the services.
- (c) Preparation of reports required specifically by IIT Guwahati management.

SPECIFIC TERMS AND CONDITIONS

- (a) **Quantum of work and Deployment of Resources:** The Chartered Accountant Firm will depute dedicated personnel(s) at the Institute, at their own cost, as may be required depending upon the volume of work involved. This team preferably shall be headed by at least one qualified Chartered Accountant, who shall supervise their work. The Service Provider shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The Service Provider shall indemnify the Institute from any claims in this regard.
- (b) A reasonable Penalty may be imposed on the Service provider by the Institute, as decided by it, if it is found that the Service Provider failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Service Provider after giving a written notice.
- (c) The certificate regarding the accuracy of accounts being maintained at the Institute should be given on case to case basis by firm.
- (d) Service Provider will maintain high standards of integrity and professional ethics and morality while handling the work of the Institute and dealing with the Institute and its officials. If it is found that this condition of confidentiality is compromised by the Service Provider, then the Institute will be at liberty to take further steps (e.g. informing ICAI) for appropriate action, against the Service Provider.
- (e) IIT Guwahati is an institute of national importance and hence, the accounting records and information related to the Institute shall be handled by the Service Provider in a confidential manner and must not be shared with any outsider. Service provider will sign the confidentiality **agreement**.
- (f) Not with standing anything contained herein above, the Institute reserves the right to discontinue the services of the service provider in the event their services are evaluated as unsatisfactory at any time during the period. Based on the feedback given by the Principal investigators of the institute.

OTHER TERMS AND CONDITIONS

1. Institute Obligations:

Institute shall provide the necessary infrastructure facility to the Service Provider as can be reasonably provided by the Institute.

2. Other Important Terms:

- a. Any losses sustained by Institute due to negligence of Service Provider`s services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the service provider) will be recoverable from the Service Provider, as the money value shall be estimated by the Institute. The decision of the Institute in this regard will be final and binding on the Service Provider.
- b. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
- c. Any action on part of Applicant to influence any Officer of the Institute or canvassing in any form shall make the EOI liable for rejection.
- d. The Service Provider shall take adequate care in engaging qualified and suitable manpower, including appropriate verification of their character and antecedent. If in the opinion of the Institute authorities, the performance of any of manpower deployed is not satisfactory or he / she is not amenable to discipline or their behavior is not conducive to retain them for the work, he / she should be replaced immediately on such request.
- e. Manpower deployed by the Service Provider shall be employee of the Service Provider, should carry the id card of the service provider and Service Provider will be solely responsible for any claim whatsoever arise against any service covered under the contract.
- f. The Institute shall not be responsible or liable under any laws / or rules or in any case that is in force or that may come in force from time to time in respect of the claim raised by manpower deputed by the Service Provider.
- g. It will be the prime responsibility of the Service Provider to provide a suitable substitute to the Institute, if any manpower is absent from duties.

3. Arbitration:

- a. In case of any dispute or difference arising out of or in connection with the EOI conditions / job order and Contract, the Institute and the Service Provider will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.
- b. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be **Guwahati**. The decision of the Arbitrator shall be final and binding on both the parties.

4. Jurisdiction: The court(s) at Guwahati alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this EOI / contract. It is specifically agreed that no court outside and other than Guwahati court shall have jurisdiction in the matter.

5. Clarification: The prospective Applicant requiring any clarification regarding the EOI document is requested to contact **Head of Section, R&D section**, before the deadline of submission of EOI.

6. Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract.

Seal & Signature of the authorized signatory of the agency

Place: -

Date: -

Annexure A

Format for Technical Proposal (on letter head)

S No	Descriptions	Information to be filled by the Applicant (if required separate sheets may be enclosed)
1.	Name, Address, Mobile No & E mail ID of Applicant with complete contact details	
2.	Type of Organization (Whether proprietorship, partnership, Private limited, limited company)	
3.	Name and Address of the Directors/Proprietor /Partners	
4.	Year of formation of the company/firm experience as a CA firm	
5.	Details of Registration	R No. Copy enclosed: Y / N
6.	Income Tax return for the last three financial years (attach copies)	Copy enclosed: Y/N
7.	Total turnover of the firm during last three financial years (attach copies)	Copy enclosed: Y/N
8.	(a) GST Number/ Certificate	Copy enclosed: Y /N
	(b) PAN Number	Copy enclosed: Y / N
9.	Any other information	

(Signature of Authorized Person with Seal of the Firm)

Place: -

Date: -

List of Major Clients, including Govt. Organizations / Academic Institutions.

S.No.	Name of Client with contact Details	Category / Nature of work	Duration of Contract	Volume handled
1.				
2.				
3.				
4.				

Please furnish at least two references of senior executives as under: -

S. No.	Name with Designation	Name of Company/Firm	Landline No.	Mobile No.	Email ID	Address
(a)						
(b)						

Copies of relevant documents are to be enclosed in support of above information.

Turnover during the last three years

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
1.	2022-2023		Y / N
2.	2023-2024		Y / N
3.	2024-2025		Y / N

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

- (a) I hereby certify that all the information furnished above are true and correct to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- (b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the EOI document and completely accept all of them.

(Signature of Authorized Person with Seal of the Firm)

Place: -

Date: -

Annexure C

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN EOI

(To be executed & attested by Public Notary / Executive Magistrate on Rs. 100/- non-judicial Stamp paper by the Applicant)

1. I/ We _____ (Applicant) hereby declare that the Applicant namely M/s _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government EOIs in India and has no litigation in any of the Court(s) in the last 5 years.

(Or)

I / We _____ (Applicant) hereby declare that the Applicant namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government EOIs for a period of _____ years wef _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in Government EOIs.

2. In case the above information found false, I/ we are fully aware that the EOI / contract will be rejected/cancelled by Dean, R&D, IIT Guwahati, and EMD shall be forfeited.

3. In addition to the above, Dean, R&D, IIT Guwahati will not be responsible to pay the bills for any incomplete / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

Seal & Signature of the authorized signatory of the agency

Annexure D**PROFORMA FOR FINANCIAL PROPOSAL (on letter head)**

Ref No

Date:

1. I / we herewith submit the Financial Proposal for the providing Accounting and Auditing services, as per the details given in EOI document and assessed the scope of works thoroughly and have also gone through the EOI documents and understood the terms & conditions stipulated therein before quoting the rates hereunder.
2. Our service charge is:

Project Value in Rs.	Service charge (INR)	Tax (if applicable)	Total (INR)	Remark
Upto 5.00 lacs				
Above 5.00 lacs and upto 10.00 lacs				
Above 10.00 lacs and upto 25.00 lacs				
Above 25.00 lacs and upto 50.00 lacs				
Above 50.00 lacs and upto 1.00 crs				
Above 1.00 crs and upto 5.00 crs				
5.00 crs – above				

3. No extra fees will be charged for revised UCs.

DECLARATION

I / We undertake that the payment to the employees will be made as per minimum wages rates prescribed by Govt. of India from time to time under Minimum Wages Act.

We have gone through the terms & conditions stipulated in the EOI document and confirm to a proposal by the same.

No other charges would be payable by Institute.

Seal & Signature of the authorized signatory of the agency

**Expression of Interest
for
Selection of Chartered Accountant Firm**

Name of Service	Empanelment of Chartered Accountants' Firm for providing Accounting and Auditing services at IIT Guwahati for FY 2025-26
EOI Issue Date	10.11.2025
Pr-Bid meeting	17.11.2025 at 1100 HRS
Last date & time for bid/offer submission	01.12.2025 at 1700 HRS
Date & Time for technical bid/offer opening	03.12.2025 at 1100 HRS
Date & Time for financial bid/offer opening	To be informed later through email <i>(Will be informed only to technically qualified bidders)</i>
EOI Inviting Authority and Address	The Dean, Research & Development Section, Indian Institute of Technology Guwahati, North Guwahati – 781039, Assam, India. Phone: - 0361-2582082 / 3080 E-Mail: dornd@iitg.ac.in / ar_rnd@iitg.ac.in

Indian Institute of Technology Guwahati

EXPRESSION OF INTEREST (EOI)

Subject: Inviting Expression of Interest (EOI) for Appointment of Chartered Accountants' Firm for providing Auditing services for Sponsored Research Projects, Consultancies, Conferences etc. at IIT Guwahati

The **Indian Institute of Technology Guwahati (IIT Guwahati)** is a public technical university established by the Government of India, located in Amingaon, North Guwahati, in the state of Assam in India. IIT Guwahati was established in 1994 by an act of parliament and its academic program commenced in 1995. It is the sixth member of the IIT fraternity established in India. IIT Guwahati is officially recognized as an Institute of National Importance by the government of India.

The ultimate aim is to provide the students with an educational training that emphasizes innovation, social awareness, professional ethics and nurture leadership skills. A resourceful environment to promote creativity and entrepreneurship amongst researchers is also being developed while maintaining sustainable goals and upholding the values of highest professional ethics and enrich the lives of humanity.

Expression of Interest (EOI) are invited from interested and eligible firms **for Empanelment of Chartered Accountants Firm for providing Auditing services for Sponsored Research Projects, Consultancies Conferences etc. at IIT Guwahati on or before 01.12.2025 (1700 hrs)**. The interested and eligible firms are required to enclose photocopies of all required documents (self-attested) along-with completely filled annexures. The period of contract is initially for - and further extendable up to 1 (one) more year based on satisfactory completion of contract every year on mutually accepted terms and conditions.

GENERAL TERMS AND CONDITIONS:

1. Offers in the proposal should be written in English and price should be written in both figures and words. The offer should be typed or written in pen ink or ball pen. Use of pencil will be ignored. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
2. The interested and eligible firms should download the EOI document from the Institute website (i.e. https://www.iitg.ac.in/iitg_tenders_all). The fully filled in and complete in all respect EOI documents must be submitted at the address specified in this EOI notice within time frame mentioned in this EOI notice.
3. Technical & financial proposal envelopes should be individually sealed and then placed in a third envelope to be sealed and super scribed with EOI number, due date of submission. EOIs received beyond last date of proposal submission will be rejected. No EOI will be entertained by E-mail / FAX.
4. The EOI shall be submitted in a sealed envelope bearing the following reference on top left corner: "No: IITG/RND/EOI/CA/2025-26/01" latest by 01.12.2025 (1700 hrs) and addressed to:
HOS & Assistant Registrar,
Research & Development Section,
IIT Guwahati, Guwahati-781039
5. Pre-bid Meeting is scheduled on 17.11.2025 at 1100 hrs at Meeting Room, Research & Development Section, IIT Guwahati. The prospective applicants are requested to attend the pre-bid meeting on scheduled date and time.
6. Terms & conditions and any other factor which may affect the contract, shall be open for discussion for wider competition and competitive prices.
7. At any time prior to the deadline for submission of proposals, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by amendment.

8. The amendment, if any, will be published on Institute website. In order to afford reasonable time to the prospective applicant, in which they can take amendment into account in preparing their Proposal, the Institute may, at its discretion extend the deadline for the submission of proposal.
9. Technical requirement proposal will be opened on **03.12.2025 (1100 hrs)** in Meeting Room, Research & Development Section of the Institute in the presence of the Applicants or their authorized representative, who are present at the scheduled time.
10. Date and time of opening of financial proposals will be decided after technical proposals have been evaluated by the Institute. Financial Proposals of only those applicants will be opened, who qualify the eligibility criteria, on the specified date and time. The date, time & place of opening of the financial proposals will be intimated in due course of time.
11. The applicants are requested to read the EOI document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the applicant from the EOI exercise.
12. The **EOI** document, duly signed and stamped on each page, shall be submitted in original with the technical proposal as a proof to confirm the acceptance of the entire term & conditions of EOI.
13. Any amendment and / or addition made to the EOI are not permissible after submission of the EOI. **Incomplete EOI(s), will be rejected.**
14. **A Demand Draft of Rs. 5,000/- (including GST in favor of the "Registrar, Indian Institute of Technology Guwahati" payable at Guwahati must be issued towards application fee which is non-refundable. Please mention Tender number and name of the firm on back side of DD.**
15. The EOI will be summarily rejected if:
 - i. If none of the partner or proprietor is DISA/CISA qualified.
 - ii. Documents are not attached regarding
 - Experience
 - Qualification
 - Turnover
 - iii. If any eligibility criteria are not fulfilled.
 - iv. Two envelopes for Technical and Financial proposals along with signed copy of EOI are not attached.

Evaluation and Selection

1. **Part – I (Technical Proposal):** Technical proposal should contain information regarding constitutional documents (Memorandum and Articles of Association or Registration of Firm etc.), Business Turnover, experience in the sector, Compliance to Laws and other relevant documents of the company / firm to enable judging the suitability of the applicant. Self-attested copies of all supporting document(s) should be enclosed with technical proposal in the prescribed format i.e. **APPENDIX A** which should inter alia contain the documents as per succeeding paras.

(a) **Eligibility Criteria:** Agencies fulfilling the following requirements shall only be eligible to apply: -

- i. The Firm must be registered with Institute of Chartered Accountants of India and copy of Registration Certificate must be submitted.
- ii. The Firm must have at least experience of 5 (five) years in Auditing and Accounting.

- iii. The Firm must have an average turnover of Rs.10 Lakh for the last three Financial Years. Certified financial statements, duly certified by PROPRIETOR / PARTNER OF THE FIRM Chartered Accountant (CA) along with ITR for the past three years, shall be enclosed with the technical proposal in support thereof along with copies of Income Tax return.
- iv. **The CA firm must have valid empanelment with C&AG. (Photocopy of Certificate must be attached)**
- v. The CA firm should have its Head office in Guwahati with adequate staff at least before 2 years of this EOI publishing date. (Copy of self-attested registration certificate with ICAI is required to be submitted)
- vi. The firm must have to attach photocopy of valid PAN Card and GST Registration Certificate.
- vii. The firm should have successfully completed peer review process as prescribed by ICAI (Photocopy of Certificate must be attached)
- viii. At least one partner/proprietor of the firm should be DISA/CISA qualified. **Firm not having any partner who is DISA /CISA qualified will be summarily rejected and their technical evaluation will not be done.**
- ix. The CA firm or any of its partners/members **is not been currently debarred and / or blacklisted by any active** Central Government/ State Government/ Autonomous/ PSU etc. organizations. An affidavit to that effect on Non-Judicial Stamp paper of Rs 50/- duly notarized shall be enclosed with the technical proposal. The Performa of the affidavit is attached with the EOI as **APPENDIX C.**

(b) The Applicant shall submit only one copy of EOI document and addenda thereto, if any, with each page of this document signed and stamped to as a proof to confirm the acceptance of EOI term & conditions by Applicant. If more than one bid is received within due time, application received later will be considered.

(c) The proposal of any Applicant who has not complied with one or more of the conditions of eligibility criteria and/or fail to submit the required documents as mentioned/ or required in EOI document are liable to be summarily rejected.

(d) Unresponsive or invalid bids are liable to be cancelled.

(e) **Preparation Cost:** The Applicant shall solely bear all costs associated with the preparation and submission of the proposals, including the Office visit etc. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the EOI process. In no case such costs shall be reimbursed by the Institute.

(f) **Local Conditions:**

(i) It shall be the responsibility on each Applicant to fully inform / acquaint / familiarize himself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All Applicant(s) intending to proposal shall visit and make themselves thoroughly acquainted with the local site conditions.

(ii) The Institute shall presume that the Applicant has understood and agreed that all the relevant factors have been kept in view while submitting the proposal. No financial adjustment arising thereof shall be permitted by Institute, on the basis of any non-clarity of information about local conditions being pleaded by the Applicant. Further, no claim for financial adjustment being made by the contract awarded on this EOI document will be entertained by the Institute.

2. **Part – II (Financial Proposal):**

(i) The financial proposal **exclusive of all taxes** will be in the format enclosed with EOI as **ANNEXURE-D** in separate sealed cover. **Failure to provide price proposal in a sealed separate cover will result in invalidation of the offer.**

(ii) The Proposal should be neatly filled /typed and signed in ink legibly giving full address of the Applicant. Applicant should quote the price in figures as well as in words the amount quoted by him. Alteration if any, unless legibly attested by the Applicant with his full signature, shall invalidate the EOI. The EOI should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

3. **EOI Evaluation:** Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the EOI documents. Evaluation of the proposals shall be done in two stages as:

STAGE – I (TECHNICAL EVALUATION):

- The evaluation committee of the IIT Guwahati will evaluate and compare the received Expression of Interest to determine the substantially responsive EOIs i.e. (i) EOI is complete (ii) properly signed (iii) confirm the terms/conditions and scope of assignment.
- Participated firms may be called for the presentation (if required) at IIT Guwahati for the further evaluation.** Evaluation will be made on Quality and Cost Based Selection (QCBS) Method as given below:

60 Marks evaluation schemes for Empanelment of Chartered Accountancy Firm		
Particulars		Maximum Allowable Marks
Financial Turnover in FY 2023-24 (10 Marks)	More than 10 lacs but less than 15 lacs	10
	More than 15 lacs but less than 20 lacs	15
	More than 20 lacs	20
No of Years of Experience (10 Marks)	5 year to 10 years	10
	10 year to 20 years	15
	20 years or more	20
Accounting & Auditing service of Government/ PSU/Autonomous body/Academic Institutions, etc. in last 3 years (05 Marks)	Up to 3 organizations	06
	More than 3 organizations	10
Tax consultation of TDS/TCS Assignments of Government/ PSU/Autonomous body/ Academic Institutions, etc. in last 3 years (05 Marks)	Up to 3 organizations	06
	More than 3 organizations	10
TOTAL		60

- Technical proposals scoring not less than 60% (36 marks of technical evaluation) of the points shall only be considered for financial evaluation. The Institute shall notify the firms that have secured the minimum qualifying mark, indicating the date and time set for opening of financial proposals. The notification may be sent by the Registered Letter/Electronic Mail only. *The unqualified/unopened financial bids shall be returned in due course of time.***

STAGE – II: (FINANCIAL EVALUATION) & FINAL SELECTION

- The evaluation committee will only consider the financial proposals complete in all respect. The final selection of the successful bidders from the technically qualified bidders will be done by considering both the price quoted and the technical capability using the following criteria and weightage:

Sr. No.	Criteria	Maximum Marks (Weightages)	Method of allotting marks for combined score (For Technically qualified bids/offers)
1	Weighted score for Financial Bid	40	The bidder with lowest quote will be awarded 40 marks and other bidders will be awarded proportionately less marks. (e.g. if the lowest quote is Rs.1.00 lac, the bidder quoting this price will get 40 marks. A bidder quoting Rs.1.2 lac will get $(1.0/1.2) \times 40=33.33$ marks)
2	Weighted Technical Score	60	The bidder with maximum technical score will be awarded 60 marks and other bidders will be awarded proportionately less marks. (e.g. if the highest technical score is 50, bidder having this will get 60 marks. Bidder having technical score 40 will get $(40/50) \times 60=48$ marks)
	Total	100	

All marks will be rounded up to two decimal points. Institute will decide on number of firms to be awarded the work based on the requirements and nature of urgency of R&D section, IIT Guwahati.

- 2 Please note that IIT Guwahati, is not bound to select any/all of the firms submitting proposals. Further as quality is the principal selection criterion, the Registrar, IIT Guwahati, does not bind himself in any way to select the firm offering the lowest price.
- 3 **Award of Contract:** After due evaluation of the financial proposals, the Institute will award the contract to the bidder getting highest marks (hereinafter referred to as the "Service Provider") at Stage II. The institute may opt to empanel more than one firm, who agrees to the price matching on the rate of successful bidder. However, no. of empaneled firm will not exceed 5 (five).
- 4 **Period of Contract:** The period of contract is initially for 2 (two) years and further extendable up to 1 (one) more year, based on performance. The period of work shall commence from the date of acceptance of offer by the selected CA firms and acceptance of the same by competent Authority at IIT Guwahati.
- 5 **Termination of Contract:** The Institute reserves the absolute right to terminate contract forthwith, if found that contract continuation is not in public interest such as:-
 - (i) If the Service Provider fails to provide the services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by Institute. If the Service Provider fails to perform any of the obligation(s) under the contract.
 - (ii) If at any later date, it is found that the documents and certificates submitted by the Service Provider have been incorrectly furnished / represented, in any manner, are forged or have been manipulated, the work order issued to the Service Provider shall be cancelled and performance security issued to the Institute shall be forfeited without any claim whatsoever on Institute and the Service Provider shall be liable for action as appropriate under the extant laws.
 - (iii) The Service Provider is not eligible for any compensation or claim in the event of such cancellation.

SERVICE PROVIDER'S OBLIGATIONS

SCOPE OF WORK- The Selected Chartered Accountant Firm is required to perform the following task:

1. **Scope-** To audit and prepare the Utilization Certificate & Statement of Accounts or any report as per the requirements of Sponsoring Agency, based on the records kept in IITG.

2. **Responsibilities-** The empaneled auditor on written request from R&D Section will visit or entrust his representatives to be physically present and check the vouchers etc. related to the project and audit and prepare the Utilization Certificate & Statement of Accounts or any report as per the requirements of Sponsoring Agency.
3. **Fees per project per year awarded in the present contract is indicated hereunder for reference:**

*Value in Rs.	Fees in Rs.	Remark
Up-to 5.00 lacs	8,000/-	1. The fees mentioned are excluding GST. 2. TDS will be as per GOI rules. 3. However, the final fee may be mutually decided by the Project Investigator/competent authority at IITG and service provider on special cases based on complexity and number of transactions as sponsored activities has limited budgets.
Above 5.00 lacs and up-to 10.00 lacs	15,000/-	
Above 10.00 lacs and up-to 25.00 lacs	25,000/-	
Above 25.00 lacs and up-to 50.00 lacs	35,000/-	
Above 50.00 lacs and up-to 1.00 crs.	50,000/-	
Above 1.00 crs. and up to 5.00 crs.	70,000/-	
5.00 crs. – above	1,00,000/-	
*Value denotes total grant received for a particular project during the financial year i.e. to be audited		

4. **Preparation of Utilization Certificate and Statement of Expenditure of the externally funded projects-**

Audit and preparation of Utilization Certificate & Statement of Accounts or any report as per the requirements of Sponsoring Agency on half yearly/yearly or on completion schedule on case to case basis.

5. **Time of Completion of Work-**

The work/offer will be allotted on case to case basis or on requisition of the funding agencies and is to be commenced with immediate effect and to be completed within stipulated days from the date of offer.

6. **Verification of Records-**

Excel sheets / Database maintained by R&D Section for projects should be verified with Tally ERP & must inform to the authority if any discrepancies seen / found. Verification with Tally ERP & database maintained by R&D. Prepare annexures like manpower due list, asset list, etc. Verification of interest calculation as per Institute guidelines.

7. **Other Engagements:**

CA firms may also be engaged for auditing of conferences, seminars, workshops, consultancies, and events.

8. **General Tasks:**

(a) Checking financial transactions for compliance with:

- General Financial Rules (GFR)
- Accounting Standards
- Correct classification of expenses, ledger, cost center accounting
- Compliance with tax laws (TDS, GST, etc.)
- Arithmetic accuracy

(b) Preparation, finalization, and certification of:

- UC, SoE, Receipt & Payment Account
- With schedules of research projects, consultancies, events, conferences, seminars

(i) General Tasks to be carried out –

- (a) Checking of all 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 center in accounting, Arithmetical accuracy, Compliance related to various tax laws such as TDS, GST etc. for the Research Projects / Consultancies / Events / Conferences.
- (b) Preparation, finalization and Certification of Utilization Certificate (UC), Statement of Expenditure (SoE), Receipt & Payment Account with relevant Schedules of various Research Projects / Consultancies / Events / Conferences of the Institute, according to the format of the Funding Agency.

(ii) Specific Tasks-

- (a) CA firm shall be responsible for reporting any discrepancy in books of accounts, files, entries in software and all the financial transactions.
- (b) Advising on applicability of any other tax, rules, laws, regulations which may be applicable on the Institute and all matters/items covering its scope and applicability in case of agencies from which Institute is availing the services.
- (c) Preparation of reports required specifically by the management.

SPECIFIC TERMS AND CONDITIONS

- (a) **Quantum of work and Deployment of Resources:** The Chartered Accountant Firm will depute dedicated personnel(s) at the Institute, at their own cost, as may be required depending upon the volume of work involved. This team preferably shall be headed by at least one qualified Chartered Accountant, who shall supervise their work. The Service Provider shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The Service Provider shall indemnify the Institute from any claims in this regard.
- (b) A reasonable Penalty may be imposed on the Service provider by the Institute, as decided by it, if it is found that the Service Provider failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Service Provider after giving a written notice.
- (c) The certificate regarding the accuracy of accounts being maintained at the Institute should be given on case to case basis by firm.
- (d) Service Provider will maintain high standards of integrity and professional ethics and morality while handling the work of the Institute and dealing with the Institute and its officials. If it is found that this condition of confidentiality is compromised by the Service Provider, then the Institute will be at liberty to take further steps (e.g. informing ICAI) for appropriate action, against the Service Provider.
- (e) IIT Guwahati is an institute of national importance and hence, the accounting records and information related to the Institute shall be handled by the Service Provider in a confidential manner and must not be shared with any outsider. Service provider will sign the confidentiality **agreement**.
- (f) Not with standing anything contained herein above, the Institute reserves the right to discontinue the services of the service provider in the event their services are evaluated as unsatisfactory at any time during the period. Based on the feedback given by the Principal investigators of the institute.

OTHER TERMS AND CONDITIONS

1. Institute Obligations:

Institute shall provide the necessary infrastructure facility to the Service Provider as can be reasonably provided by the Institute.

2. Other Important Terms:

- a. Any losses sustained by Institute due to negligence of Service Provider`s services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the service provider) will be recoverable from the Service Provider, as the money value shall be estimated by the Institute. The decision of the Institute in this regard will be final and binding on the Service Provider.
- b. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
- c. Any action on part of Applicant to influence any Officer of the Institute or canvassing in any form shall make the EOI liable for rejection.
- d. The Service Provider shall take adequate care in engaging qualified and suitable manpower, including appropriate verification of their character and antecedent. If in the opinion of the Institute authorities, the performance of any of manpower deployed is not satisfactory or he / she is not amenable to discipline or their behavior is not conducive to retain them for the work, he / she should be replaced immediately on such request.
- e. Manpower deployed by the Service Provider shall be employee of the Service Provider, should carry the id card of the service provider and Service Provider will be solely responsible for any claim whatsoever arise against any service covered under the contract.
- f. The Institute shall not be responsible or liable under any laws / or rules or in any case that is in force or that may come in force from time to time in respect of the claim raised by manpower deputed by the Service Provider.
- g. It will be the prime responsibility of the Service Provider to provide a suitable substitute to the Institute, if any manpower is absent from duties.

3. Arbitration:

- a. In case of any dispute or difference arising out of or in connection with the EOI conditions / job order and Contract, the Institute and the Service Provider will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.
- b. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be **Guwahati**. The decision of the Arbitrator shall be final and binding on both the parties.

4. Jurisdiction: The court(s) at Guwahati alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this EOI / contract. It is specifically agreed that no court outside and other than Guwahati court shall have jurisdiction in the matter.

5. Clarification: The prospective Applicant requiring any clarification regarding the EOI document is requested to contact **Head of Section, R&D section**, before the deadline of submission of EOI.

6. Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract.

Seal & Signature of the authorized signatory of the agency

Place: -

Date: -

Annexure A

Format for Technical Proposal (on letter head)

S No	Descriptions	Information to be filled by the Applicant (if required separate sheets may be enclosed)
1.	Name, Address, Mobile No & E mail ID of Applicant with complete contact details	
2.	Type of Organization (Whether proprietorship, partnership, Private limited, limited company)	
3.	Name and Address of the Directors/Proprietor /Partners	
4.	Year of formation of the company/firm experience as a CA firm	
5.	Details of Registration	R No. Copy enclosed: Y / N
6.	Income Tax return for the last three financial years (attach copies)	Copy enclosed: Y/N
7.	Total turnover of the firm during last three financial years (attach copies)	Copy enclosed: Y/N
8.	(a) GST Number/ Certificate	Copy enclosed: Y /N
	(b) PAN Number	Copy enclosed: Y / N
9.	Any other information	

(Signature of Authorized Person with Seal of the Firm)

Place: -

Date: -

List of Major Clients, including Govt. Organizations / Academic Institutions.

S.No.	Name of Client with contact Details	Category / Nature of work	Duration of Contract	Volume handled
1.				
2.				
3.				
4.				

Please furnish at least two references of senior executives as under: -

S. No.	Name with Designation	Name of Company/Firm	Landline No.	Mobile No.	Email ID	Address
(a)						
(b)						

Copies of relevant documents are to be enclosed in support of above information.

Turnover during the last three years

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
1.	2022-2023		Y / N
2.	2023-2024		Y / N
3.	2024-2025		Y / N

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

- (a) I hereby certify that all the information furnished above are true and correct to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- (b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the EOI document and completely accept all of them.

(Signature of Authorized Person with Seal of the Firm)

Place: -

Date: -

Annexure C

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN EOI

(To be executed & attested by Public Notary / Executive Magistrate on Rs. 100/- non-judicial Stamp paper by the Applicant)

1. I/ We _____ (Applicant) hereby declare that the Applicant namely M/s _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government EOIs in India and has no litigation in any of the Court(s) in the last 5 years.

(Or)

I / We _____ (Applicant) hereby declare that the Applicant namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government EOIs for a period of _____ years wef _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in Government EOIs.

2. In case the above information found false, I/ we are fully aware that the EOI / contract will be rejected/cancelled by Dean, R&D, IIT Guwahati, and EMD shall be forfeited.

3. In addition to the above, Dean, R&D, IIT Guwahati will not be responsible to pay the bills for any incomplete / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

Seal & Signature of the authorized signatory of the agency

Annexure D

PROFORMA FOR FINANCIAL PROPOSAL (on letter head)

Ref No

Date:

1. I / we herewith submit the Financial Proposal for the providing Accounting and Auditing services, as per the details given in EOI document and assessed the scope of works thoroughly and have also gone through the EOI documents and understood the terms & conditions stipulated therein before quoting the rates hereunder.

2. Our service charge is:

Project Value in Rs.	Service charge (INR)	Tax (if applicable)	Total (INR)	Remark
Upto 5.00 lacs				
Above 5.00 lacs and upto 10.00 lacs				
Above 10.00 lacs and upto 25.00 lacs				
Above 25.00 lacs and upto 50.00 lacs				
Above 50.00 lacs and upto 1.00 crs				
Above 1.00 crs and upto 5.00 crs				
5.00 crs – above				

3. No extra fees will be charged for revised UCs.

DECLARATION

I / We undertake that the payment to the employees will be made as per minimum wages rates prescribed by Govt. of India from time to time under Minimum Wages Act.

We have gone through the terms & conditions stipulated in the EOI document and confirm to a proposal by the same.

No other charges would be payable by Institute.

Seal & Signature of the authorized signatory of the agency