

REQUEST FOR PROPOSAL (RFP)
FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR PREPARATION OF
ANNUAL ACCOUNTS FOR FY 2025-26

RFP No.: NITRR/S&P/RFP/Accts/2025-26/01 Date: 22 Dec 2025

National Institute of Technology Raipur

(Institute of National Importance under Ministry of Education, Govt. of India)
GE Road, Raipur – 492010, Chhattisgarh

Tel: +91-771-2254200 | Website: <https://nitrr.ac.in> | Email: registrar@nitrr.ac.in

Sealed bids under two-bid system (Technical & Financial) are invited from shortlisted Chartered Accountant Firms for the “Engagement of Chartered Accountant Firm for Preparation of Annual Accounts for FY 2025-26”. The tender document with complete details is available on the Institute website under the “Tenders” section. Amendments/Corrigendum, if any, will be notified on the Institute website only.

TENDER SCHEDULE

Item	Details
Bid Security/ EMD	Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft from any scheduled commercial bank in favour of Director, National Institute of Technology Raipur, payable at Raipur. EMD exemption to MSME as per extant Govt. rules.
Bid Validity	180 days from the last date of submission of the bids.
Pre-Bid Queries	Prospective bidders may send pre-bid queries to storenpurchase@nitrr.ac.in by 25 Dec 2025. Queries received after this date will not be entertained. Reply to valid queries will be provided by email and/or hosted on the Institute website.
Last Date & Time for Submission	Up to 1700 on 31 Dec 2025.
Place of Submission/ Opening	Store & Purchase Section, National Institute of Technology Raipur, GE Road, Raipur – 492010, Chhattisgarh.
Opening of Technical Bid	01 Jan 2026 (1500h) at NIT Raipur, in presence of authorised representatives of bidders who choose to attend.

Opening of Financial Bid	Financial Bids of technically qualified bidders will be opened at a later date. The date/time will be intimated separately.
Contact for Clarification	Deputy Registrar (Store & Purchase), NIT Raipur. Email: storenpurchase@nitrr.ac.in

1. Scope of Work:

- a) Preparation of Balance Sheet / Financial Statements as per MHRD guidelines / prescribed format for FY 2025-26.
- b) Reconciliation of Old FDRs.
- c) Depreciation Working (Complete).
- d) Preparation of Schedules of Balance Sheet and Notes to Accounts, including classification of expenses.
- e) Verification of Entries made in Tally and necessary adjustments to align as per Balance Sheet format.
- f) Review of Statutory Compliances and providing guidance on PF, ESIC, TDS, and GST.
- g) Accounting of CWIP and Capital Expenditure.
- h) Accounting of sponsored projects and incorporating the same with the Annual Accounts of institute as per accounting standards.
- i) Review and Accounting of Corpus-related transactions as per applicable guidelines.
- j) General guidance on various miscellaneous entries like advance given to court cases, payables and receivables, expenditure over and above from Grant, penalties on works and services etc.
- k) Assistance regarding settlement reply of CAG Financial Audit/SAR observations.

The assignment will include end-to-end preparation and finalization of financial statements of FY 2025-26 as per applicable Government norms and MHRD format.

2. Eligibility Criteria:

- a) The firm must be empanelled with CAG for the year 2025–26. Valid empanelment letter issued by CAG should be submitted.
- b) The firm must be registered with the Institute of Chartered Accountants of India (ICAI). Valid registration letter having particulars of partners, year of establishment, addresses of HO and Branch, etc., should be submitted.

- c) Average Annual Financial Turnover from related services during the last three financial years ending 31st March 2025 should be at least ₹25.00 lakh. Copy of audited Profit & Loss statements, Balance Sheets and ITRs of the above FYs must be enclosed as proof.
- d) The Firm should have been in operation for atleast 10 years after its registration.
- e) The firm should have a regular office with adequate staff in Raipur.
- f) The firm should have valid GST registration and PAN.
- g) The firm should have minimum three (03) full-time partners.
- h) Experience of completing minimum five (05) Internal Audits/Statutory Audits in any Central/State Govt. Departments/Public Sector Undertakings/Public Sector Banks/ Autonomous Bodies/Institutions of National Importance (IIMs/IITs/NITs/Central Universities) or other CFTIs and reputed Commercial/Industrial Organisations during the past five years, from the last date of submission of bids. Orders/agreements must be in the name of the bidder only. Copies of work orders/contract agreements/successful completion certificates should be submitted as proof.
- i) The firm should not have been declared ineligible/debarred for corrupt and fraudulent practices either indefinitely or for a particular period by any Central/State Government Department, Public Sector Undertaking, Autonomous Body, Academic Institution, or Commercial Organization.

Note: Only on fulfillment of the above pre-qualification criteria will the Technical Bid be considered for evaluation.

3. Submission of Bid

- a) Bids must be submitted in sealed envelopes under a two-bid system. The tender should contain the following:
- b) "PART-A" (Technical Bid) envelope should contain: (i) EMD; (ii) Technical Bid in format at Annexure I; (iii) Bid Forwarding Letter (Annexure II); (iv) Self-declaration of Non-Blacklisting (Annexure III); (v) Documents supporting Eligibility Criteria; (vi) Power of Attorney/Authorization, if applicable; (vii) Duly signed and stamped tender document including addenda/corrigenda, if any.
- c) Seal the envelope with superscription: "Technical Bid for Engagement of Chartered Accountant Firm for Preparation of Annual Accounts FY 2025-26 for NIT Raipur: Part-A".
- d) "PART-B" (Financial Bid) envelope should contain only the Financial Bid in format at Annexure IV. GST, if any, should be indicated separately in the Financial Bid. Do not modify the financial bid format; any modification will render the bid non-responsive and liable for rejection.
- e) Both envelopes should be placed inside a third sealed envelope superscribed: "Tender for Engagement of Chartered Accountant Firm for Preparation of Annual Accounts FY 2025-26 for NIT Raipur – NITRR/S&P/RFP/Accts/2025-26/01".
- f) The sealed bid must reach by post/courier at: Deputy Registrar (Store & Purchase), National Institute of Technology Raipur, GE Road, Raipur – 492010, by 1700 h on 31 Dec 2025.

- g) Tenders by any other mode will not be accepted. Under no circumstances will tender documents be received after the above date/time; the Institute shall not be responsible for postal delays.
- h) If the last date of receiving/opening of the tenders coincides with a holiday, the next working day shall be the receiving/opening date.
- i) There should be no overwriting. The Financial Bid should be expressed both in words and figures; in case of discrepancy, the amount in words shall prevail.
- j) Quote in Indian Rupees only.
- k) Bidders must examine all instructions, forms, annexures, terms and conditions in the tender document. Failure to furnish all required information or submission of a non-responsive bid may result in rejection.
- l) No alterations should be made to the contents of the bid document by scoring it out. No variation in conditions shall be admissible. Conditional bids shall be rejected.

4. Acceptance of Bids & Withdrawals:

The right of final acceptance of the tender is vested with the Director, NIT Raipur, who reserves the right to accept or reject any tender in full or in parts without assigning any reason. There is no obligation on the part of NIT Raipur to communicate with rejected/unsuccessful bidders. After acceptance, the bidder shall have no right to withdraw the tender. The tender acceptance authority may reject all tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accidents, calamities, and other unforeseen circumstances.

5. Validity of Bids:

The bid should be valid for 180 (one hundred eighty) days from the last date of submission of bids.

6. Bid Security/ EMD:

An EMD of Rs. 20,000/- in the form of Demand Draft from any scheduled commercial bank should be submitted along with the Technical Bid. If the successful bidder fails to act on the offer made by the Institute and/or withdraws/amends the bid after opening which is not agreeable to the Institute, the EMD shall be forfeited without notice. Any bid without EMD will be rejected. EMD of unsuccessful bidders will be returned after finalisation of contract without interest.

7. Performance Security Deposit (PSD):

- a) An amount equal to 3% of the total contract value in the form of FDR/TDR/DD/BG must be submitted by the successful bidder along with the bill.
- b) Performance Security shall remain valid for 60 days beyond the date of completion of the contract. No interest is payable on PSD.

- c) In case of breach of contract, the PSD shall be forfeited, and the firm may be blacklisted, in addition to termination of contract.

8. Opening and Evaluation of Bids:

The Institute reserves the right to seek clarifications or additional documents from any bidder regarding its Technical Bid, to be provided within the prescribed time. Failure to furnish the clarification/additional information within time will render the proposal liable to rejection. Bidders meeting the Eligibility Criteria will be shortlisted as technically responsive. The Institute will notify all technically responsive bidders of the date, time, and venue for opening Financial Bids.

9. Selection of Successful Bidder:

- a) Selection Method: LCS (Least Cost System). The bidder offering the lowest "Professional Fee" among technically qualified bidders will be declared successful.
- b) In case more than one Financial Bid quotes the same lowest fee, final selection will be made as follows: (a) bidder with the highest total turnover during the last 3 years; (b) if turnover ties, bidder with earliest Firm Registration with ICAI; (c) if still tied, selection by Draw of Lots.

10. Award of Contract:

After selection, a Letter of Award (LoA) shall be issued to the successful bidder. The successful bidder must furnish the PSD within 10 days from issue of LoA.

Failure to comply will be grounds for annulment of award and forfeiture of EMD.

11. Duration of Contract:

The extent of service is limited to preparation of Annual accounts of NIT Raipur for FY 2025-26 and other tasks as per scope of work. The preparation of Annual accounts for FY 2025-26 should be completed by 31st May 2026. However, the term of contract will end on 30 Jun 2026. There will be no further extension of contract in any circumstances. Further, the Institute reserves the right to discontinue services with 15 days' notice for unsatisfactory performance.

12. Support and Inputs to the Service Provider:

The Institute shall provide office space and other resources to carry out the task. All primary data required for carrying out the Scope of Work will be provided by the Institute.

13. Payment of Fee:

- a) Payment during the entire contract will be as per the "Lump-sum Professional Fee" quoted in the Financial Bid and accepted by the Institute. No price variation is allowed during the contract period.

- b) GST will be borne by the Institute as applicable.
- c) TDS under Income Tax will be deducted at applicable rates.
- d) No expenses regarding accommodation or any other expenses will be paid other than the agreed Annual Lump-sum Fee.
- e) The Institute reserves the right to deduct reasonable amounts for unsatisfactory services or delay in providing services; the Institute's decision will be final.
- f) The payment will be released as per following milestones:
 - (i) 75% of quoted Professional Fee: On successful submission of Annual accounts for FY 2025-26
 - (ii) 25% of quoted Professional Fee: On receipt of SAR of NIT Raipur

Note: The Firm will raise bills in duplicate upon completion of a/m milestones.

14. Subletting/Transfer of Contract:

The service provider should not sublet or transfer the contract to any other service provider or person in any manner.

15. Influence:

Any attempt to influence any official of the Institute will result in rejection of the tender.

16. Dispute Resolution:

In the event of any dispute or differences arising under this contract, the decision of the Director, National Institute of Technology Raipur shall be final and binding on both parties.

17. Applicable Law & Jurisdiction:

Courts at Raipur, Chhattisgarh will have exclusive jurisdiction.

Sd/-
Registrar
National Institute of Technology Raipur

ANNEXURE - I

TECHNICAL BID (To be submitted in a separate sealed envelope)

Ref: RFP No.: NITRR/S&P/RFP/Accts/2025-26/01 Date: 22 Dec 2025

(Self-attested photocopies of all supporting documents must be attached with the bid)

Sl. No.	Particulars	Supporting Documents Submitted (Y/N)	Remarks, if any
1	Name of the Firm with Complete Address, Tel/Mobile No., Email Address		
2	EMD of Rs. 3,000/- in the form of DD in favour of Director, NIT Raipur, payable at Raipur		
3	CAG Empanelment for 2025–26 for firm station Raipur (attach valid empanelment letter)		
4	ICAI Registration (attach valid letter showing partners, year of establishment, HO/Branch addresses)		
5	Average Annual Turnover \geq ₹25 lakh for last three FYs (attach audited P&L, Balance Sheet, ITRs)		
6	Regular office in Raipur with adequate staff (attach proof)		
7	Minimum 3 full-time partners (attach ICAI letter)		
8	Experience: \geq 5 Internal/Statutory audits in eligible organisations in last 5 years, (attach work orders/agreements/completion certificates)		
9	Bid Forwarding Letter as per Annexure II		
10	Self-declaration of Non-Blacklisting as per Annexure III		

11	Power of Attorney/Authorization Letter, if applicable		
12	Pan & GST of Firm		
13	Duly signed and stamped tender document and addenda/corrigenda, if any		

Declarations

I/We _____ (Name of Proprietor/Partners) of _____ (Name of the Firm) hereby declare that the entries made herein are true to the best of my/our knowledge. I/We agree to abide by all terms and conditions laid down in the tender document.

Place: _____

Date: _____

Signature with stamp of the bidder

ANNEXURE - II

Bid Forwarding Letter (on the Letterhead of the Bidder)

Date: _____

To
Deputy Registrar (Store & Purchase)
National Institute of Technology Raipur
GE Road, Raipur – 492010, Chhattisgarh

Subject: Bid Forwarding Letter.
Ref: RFP No. NITRR/S&P/RFP/Accts/2025-26/01

Sir,

I/We hereby confirm that we have carefully studied the tender documents and undertake to abide by the terms and conditions laid down therein. The EMD of Rs. 20,000/- in the form of Demand Draft in favour of Director, National Institute of Technology Raipur is enclosed. We agree to keep the offer open for 180 days from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

ANNEXURE - III

Self-Declaration about Non-Blacklisting (on the Letterhead of the Bidder)

Date: _____

To
Deputy Registrar (Store & Purchase)
National Institute of Technology Raipur
GE Road, Raipur – 492010, Chhattisgarh

Subject: Self-declaration about Non-Blacklisting.
Ref: NITRR/S&P/RFP/Accts/2025-26/01

Sir,

In response to your RFP under reference, I/We hereby declare that our firm presently has an unblemished record and has not been declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period by any Central/State Government Department, Public Sector Undertaking, Autonomous Body, Academic Institution, or Commercial Organisation. We further declare that our firm is not blacklisted/debarred or declared ineligible for any reason by any of the above entities in the past five years from the last date of submission of proposal.

If this declaration is found incorrect, without prejudice to any other action, our performance security may be forfeited in full and the RFP to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

ANNEXURE - IV

FINANCIAL BID (on the Letterhead of the Bidder)

Date: _____

To
Deputy Registrar (Store & Purchase)
National Institute of Technology Raipur
GE Road, Raipur – 492010, Chhattisgarh

Subject: Submission of Financial Bid.
Ref: NITRR/S&P/RFP/Accts/2025-26/01

Sir,

Sl. No.	Particulars	Annual Lump-sum Fee (In Figures)	Annual Lump-sum Fee (In Words)
1	Lumpsum Professional Fee for Annual Accounts Financial Year 2025–26		

Notes:

- GST shall be paid extra as applicable.
- Payment shall be released after statutory deductions as per extant rules of Govt. of India.
- Institute will not accept any claim other than professional fee/charges specified in Financial Bid.
- Selection Method: LCS (Least Cost System). The least cost proposal (L-1) of technically responsive bidders will be considered for award of contract.
- The professional fee will remain unchanged throughout the contract period.