

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-10-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-10-2026 16:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (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 Technology (iit)
कार्यालय का नाम/Office Name	Pdpm Iitdm Jabalpur
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.iitdm.jbp@gembuyer.in Buyer Email id: buycon10.iiti.mp@gembuyer.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Hiring of Chartered Accountant; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	15 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
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
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
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	1
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	3
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	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	425000
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

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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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15

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. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within $L-1+ 15\%$ (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. 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.
6. 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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial Bid - [1790070931.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per bid document ATC

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per bid document ATC

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per bid document ATC

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per bid document ATC

Number of XX fulltime CA's required and YY professional audit staff:As per bid document ATC

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1790071156.pdf](#)

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Hiring Of Chartered Accountant; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Hiring of Chartered Accountant
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Financial Statement
Category of Work under Financial Audit	Bank Transactions , Internal Control over Financial Reporting , Audit of financial statements , Reliability of financial reporting , Internal control of financial
Type of Industries/Functions	Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA

विवरण/ Specification	मूल्य/ Values
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Shailesh Sharma	482005,PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, Dumna Airport Road PO Khamaria Jabalpur MP	Project / Lumpsum Based	N/A

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly

and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---

TENDER

For

Hiring of Chartered Accountant



PDPM

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,

DESIGN AND MANUFACTURING JABALPUR

Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005

LAST DATE OF SUBMISSION OF TENDER: _____

DATE OF OPENING OF TECHNICAL BID: _____

THE INSTITUTE

The PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, an Institute of National Importance under the Ministry of Education, Government of India, has annual financial transactions of approximately ₹100 Crore, comprising student fee receipts, Government grants-in-aid, sponsored research funds, interest earned on fixed deposits/investments, consultancy income, and other institutional receipts.

SCOPE OF WORK-I

1.1 Details of work: Institute Main and Allied Accounts:

- a) The Chartered Accountant (CA) shall be responsible for the preparation and finalization of the Annual Accounts of the Institute on an accrual basis in the format applicable to Central Autonomous Bodies and Central Funded Technical Institutes, in accordance with the rules, guidelines, and accounting standards prescribed by the Government of India.
- b) The Chartered Accountant (CA) shall prepare and finalize the Annual Accounts of the Institute, including all financial statements, schedules, notes to accounts, Utilization certificates and supporting statements, in the prescribed format applicable to Central Autonomous Bodies and Central Funded Technical Institutes
- c) The CA shall prepare and maintain a Centralized Fixed Assets Register of the Institute as per the format prescribed under the General Financial Rules (GFR) and other applicable government guidelines, in both soft and hard copy form, and ensure proper recording of additions, disposals, and depreciation wherever applicable.
- d) The CA shall prepare replies and supporting documentation for statutory audit observations, including matters related to the Separate Audit Report (SAR), Audit Inspection Report (AIR), Internal Audit observations, and any queries raised by statutory auditors or other audit authorities.
- e) Preparation, verification and certification of all project-wise Utilization Certificates (UC) and Expenditure Certificates (EC), including reconciliation with books of accounts and supporting documents, in the prescribed format and within the stipulated timelines of the funding agency.
- f) The CA shall ensure timely compliance with statutory requirements, including deposition of statutory dues and taxes with the respective Central/State Government authorities and filing of statutory returns such as Income Tax Return (ITR), TDS returns, GST returns (wherever applicable), and any other returns or reports required under applicable laws.

- g) The CA shall advise the Institute on matters related to taxation, including proper deduction of TDS from contractor/supplier bills, compliance with provisions of the Income Tax Act and GST laws, employee taxation matters, and liaison with relevant tax authorities whenever required.
- h) The CA shall calculate and prepare statements of interest earned on funds of various sponsored projects, grants, or deposits and ensure proper allocation and accounting of such interest to the respective project accounts as per applicable rules and funding agency guidelines and audited the Utilization Certificates of projects.
- i) The CA shall conduct periodic review of the Institute's main and allied accounts and submit a quarterly audit/review report highlighting discrepancies, irregularities, compliance issues, and recommendations for improvement in accounting and financial management practices.
- j) The CA shall provide professional advice and guidance on accounting policies, financial management practices, taxation matters, and regulatory compliance as and when required by the Institute.
- k) The CA shall coordinate with Chartered Accountants previously engaged by the Institute, wherever necessary, to resolve pending matters, finalize previous year issues, or clarify accounting and audit-related matters pertaining to earlier financial periods.
- l) The CA shall perform any other work related to Finance and Accounts of the Institute, as assigned by the competent authority from time to time, in connection with accounting, financial reporting, compliance, or audit matters.
- m) The CA shall review daily transactions and vouchers on a regular basis and ensure that any discrepancies, incorrect postings, or accounting irregularities are identified promptly and brought to the notice of the Institute.
- n) The CA shall monitor the Suspense Account regularly and ensure timely reconciliation and clearance of all such entries after proper verification and approval from the competent authority.
- o) The CA shall prepare challans, statutory forms, account mandate form or necessary documentation required for making payments to government authorities or other agencies, including but not limited to challans for foreign remittances, tax payments, statutory deposits, and other regulatory payments.
- p) The CA shall review bank transactions and prepare bank reconciliation statements of all bank accounts of the Institute on a regular basis, including identification and follow-up of unreconciled entries.
- q) The CA shall advise the Institute on strengthening internal financial controls, accounting procedures, and compliance mechanisms to ensure transparency, accuracy, and accountability in financial management.

r) The CA shall maintain proper documentation and working of all accounting, reconciliation, and compliance activities, so that records remain readily available for audit, verification, or inspection by competent authorities.

s) To check day to day accounting work for all the accounts mentioned below:

List of Accounts:

- (A) Institute Grant Accounts
- (B) Institute Expenditure Account
- (C) Institute Gratuity Account
- (D) Institute Leave Encashment Account
- (E) Student Fee Accounts
- (F) Project Accounts
- (G) Hostel Account
- (H) Gymkhana Account
- (I) Library Account
- (J) Mess Account
- (K) E&ICT Account
- (L) QIP Account
- (M) VH Account
- (N) Alumni Account
- (O) Accounts of workshop and conference held during the period.
- (P) Any other existing account or to be opened account during the financial year.

1.2(a) **Manpower:** One FCA having a minimum of five (05) years of experience in accounting, taxation, and finalization of accounts of Government/Autonomous Bodies. The CA shall visit the Institute as and when required for supervision, review of accounts, and providing professional guidance in relation to the work mentioned above.

(b) **Supporting Staff:** The firm shall provide one manpower resource for carrying out the day-to-day accounting work of the Institute. The deployed staff shall remain present at the Institute during normal office working hours on all working days and shall maintain proper attendance records.

(c) Information about numbers of vouchers generated during financial year 2025-26.
(Approx)

Sl.No.	Name of Account	Payment Vouchers	Receipt Vouchers	Journal Vouchers
1)	Institute Grant Accounts	1756	942	380
2)	Expenditure Accounts	328	96	78
3)	Leave Encashment Account	0	0	0

4)	Gratuity Account	0	0	0
5)	Student Fee Accounts	0	894	12
6)	Student Fee Accounts 02	97	307	48
7)	Project Accounts	1079	375	469
8)	Hostel Accounts	127	701	31
9)	Gymkhana Accounts	90	85	18
10)	Library Accounts	8	412	80
11)	Mess Accounts	45	331	336
12)	QIP Accounts	0	0	0
13)	VH Accounts	92	397	13
14)	Alumni Accounts	25	80	16

2. TECHNICAL REQUIREMENTS:

- 2.1. Interested party must not have been convicted by the court of law. He must give a declaration as per Annexure -C.
- 2.2. The annual turnover of the bidder should be minimum Rs.15 lakhs on each year basis for a period of three consecutive financial years (2022-23, 2023-24 and 2024-25). Copy of ITR and Profit Loss Account depicting turnover to be enclosed.
- 2.3. The firm should have experience of providing services for three years in an organisation, out of which at least one year in Central Funded Technical Institute/State University/state funded Autonomous Body/ Institute of National Importance/Institution Recognised by UGC or AICTE. Having minimum turnover of Rs 5.00 crore on an average. in of the three financial years. Necessary documents to be submitted along the bid to validate the experience.
- 2.4. CA to be deployed should be FCA (Fellow Chartered Accountant) and have working experience of 5 year. Name & experience details required along with his/her ICAI registration certificate has to be submitted.
- 2.5. Satisfactory work completion/experience certificate is required. Work order will not serve the purpose.
- 2.6. GST registration should be available with the bidder.
- 2.7. Interested party should have registered branch office in Jabalpur (M.P.). Preference will be given to the CA who having their head office at Jabalpur.

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- 2.8 Copy of authority letter to sign tender and related documents or ICAI constitutional certificate.
- 2.9 The bidder may be asked for a presentation/interaction to ascertain their technical eligibility.
- 2.10 The bidder shall submit Annexure-A-
- a) The bidder must fill all the entries in the (Annexure A) and submit it alongwith supporting relevant documents in single pdf file. Annexure-A should be filled completely. Any missing entry will mean that there is no information to share for that parameter. Further, vendor should not use vague phrases, viz. attached/documents/ enclosed etc. in place of the space provided for the entries. Only entries made in the Annexure-A will be checked and evaluated.
 - b) If the bidder fails to comply with directions as mentioned (a) above concerned bid will not be evaluated and summarily rejected.
- 2.11 This bid is to be submitted only by the proprietor/owner of a Chartered Accountant (CA) firm having a valid registration certificate. Manpower agencies/firms are not eligible to fill or submit this bid.

3. BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS

The bid shall be submitted on the Government e Marketplace (GeM) portal in two parts, namely Technical Bid and Financial Bid. The Technical Bid shall contain all required eligibility documents, registrations, experience details, and supporting documents as prescribed in the tender document, while the Financial Bid shall contain only the quoted professional fee. The Financial Bids of only those bidders who qualify in the Technical Evaluation shall be considered/opened as per GeM procedures and Government norms.

Part 1:- "Technical Bid" containing :- Earnest Money

The bidder is required to submit EMD amount of Rs. NIL

Part 2: "Technical Bid" containing: - Documents

Documents to be attached along with Technical Bid as per Annexure A.

Part 3: "Financial Bid"

The bidder shall submit the duly filled prescribed Bid Form (Financial Bid) as per **Annexure-B** and quote the professional fee for the work mentioned in the Scope of Work in the prescribed format. The financial evaluation and finalization of the tender shall be based on the fee quoted by the bidder. The maximum consolidated fee prescribed for all works

covered under the Scope of Work shall be ₹4,25,000/- (Rupees Four Lakh Twenty Five Thousand Only).

4. PERIOD OF CONTRACT

The contract shall initially be valid for one year from date of contract. However, based on satisfactory performance, the contract may be extended for such further period as may be decided at the sole discretion of the Director, PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, on the same terms and conditions or on such revised terms as may be approved by the Director.

5. RIGHT TO ACCEPT / REJECT ANY BID

PDPM IIITDM Jabalpur reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.

6. CORRUPT OR FRAUDULENT PRACTICES

(i) PDPM IIITDM Jabalpur requires that the Bidder under this bid observes the highest standards of ethics during the procurement and execution of such contract.

(ii) In pursuance of this policy, the terms are set forth as follows:

- a) "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution.
- b) "Fraudulent practice" means misrepresentation of facts in order to influence the procurement process or execution of a contract to the detriment of the Department and includes collusive practice among Bidder (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Department of the benefits of the free and open competition.
- c) PDPM IIITDM Jabalpur will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- d) PDPM IIITDM Jabalpur will declare a firm ineligible, either indefinitely or for a specified period of time, for award of the contract if at any time it determines that the firm has engaged in corrupt and fraudulent practices in competing for or in executing the contract.

7. PENALTY

- (i) **Performance of Chartered Accountant (FCA):** The deployed FCA shall visit the Institute as and when required and shall perform all duties and



responsibilities specified under the Scope of Work to the satisfaction of the Institute. Failure of the FCA to visit the Institute as required, non-performance of the assigned work, or unsatisfactory performance under the Scope of Work shall attract a penalty of 5% of the contract value, without prejudice to any other action available under the terms of the contract.

- (ii) **Attendance of Supporting Staff:** The deployed supporting staff shall remain present at the Institute during normal office working hours and shall attend duty for a minimum of twenty (20) working days in each calendar month. Any unauthorized absence or failure to maintain the prescribed minimum attendance, without prior approval of the Institute, shall attract a penalty of 5% of the contract value, without prejudice to any other action available under the terms of the contract.
- (iii) Any penalty, late fee, interest, or other charges imposed by the Institute or statutory authorities due to delay, negligence, or non-compliance in submission of statutory dues, returns, reports, or related work attributable to the CA firm shall be the sole responsibility of the concerned firm and shall be borne by the CA firm.

08. SUBMISSION OF BIDS

As per Gem.

09. CONDITIONS OF PAYMENT

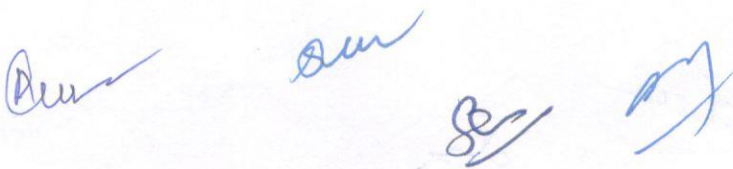
Payment will be made to service provider after receiving satisfactory report of work from officer/faculty in charge as per clause 1 **Scope of work** and rates as mentioned in **Financial Bid** and as per contract agreement. It will be made on quarterly basis and last quarter payment will be made after completion of all the works.

10. ARBITRATION

The contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Institute and the Bidder in connection with or arising out of the contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitration of the Director, PDPM IIITDM Jabalpur who shall give written award of his decision to the Bidder. The decision of the Director, PDPM IIITDM Jabalpur will be final and binding.

11. GENERAL TERMS & CONDITIONS

- 1) The bidder shall submit Annexure-A-



- a) The bidder must fill all the entries in the (Annexure A) and submit it alongwith supporting relevant documents in single pdf file. Annexure-A should be filled completely. Any missing entry will mean that there is no information to share for that parameter. Further, vendor should not use vague phrases, viz. attached/documents/ enclosed etc. in place of the space provided for the entries. Only entries made in the Annexure-A will be checked and evaluated.
- b) If the bidder fails to comply with directions as mentioned (a) above concerned bid will not be evaluated and summarily rejected.
- 2) This bid is to be submitted only by the proprietor/owner of a Chartered Accountant (CA) firm having a valid registration certificate. Manpower agencies/firms are not eligible to fill or submit this bid.
 - 3) Without assigning any reason the competent authority may cancel the bid at any stage.
 - 4) The contract is for one year and work as described in Scope of Work as clause 1 of the Tender document. The contract may be terminated by either party after giving a notice period of one month.
 - 5) Interested party should give his/her full permanent as well as temporary address in tender form and also provide name, address, and contact details of CA who will take care of the Institute work.
 - 6) The tender document will remain valid as per GeM Terms & Conditions.
 - 7) No compensation will be allowed for fluctuation in the market rates.
 - 8) The Institute reserves the right to accept or reject any tender without assigning any reason thereof.
 - 9) The bidder who does not fulfil all or any of the above conditions or incompletely filled Form and annexure (A, B and C) in any respect is liable to be rejected.
 - 10) Bidder shall have to sign the all the pages of tender documents.
 - 11) Bidder is not allowed to make additions/ alterations in the tender document, such additions and alterations shall be at the Bidder's own risk and the tender document is liable to rejection. Conditional documents shall not be accepted.
 - 12) Timings for work will be office working hours on working days of the Institute.
 - 13) Subletting of the work will not be permitted.
 - 14) This contract is subject to the legal jurisdiction of Jabalpur (MP).

- 15) The service provider shall not claim/use any document of the Institute. The service provider shall have no right, title, or interest whatsoever in any document or information belonging to the Institute and shall maintain complete confidentiality of the same.
- 16) In case of any dispute the decision of the Institute will be final and binding on both the parties.
- 17) Salary of employees/articles of the CA firm shall be as per guidelines of ICAI/ GOI.
- 18) The service provider shall not claim/use any document of the Institute. The service provider shall have no right, title, or interest whatsoever in any document or information belonging to the Institute and shall maintain complete confidentiality of the same.
- 19) The successful Bidder will not disclose any proprietary or confidential information relating to the services, agreement or the IIITDMJ's business or operations without the prior consent of the IIITDMJ.
- 20) All statutory dues be deposited, and returns be filed, or certificates be prepared as per concerned act or law in force. Quarterly internal audit report to be provided before last day of next month. Vouching, reconciliation, etc. for all accounts of both parts of work be done on monthly basis.
- 21) If any violation of rules and regulation resulting into any penalty clause on any point reported will be borne by CA only and will be a legal binding.

TECHNICAL BID

(Mandatory for all bidders)

MOST IMPORTANT – GUIDELINES FOR FILLING ANNEXURE-A

- a) The bidder must fill all the entries in the (Annexure A) and submit it alongwith supporting relevant documents in single pdf file. Annexure-A should be filled completely. Any missing entry will mean that there is no information to share for that parameter. Further, vendor should not use vague phrases, viz. attached/documents/ enclosed etc. in place of the space provided for the entries. Only entries made in the Annexure-A will be checked and evaluated.
- b) If the bidder fails to comply with directions as mentioned (a) above concerned bid will not be evaluated and summarily rejected.

1. Copy of valid Registration Certificate of the Chartered Accountant Firm

Please provide complete details of the Chartered Accountant Firm and furnish a valid Registration Certificate.

Particular	Details to be filled by Bidder
Name of Chartered Accountant Firm	
Registration No.	
Date of Registration	
Valid up to	
Name of Authorized Partner/Proprietor	
Document Attached	Page No./Document Reference
Yes / No	

2. Declaration for not being convicted by a Court of Law (Annexure-C)

The bidder shall furnish a duly signed declaration in Annexure-C confirming that the firm/authorized person has not been convicted by any Court of Law.

Particular	Details to be filled by Bidder
Declaration enclosed	Yes / No
Date of Declaration	

Name of Authorized Signatory	
Designation	
Document Attached	Page No./Document Reference
Yes / No	

3. Copy of audited financial statements for the consecutive three financial years

The bidder shall furnish audited financial statements for FY 2022-23, FY 2023-24 and FY 2024-25 and mention total turnover for each year. The turnover shall be minimum ₹15 lakh in each financial year.

Financial Year	Turnover of Firm (₹)
2022-23	
2023-24	
2024-25	

Average Turnover: ₹ _____

Supporting documents: Audited Balance Sheet, Profit & Loss Account and relevant financial statements.

Document Attached	Page No./Document Reference
Yes / No	

4. Experience of providing services for three years

The firm should have experience of providing services for three years in an organisation, out of which at least one year in Central Funded Technical Institute/State University/state funded Autonomous Body/ Institute of National Importance/Institution Recognised by UGC or AICTE. Having minimum turnover of Rs 5.00 crore on an average. in of the three financial years. Necessary documents to be submitted to validate the experience. Experience/Completion Certificate(s) are required; Work Order alone shall not serve the purpose.

S. No.	Name of Organization	Type of Organization	Nature of Service	Service Period (From-To)	Annual/Contract Value (₹)	Experience/Completion Certificate No./Date	Page No.
Document Attached				Page No./Document Reference			
Yes / No							

5. Copy of GST Registration Certificate

Please provide complete GST registration particulars and valid GST Registration Certificate.

Particular	Details to be filled by Bidder
Name of Firm	
GSTIN	
Date of Registration	
GST Registration Status	Active / Inactive
Principal Place of Business	
Document Attached	Page No./Document Reference
Yes / No	

6. Copy of ITR for consecutive three financial years

The bidder shall furnish ITR acknowledgements for FY 2022-23, FY 2023-24 and FY 2024-25.

Financial Year	ITR Form No.	ITR Acknowledgement No.	Date of Filing	Page No.
2022-23				
2023-24				
2024-25				

7. Full address of Registered Head Office

Please provide complete contact particulars of the Registered Head Office.

Particular	Details to be filled by Bidder
Name of Firm	
Registered Head Office Address	
City / State / PIN	
Telephone	
Email	
Document Attached	Page No./Document Reference
Yes / No	

8. Full address of Registered Branch Office at Jabalpur

Please provide complete particulars of the Registered Branch Office at Jabalpur.

Particular	Details to be filled by Bidder
Branch Office Address	
City / PIN	
Telephone	
Email	
Proof of registered branch address	
Document Attached	Page No./Document Reference
Yes / No	

[Handwritten signatures and marks]

9. Copy of Authorization Letter/ICAI Constitutional Certificate showing name

Please furnish the authorization/constitutional document establishing the name and authority of the person authorized to represent the Chartered Accountant Firm.

Particular	Details to be filled by Bidder
Name of Authorized Person/Partner	
Designation	
Nature of Authority	
Authorization Letter / Constitutional Certificate No./Date	
Document Attached	Page No./Document Reference
Yes / No	

10. Name & contact details of CA to be deployed

The bidder shall provide details of the CA proposed to be deployed. The CA shall be an FCA (Fellow Chartered Accountant) and shall have working experience of at least 5 years.

Particular	Details to be filled by Bidder
Name of CA	
Membership No.	
FCA Status	Yes / No
Mobile No.	
Email ID	
Date of becoming Chartered Accountant	
Total Working Experience	_____ years
Relevant Experience Detail	
Proposed role/responsibility	
Document Attached	Page No./Document Reference
Yes / No	

11. ICAI Registration Certificate of CA to be deployed

Please furnish a valid ICAI Registration/Membership Certificate of the CA proposed to be deployed and provide the following details.

Particular	Details to be filled by Bidder
Name of CA	
Membership/Registration No.	
Date of Membership/Registration	
Valid Status	Valid / Not Valid
Certificate Date	
Document Attached	Page No./Document Reference
Yes / No	

DECLARATION BY THE BIDDER

We hereby certify that the information furnished in this Annexure-A is true and correct to the best of our knowledge and belief. We understand that any incorrect, incomplete or misleading information may result in rejection of the bid.

Particular	Details to be filled by Bidder
Name of Firm	
Name of Authorized Signatory	
Designation	
Signature with Seal	
Date	
Place	

* The Director reserves the right to relax any condition/criteria of the Technical Bid in deserving and justified cases, if considered necessary in the interest of the Institute.

Tender document for Hiring of services of Chartered Account for the
Financial Year 2026-27
(Firm letter head/Stamp paper Rs 100)

ANNEXURE – C

Declaration of Bidder

1. I / we have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.
2. I / we agree to abide all terms and conditions mentioned in tender document.
3. My / our firm has not been convicted by the law of court.
4. I/we have not provided any false/misleading information.

(Signature of the Bidder)
With name and Seal

Complete address of the bidder
With Phone/ Fax & Mobile No.



Financial Bid**Name of the Firm**

Work	Amount in words	Amount in figures
For Financial year 2026-27		

1. GST will be paid extra at the applicable rate.
2. Please take while quoting rates that there should not be any discrepancy and/or ambiguity. If in case of any discrepancy and/or ambiguity in quoted rates in figures & words, rate quoted in words will be considered.
3. In case same rate comes from two or more firms, the firm having more experience in Education Institute will be given weightage.
4. In case of any conflicting situation the Competent Authority of the Institute will take final decision.
5. The maximum financial bid/quoted professional fee by a bidder shall not exceed ₹4,25,000/- (Rupees Four Lakh Twenty Five Thousand Only).

(Signature of the Bidder)
With name and Seal

Place:

Date: