**भारतीय प्रौद्योगिकी संस्थान गोवा**
**गोवा अभियांत्रिकी महाविद्यालय परिसर, फ़ार्मागुड़ी, फोंडा - 403401, गोवा**
**Indian Institute of Technology Goa**
**Goa College of Engineering Campus, Farmagudi, Ponda –403401, Goa**

Enquiry No: IITGOA/2026-27/F&A/01 Date: 17/08/2026

# Notice Inviting Tender For Empanelment of Chartered Accountant Firm

Indian Institute of Technology (IIT) Goa is an Institute of National Importance, having its Temporary Campus at Goa Engineering College Campus, Farmagudi, Ponda-403 401, invites tender from Chartered Accountant Firms for empanelment for the services mentioned in the 'Scope of work' for one year, which may further be extended for four more years (on a yearly basis) on satisfactory completion of the work and as per the requirements. Quotations are invited in two bids (Technical & Financial) for the empanelment process and are required to be submitted in hard copy.

Please mention the above-mentioned title, enquiry number, and due date for submission of bids on the sealed cover to avoid the bid being declared invalid.

The address and contact numbers for seeking clarifications regarding this RFP are given below –

**The Registrar,**
**IIT GOA, at GEC Campus**
**Farmagudi, Ponda–403401. Goa**
**0832-2490860/862**
**regoff@iitgoa.ac.in / accounts@iitgoa.ac.in**

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**EMPANELMENT OF CHARTERED ACCOUNTANT FIRM**


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## 1. INFORMATION SHEET

| | |
|---|---|
| **Issue of Tender Forms** | Tender Document can be downloaded from the Institute's website as well as CPP portal |
| **Last Date of Submission of Tender** | **08th September 2026 up to 15:00 hours** |
| **Opening of Tender (Technical Bid)** | **09th September 2026, 11.00 hours (Tentative)** |
| **Contact Person** | Assistant Registrar (Finance & Accounts), IIT Goa |
| **Contact Address** | Indian Institute of Technology Goa,<br>At Goa College of Engineering Campus,<br>Administrative Building, Farmagudi,<br>Ponda-403401. Goa |
| **Contact Phone Number** | 0832-2490860/862 |
| **Website of the Institute** | www.iitgoa.ac.in |
| **Tender Issuing Authority** | Registrar, IIT Goa |

## 2. TERMS OF REFERENCE

### *2.1 Brief Background*

Indian Institute of Technology Goa (IIT Goa) is a Central Autonomous Body under the Ministry of Education, Government of India, and has been recognized as an Institute of National Importance by an Act of Parliament.

IIT Goa is maintaining its account on Accrual Basis and is following the applicable Accounting Policies prescribed by the Ministry of Education. The Institute is financed by the Ministry of Education under multiple Grants for its Academic and Administrative activities. Also, there is a Research & Development division of the Institute, which is primarily funded by externally (Govt./PSUs/Firms) sponsored funds and partly supported by grants from the parent Ministry. The main activities of this division are Research developments/ Foreign collaborations/Industrial relations/ Seminars (domestic/International)/Consultancy activities. As per the source of funds, the expenditure of the Institute is segregated into Recurring and Non-recurring expenditures.

Currently, Tally software is being used for accounting for all receipts and payments of the Institute. Financial statements of the Institute are prepared as per the format prescribed by the Ministry of Education for Central Higher Education Institutions.

I. Currently, the Institute has around 160 employees and around 700 students.
II. The Institute's source of income is mainly Government grants for academic/administrative expenses and Sponsored grants for research-related activities.
III. Institute's average annual expenditure for the last three Financial Years was Rs. 50 Cr (approx.).
IV. The Average number of monthly vouchers for various expenditures is around 1500.
V. Institute's Accounts and transactions are audited by C&AG and the audited accounts are placed in the Parliament.
VI. The Institute files separate GST returns for Academic/Administrative purchases and Research & Development purchases.

### *2.2 General Instructions*

I. The Chartered Accountant Firm is expected to depute dedicated personnel to visit the Sections concerned of the Institute, at least once in fifteen (15) days to verify the transactions including TDS, GST etc., and report any deviations in the regard.
II. The rates must be quoted in view of the quantum of works for each job mentioned as per the scope of work and the quoted fee should be all inclusive except GST. No other charges on account of travelling, accommodation, food and other expenses will be paid. However, the facility related to printing, stationery and computers etc. will be arranged by the Institute for the jobs being executed in the Institute premises.
III. In the event of delay in the performance or completion of the services attributable to the Firm, penalty shall be levied at the rate of 1% of the Contract Price for each week of delay, subject to a maximum of 10% of the Contract Price. If the delay exceeds the period corresponding to the maximum permissible penalty, the Institute may, at its discretion, terminate the Contract, without prejudice to its right to take any other action or recover any additional loss or damage as may be permissible under the Contract and applicable law.

IV. The Empanelled Chartered Accountant Firm shall maintain strict confidentiality of all information, records, documents, financial data, research-related information, personal information, and any other confidential or proprietary information of the Institute that comes into its possession during the course of the engagement.

The Firm shall:

a) Use such information solely for the purpose of carrying out the assignments entrusted by the Institute.

b) Not to disclose, publish, reproduce, share, or communicate any information, document, report, or data to any third party without the prior written approval of the Institute, except where disclosure is required under any applicable law, statutory authority, or judicial order.

c) Ensure that its partners, employees, representatives, and associates engaged in the assignment are bound by the same confidentiality obligations.

d) Take all reasonable measures to safeguard the confidentiality, integrity, and security of the Institute's records and information, whether in physical or electronic form.

e) Return all records, documents, reports, data, and other materials belonging to the Institute, or securely destroy copies thereof, upon completion or termination of the engagement, if so directed by the Institute.

The confidentiality obligations under this clause shall survive the expiry, completion, or termination of the empanelment/contract. Any breach of confidentiality by the Contractor/Firm shall entitle the Institute to initiate appropriate legal and/or contractual action and, where applicable, refer the matter to the Institute of Chartered Accountants of India (ICAI) for appropriate disciplinary action, without prejudice to any other rights, remedies, or claims available to the Institute under the contract or applicable law.

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

VI. 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 fulfil the objectives of the contract.

VII. Any action on the part of the Applicant to influence any Officer of IIT Goa or canvassing in any form shall make the tender document liable for rejection.

VIII. The contractor / Firm will maintain high standards of integrity and professional ethics and morality while handling the work of IIT Goa and dealing with IIT Goa and its officials.

IX. The selected Chartered Accountant Firm, post empanelment, should establish an Office in Goa if not available, within a period of one month, post awarding of contract or should depute a suitably qualified and experienced staff member having relevant experience in the services specified under the 'Scope of Work'.. The deputed staff shall be available in the Institute for the effective and timely execution of the assigned work. The Firm shall furnish the personal and professional particulars, including qualification and relevant experience, of the proposed deputed staff to the Institute for its information and approval prior to deployment.

X. The empanelled Firm shall not assign, transfer, sub-contract, outsource, or otherwise delegate, in whole or in part, any of the services covered under this Tender/Contract to any third party.

XI. **Arbitration**: Any dispute, difference, or claim arising out of or in connection with the empanelment shall, in the first instance, be resolved amicably through mutual consultation between the Parties. If the dispute remains unresolved within 30 days of written notice, it shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitration shall be conducted by a sole arbitrator appointed mutually by the Parties in accordance with the applicable law. The seat and venue of arbitration shall be Goa, and the proceedings shall be conducted in English. The decision/award of the arbitrator shall be final and binding on both Parties. Nothing in this clause shall prevent the Institute from seeking appropriate interim or urgent relief from a competent court.

**2.3 *Scope of Work***

The Empanelled Chartered Accountant (CA) Firm shall provide comprehensive professional services relating to accounting, auditing, taxation, statutory compliance, certification, representation before statutory authorities, financial advisory and allied services to the Institute. The scope of work shall include, but not be limited to, the following:

I. Internal Audit

a. Conduct quarterly internal audit of the Institute's books of accounts, vouchers, accounting records, bank transactions, statutory deductions, internal controls and other financial records, and submit the Quarterly Internal Audit Report within one month from the end of each quarter, highlighting audit observations, deficiencies and recommendations.
b. Verify Bank Reconciliation Statements of all Institute bank accounts and review compliance with applicable Accounting Standards, Government of India Rules, General Financial Rules (GFR), Income Tax Act, GST Act and other statutory provisions.

II. Annual Accounts

a. Prepare, compile, verify and certify the Annual Financial Statements of the Institute on an accrual basis in the format prescribed by the Ministry of Education/Government of India for Central Higher Educational Institutions including R&D.
b. Prepare all supporting schedules, reconciliation statements, working papers and disclosures required for finalization of Annual Accounts and complete the Annual Accounts by the first week of May of the consequent financial year.

III. Taxation and Statutory Compliance

a. Undertake all professional services relating to Income Tax, TDS/TCS, GST and GST-TDS, including preparation, verification, filing and revision of statutory returns, issuance of Form 130/131, filing of Annual Income Tax Returns, correction/revised returns, applications for refunds, lower or nil deduction certificates and compliance with applicable statutory provisions.
b. Review statutory compliances and advise the Institute on corrective measures and changes in applicable tax laws.

IV. Representation before Statutory Authorities

a. Represent and assist the Institute before Income Tax, GST, TDS and other statutory authorities in connection with notices, scrutiny, assessments, appeals, refund matters, personal hearings and other statutory proceedings.
b. Prepare replies, legal submissions, written representations, professional opinions and other documents required before statutory authorities, including litigation matters wherever specifically authorized by the Institute.

V. Audit, Certification and Sponsored Research Projects

a. Audit, verify and certify Statements of Expenditure (SoE), Utilization Certificates (UC), Project Accounts, Financial Statements and all other certificates required by Government Ministries, Funding Agencies, PSUs, Autonomous Bodies, International Funding Agencies and Sponsored Research Projects, irrespective of the financial year to which they relate.
b. Issue any statutory or financial certification required by Government Departments, regulatory authorities or funding agencies.

VI. International Payments, Foreign Funding and Regulatory Compliance

a. Examine tax implications relating to international remittances and issue Form 145, Form 146 and other statutory certifications wherever applicable.
b. Advise the Institute on FEMA, FCRA, DTAA, HEFA withholding tax, foreign remittances, overseas vendor payments, international consultancy payments and receipt of grants or funds from foreign collaborators, international organizations and other funding agencies.
c. Obtain, renew or modify statutory registrations, approvals and exemptions of the Institute, including those under Sections 133/332/354 and other applicable Central or State Government laws.

VII. Coordination and Advisory Services

a. Coordinate with the C&AG audit team, Statutory Auditors, Government Audit Teams, Ministries, Income Tax Department, GST Authorities and other statutory agencies, and to prepare replies to audit queries/ audit observations from time to time, reconciliations, supporting documents and compliance reports required during audit, inspection or assessment.
b. Provide continuous professional advice on accounting standards, Government accounting, taxation, GST, TDS, financial management, sponsored research projects, statutory compliance, Government rules, financial regulations, amendments in applicable laws and any other accounting, financial or regulatory matters referred by the Institute.

VIII. Other Professional Services

a. Undertake special audits, certifications, financial reviews, professional opinions and any other assignments falling within the professional competence of a Chartered Accountant as entrusted by the Institute.
b. Perform any other accounting, auditing, taxation, certification, statutory compliance or financial advisory work assigned by the Competent Authority from time to time.

IX. General

a. The Firm shall promptly inform the Institute of amendments in taxation laws, accounting standards or statutory provisions having financial or regulatory implications and advise appropriate compliance measures.
b. The quoted professional fee shall be deemed to cover all activities specified under the Scope of Work, including statutory filing charges (such as TDS return filing charges) and all routine costs incurred in the execution of the scope of work. However, where the Firm is specifically required by the Institute to appear before the Income Tax Department, GST authorities, or any other statutory authority outside the State of Goa, the actual travelling and admissible boarding/lodging expenses shall be reimbursed by the Institute in accordance with its prevailing TA/DA policy of the Institute.

***2.4 Period of Contract***

The Chartered Accountant firm will be required to provide the desired services initially for a period of one year which may be renewed for a further period of four years (on yearly basis) based on satisfactory performance and requirements.

Notwithstanding the above, IIT Goa reserves the right to discontinue the services of the empanelled CA Firm at any time during the empanelment period by giving one month's written notice, if its performance or services are found to be unsatisfactory.

In the event of any breach of the Contract/Tender, failure to perform the assigned services, fraud, professional misconduct, insolvency, or submission of any false, forged, or misleading document/declaration, IIT Goa may terminate the empanelment with immediate effect, without prejudice to its other rights and remedies, including forfeiture of the Performance Bank Guarantee, recovery of any loss or additional cost incurred in engaging an alternative service provider, and appropriate legal/administrative action, including blacklisting/debarment, as applicable.

The empanelled CA Firm may discontinue or terminate the empanelment by providing two months' prior written notice to IIT Goa.

***2.5 Pre-qualification Criteria***

The bids of only those firms will be considered which satisfy the following eligibility criteria:

I. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration (A copy of the certificate to be submitted).
II. The Firm should have been in operation for a minimum period of five years from the date of its registration, out of which the Firm should have at least two years of experience in providing services similar to those specified in the 'Scope of Work' to IITs, IIITs, NITs, Central Universities, or other Central Government-funded Higher Educational Institutions.
III. The Firm should have at least one Chartered Accountant employed/Partner (Full time) with the firm. (Sub-Annexure PROFORMA: A1)
IV. The Average Annual revenue (i.e. Average Gross Professional Fees earned during the last 3 years) of the Firm in the last 3 financial years i.e. (2023-24, 2024-25 and 2025-26) must be equal to or more than Twenty-Five Lakhs (25 Lakhs), the same shall be assessed by the ITR and Audited Annual Accounts submitted by the firm for FY 2023-24 & 2024-25. For FY 2025-26, a provisional Statement of Accounts may be submitted in case of non-availability of Audited statements for the year. (Sub-Annexure- PROFORMA: A2)
V. The Firm should have experience in all the works as mentioned in the "Scope of Work" of IITs/ IIITs/ NITs/ Central Universities/ Central Government funded Educational Institutions. (Sub-Annexure PROFORMA: A3)
VI. Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the firm and enclosed in a cover, to be submitted with the technical bid.

VII. A duly notarized Declaration on a non-judicial stamp paper of ₹100/- (Rupees One Hundred only), in the prescribed format, shall be submitted by the CA Firm confirming that the Firm has not been blacklisted, debarred, suspended, or otherwise barred by any of the IITs, IIITs, NITs, Central Universities, Central Government Departments/Organizations, or State Government-funded Educational Institutions during the last five (5) years preceding the date of submission of the bid.

The Declaration shall further confirm that no disciplinary action has been taken against any of the existing Partners/Proprietor of the Firm in the past, and that no disciplinary proceedings or inquiry is pending against the Firm or any of its existing Partners/Proprietor before the Institute of Chartered Accountants of India (ICAI) during the last five (5) years preceding the date of submission of the bid. (Sub-Annexure – PROFORMA: A5)

***2.6 Payment Terms***

The payment shall be made against the services provided by the firm on monthly basis, subject to the following terms and conditions:

I. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. No request for extra payment on account of an increase in price on whatever account will be entertained in the first two years. However, a raise of **5-10%** may be considered (on mutual understanding) after serving for at least **two years**, in case the contract is extended further.
II. Any increase in statutory taxes during the contract period will be borne by the Institute.
III. TDS under Income tax will be deducted at applicable rates.
IV. The Institute reserves the right to deduct the amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing services. The decision of the Institute will be the final in this regard.

***2.7 Performance Security***

The successful bidder will be required to deposit **3%** of the bid amount towards Performance Security in the form of Bank Guarantee within **15 days** of the award of the contract. The Bank Guarantee must be valid for a period of **sixty days** beyond the date of completion of the contract. In case of further extension of the contract, the Bank Guarantee will also be renewed accordingly on **yearly** basis. (Format: ANNEXURE C)

## 3. SUBMISSION AND EVALUATION OF THE TENDER

### *3.1 Submission of Tender*

Interested firms meeting the pre-qualification criteria are requested to submit their tender in a sealed envelope in hard copy in the Institute. The Tender should contain the following documents:

| | | |
|---|---|---|
| **ENVELOPE – 1**<br>(Super scribed as Technical Bid) | | |
| **Sl. No.** | **Document** | **Content** |
| 1. | Technical Bid | Prequalification-cum-Technical bid **(Annexure-A)** |
| 2. | | Details of the Chartered Accountants employed/Partners (full time) with the firm (Sub-Annexure - PROFORMA: A1) |
| 3. | | Details of CA Firm's Professional Income (Sub-Annexure-PROFORMA: A2) |
| 4. | | Details of CA Firm's Experience of Similar Services(Sub-Annexure - PROFORMA: A3) |
| 5. | | Bid Security Undertaking in lieu of EMD (Sub-Annexure -PROFORMA: A4) |
| 6. | | Undertaking regarding not being blacklisted (Sub-Annexure -PROFORMA: A5) |
| **ENVELOPE – 2**<br>(Super scribed as Financial Bid) | | |
| **Sl. No.** | **Document** | **Content** |
| 1. | Financial Bid | Financial Bid ( **ANNEXURE –B)** |

The Prequalification cum Technical Bid and Financial Bid should be submitted in hard copy. The technical bid shall not contain any indication of the price offered for the job for which tender is given by the firm. In case it is found that the technical bid contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected.

All the pages of the Tender document including the annexures and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm.

### *3.2 Earnest Money Deposit*

Earnest Money Deposit - NIL. However, bidders are required to submit 'Bid Security Undertaking' in lieu of EMD. (PROFORMA A4)

***3.3 Queries Regarding the Tender***

The interested Firms may seek clarification on the Tender document from the Assistant Registrar (Finance & Accounts). The firms can also go through the Annual Accounts of the Institute, available in the Institute's website.. The Firms can visit the **'Finance & Accounts' Section** between **10:00 AM to 12:30 PM. only** on any working day (i.e., Monday to Friday and except public holidays).

***3.4 Last Date of Submission of Tender***

The last date of submission of the Tender is **08.09.2026 up to 15:00 hours**.

***3.5 Bid Validity Period***

The Bid must be valid for 90 days.

***3.6 Date of Opening of the Tender***

The authorized representatives of the firms carrying authority letters may attend the bid opening. **The Tentative date of opening the Technical bid will be 09.09.2026 at 11:00 hours**. The date of opening of the Financial Bids will be intimated separately.

***3.7 Evaluation of Tender***

The Tender will be evaluated by the Institute's designated Committee. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bids are given weightage of 70 and 30 respectively.

**3.7.1. Evaluation of Technical and Financial Bids**

Technical and financial bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical and financial bid evaluation criteria, on pages 9 and 10. Each firm, meeting the pre-qualification criteria would be evaluated and given a technical score out of 70 marks and a financial score out of 30 marks. Those firms that do not meet the pre-qualification criteria, shall not be evaluated.

The formula for calculation of financial proposal is given on page 10 i.e., the technically evaluated and accepted proposal with the least financial cost (L1) will be assigned a score of 30. The score of other technically accepted firms will be evaluated as per the following formula:
= (L1 amount) X (30) / (Financial amount of bid being evaluated)

The firm with the maximum total score will be declared successful and awarded the work order. If the final score comes out to be the same for more than one firm, then the decision of the Competent Authority of the Institute shall be final.

**Bid Evaluation Criteria**

| Sl. No. | Criteria | | Maximum Marks |
|---|---|---|---|
| | **Experience** | | |
| i) | Firm's existence in years after its registration | Marks | 5 |

| | | | |
|---|---|---|---|
| | 5 Years to 7 Years | 2 | |
| | 8 Years to 10 Years | 3 | |
| | More than 10 Years | 5 | |
| ii) | Average Annual Professional receipts of the Firm (in the last 3 financial years) ended on March 2026 | | 5 |
| | Rupees 25 Lakhs To 50 Lakhs | 2 | |
| | More than 50 Lakhs And equal to 1 Cr | 3 | |
| | Above 1 Cr | 5 | |
| iii) | Number of years of experience in similar kind of work of IITs/IIITs/NITs/Central Universities/ Central Government funded Educational Institutions. | | 10 |
| | 2 to 5 years | 4 | |
| | More than 5 up to 10 years | 6 | |
| | More than 10 years | 10 | |
| iv) | Experience of handling similar work in IITs/IIITs/ NITs/ Central Universities/ Central Government funded Educational Institutions | | 30 |
| | (i) e-TDS Returns filing | 5 | |
| | (ii) Preparation and Verification of Annual Accounts on Accrual basis | 5 | |
| | (iii) Services related to GST Matters | 5 | |
| | (iv) Filing of Annual Income Tax Returns/GST/E-Way Bill/ Income Tax Assessment etc. | 5 | |
| | (v) Providing of opinions on various cases pertaining to taxation matters | 5 | |
| | (vi) Auditing and Certification of Utilization Certificates/SE of various sponsored Research Projects as per the requirement of funding agencies | 3 | |
| | (vii)Preparation and issuance of Form 145/146. | 2 | |
| | **Key Experts and Manpower** | | |
| v) | Number of Chartered Accountants employed/Partners (full time) with the firm | | 10 |
| | 1 to 3 | 4 | |

| | | | |
|---|---|---|---|
| | 4 to 5 | 6 | |
| | More than 5 | 10 | |
| vi) | Number of paid staff (Full Time) on the rolls of firm | | 10 |
| | 5 to 10 | 5 | |
| | 11 to 20 | 7 | |
| | More than 20 | 10 | |
| **01** | **Total Technical Score (i to vi)** | | **70** |
| **02** | **Score on Financial Proposal*** | | **30** |
| | **Grand Total (01+02)** | | **100** |

* **<u>Formula for calculation of Financial Proposal</u>**
The technically evaluated and accepted proposal with the least financial cost (i.e L1) will be assigned a score of 30. The score of other technically accepted firms will be evaluated as per the following formula;
= (L1 amount) X (30)/ (Financial amount of bid being evaluated)

**<u>Note:</u>**

1. The firm having a technical score of less than 40 marks will be rejected. The firm having maximum total score i.e. **Technical score *plus* financial score** will be selected for the award of work.
2. The evaluation of financial bid shall be made in totality of all jobs and not separately for each job.
3. If two or more firms secure the same final score, preference shall be given to the firm having the maximum period of relevant experience in IITs/IIITs/NITs/Central Universities /Centrally Funded Higher Educational Institutions (CFTIs).

**Annexure-A**

**PRE QUALIFICATION CUM TECHNICAL BID**
(To be issued by the bidder on company's letterhead)

| **Sl. No.** | **Criterion** | **Particulars** | | **Page No. of Technical Bid** |
|---|---|---|---|---|
| 1 | *Details of the CA Firm* | Address of the Firm | | |
| | | Name and address of the authorized official | | |
| | | Telephone No.<br><br>Mobile No<br><br>E-Mail | | |
| 2 | The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess Permanent Account Number (PAN) under Income Tax and registration under Goods and Service Tax (GST)<br><br>*(Provide copies of all registration certificates)* | Registered with ICAI, then mention Registration Number (Date of Registration No.) | | |
| | | PAN of the CA Firm | | |
| | | GST Registration No. | | |

| | | | | |
|---|---|---|---|---|
| 3 | The CA Firm should be in operation for at least 5 years after its registration<br><br>*(Provide necessary evidence)* | Year of Registration:<br>Starting of operation:<br>Nos. of years in operation after registration (in years): | | |
| 4 | CA Firm should have minimum one Chartered Accountant employed/Partner (full time) with the firm.<br><br>*(Submit the proof of the Ownership pattern and the registration certificate of ICAI along with the details of the CA employed/partner (full-time) in PROFORMA A-1)* | Nos. of Chartered Accountants employed/Partners (full-time) | | |
| 5 | Average Annual Professional Receipts of the CA Firm for the last 3 (three) years i.e. (2023-24, 2024-25 & 2025-26) ending on 31st March, 2025 [Must be equal to or greater than 25 Lakhs]<br><br>*[Provide copies of the Audited Financial Statements & ITR for FY 2023-24 & 2024-25 along with Provisional Statement of Accounts for FY 2025-26, sub-* | Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last three years ending 31st March 2026 | Rs………… (in figure)<br><br>Rs…………………………………… (in words) | |

| | | | | |
|---|---|---|---|---|
| | *annexure, PROFORMA:A2* | | | |
| 6 | The CA Firm should have experience of preparation of Annual Accounts of IITs/IIITs/NITs/ Central Universities/Central Higher Educational Institutions, filing of e-TDS returns (Income Tax) and Service Tax matters of Central Autonomous Bodies<br><br>*(Details to be provided as per PROFORMA A-3. Attach copy of the satisfactory work completion certificate issued by the respective Institutes as evidence)*<br><br>(Please attach additional sheets, if required.) | Number of years of experience in IITs/IIITs/NITs/ Central Universities/Central Higher Educational Institutions where similar services were provided: | EmpanelmentEmpanelment | |
| | | Name of such Institutes where similar services are provided: | | |
| 7 | Numbers of staff on Payroll (Full Time) /Articleship incumbent / Apprentices (if any)<br><br>(Submit the declaration on the letter head of the firm and signed by the Authorized Signatory) | No. of Payroll Staff (Full Time):<br><br>No. of Article-ship Incumbent:<br><br>No. of Apprentices: | | |

| | | | | |
|---|---|---|---|---|
| | | | | |
| 8 | Under Taking for Bid Security in lieu of the EMD(PROFORMA A4) | | | |
| 9 | Undertaking regarding not being blacklisted (PROFORMA A5) | | | |

**Sub-Annexure**

**PROFORMA A1**

**Details of the Chartered Accountants employed/Partners (full time) with the firm**
(To be issued by the bidder on company's letterhead)

| SI No | Name of the Member | Designation | Membership No. | Status (FCA/ACA) | Remarks |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Furnish the copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

SEAL

Signature

Date

Name and Designation

**Sub-Annexure**

**PROFORMA A2**

**Details of CA Firm's Professional Income**
**(Gross Professional Fee earned)**
(To be issued by the bidder on company's letterhead)

| Particular | Financial Year 2023-24 | Financial Year 2024-25 | Financial Year 2025-26 | Average Annual Income |
|---|---|---|---|---|
| Annual Income* (Rs. in Lakhs) | | | | |

* Furnish the Audited Accounts of the Firm along with Copy of the acknowledgement of Income Tax return for FY 2023-24 and FY 2024-25.
* Furnish provisional Statement of Accounts for FY 2025-26, in case of non-availability of Audited Accounts for the year.

SEAL | Signature

Date | Name and Designation

**Sub-Annexure**

**PROFORMA A3**

**Details of CA Firm's Experience of Similar Services in IITs/IIITs/NITs/ Central Universities/ Central Government funded Educational Institutions**
(To be issued by the bidder on company's letterhead)

| SI No | Name of the Assignment | Name of the Institute | Nature of the Assignments (Please specify whether the work involved all jobs as detailed in scope of work) | Start date/ end date | Nature of the Supporting Documents provided |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Furnish the copy of the satisfactory work completion certificate issued by the respective Institutes in support of the Information provided above. Please attach additional sheets, if required.

SEAL Signature

Date Name and Designation

**Sub-Annexure**

**PROFORMA A4**

**UNDERTAKING FOR BID SECURITY**

(To be issued by the bidder on company's letterhead in lieu of EMD)

To,
The Registrar,
Indian Institute of Technology Goa,
At GEC Campus, Farmagudi, Ponda – Goa

We, M/s ........................................................................ (name of the firm), with ref. to enquiry no. .......................... dtd ……… hereby undertake that:

1) We accept all the terms and conditions of the tender document.

2)We accept that, we will not modify our bid during the bid validity period, submit performance guarantee within the stipulated period and honor the contract after award of contract.

3) In the event of any modification to our bid by us or failure on our part to honor the contract after final award or failure to submit performance guarantee, our firm may be debarred from participation in any tender/contract notified by Indian Institute of Technology, Goa for a period of one year

Yours faithfully,
(Signature of the bidder with date and seal)

**Sub-Annexure**

**PROFORMA A5**

**UNDERTAKING REGARDING NOT BEING BLACKLISTED**

(Notarized Affidavit on non-judicial stamp paper of Rs.100/-)

I/We, the undersigned, being the authorized Partner/Proprietor of M/s. ____________________________, Chartered Accountant Firm, having its registered office at ____________________________, do hereby solemnly affirm and declare that:

The Firm has not been blacklisted, debarred, suspended, or barred from participating in or being awarded contracts by any of the IITs, IIITs, NITs, Central Universities, Central Government Departments/Organizations, or State Government Departments/Organizations/Funded Institutions during the last five (5) years preceding the date of submission of the tender.

No disciplinary action has been taken against any of the Partners/Proprietor of the Firm by the Institute of Chartered Accountants of India (ICAI) during the last five years, and no disciplinary proceedings/inquiry is pending against the Firm or any of its Partners/Proprietor before the ICAI as on the date of submission of the tender.

The information furnished above is true, complete, and correct to the best of my/our knowledge and belief. I/We understand that any concealment, misrepresentation, or furnishing of false information shall render the Firm liable for rejection of its bid, cancellation of empanelment/contract, forfeiture of security, and/or any other action as deemed appropriate by IIT Goa under the applicable rules and terms of the tender.

I/We undertake to immediately inform IIT Goa in writing if any of the above circumstances arise or if any disciplinary proceeding, debarment, blacklisting, or other adverse action is initiated against the Firm or its Partners/Proprietor during the period of empanelment/contract.

Place: ___________
Date: ___________

Signature of Authorized Partner/Proprietor

Name : ____________________________
Designation : _______________________
Membership No. : ___________________
Firm Registration No. : ______________
Seal of the Firm

Name & Signature of the notary with seal

**ANNEXURE-B**

**FINANCIAL BID**

(To be issued by the bidder on company's letterhead)

| Sl. No | Scope of Work as per 2.3 of this tender document | Annual Professional Fees to be quoted in Rupees (excluding GST) | |
|---|---|---|---|
| | | figures | in words |
| I | Internal Audit | | |
| II | Annual Accounts | | |
| III | Taxation and Statutory Compliance | | |
| IV | Representation before Statutory Authorities | | |
| V | Audit, Certification and Sponsored Research Projects | | |
| VI | International Payments, Foreign Funding and Regulatory Compliance | | |
| VII | Coordination and Advisory Services | | |
| | **Total** | | |

**Note:-**

1. The rate must be quoted in view of the quantum of works for each job mentioned as per above Performa and the quoted fee should be all inclusive except GST. No other charges on account of travelling, accommodation, food and other expenses will be paid.
2. **Payment Schedule**: The firm shall raise bills on a monthly basis.
3. GST will be paid extra as applicable. **Statutory changes in GST rate if any shall be borne by the Institute.**
4. We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

**SEAL:** **Signature:**____________________________

**Date:** **Name and Designation:** ____________________________

**ANNEXURE-C**

**FORMAT FOR PERFORMANCE GUARANTEE BOND**

**(To be typed on <u>Non-judicial stamp paper</u> of the value of Indian Rupees of One Hundred)** (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GOA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GOA OR ANY SCHEDULED BANK SITUATED AT GOA. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,
The Registrar,
Indian Institute of Technology, Goa
Farmagudi, Ponda,
Goa – 403401

***LETTER OF GUARANTEE***

WHEREAS Indian Institute of Technology, Goa (Buyer) have invited Tender vide Tender No............................... Dt. ............................ for empanelment of Chartered Accountant Firm
AND
WHEREAS the said tender document requires that any eligible successful tenderer wishing to supply the service on contract, in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **"Registrar, Indian Institute of Technology, Goa"** in the form of Bank Guarantee for Rs ............................... (**3% (three percent) of the contract value**) and valid till **<u>one year *plus* sixty days</u>** from the date of award of contract. Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of the award of the contract.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in the tender document/work order / etc. this Bank shall pay to Indian Institute of Technology, Goa on demand and without protest or demur Rs........................ (Rupees.....................................).

This Bank further agrees that the decision of the Indian Institute of Technology, Goa (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in the tender document / purchase order shall be final and binding.

We, .................................................. (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology, Goa (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. ........................………………… . (Indian Rupees .................................... only).

2. This Bank Guarantee shall be valid up to ..........................(date) and

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Goa serves upon us a written claim or demand on or before ..........................(date).
4. This Bank further agrees that the claims, if any, against this Bank Guarantee shall be enforceable at our branch office at ....................................... situated at .............................. (Address of local branch).

Date:

Yours truly,

Signature and seal of the Guarantor:

Name of Bank:

**Instruction to Bank:** Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. The bank is requested to take appropriate necessary action on or after the expiry of the bond period.

------------------------------------x---------------------------x----------------------------x-----------------------------
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