



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
Indian Institute of Information Technology, Allahabad
An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref. no. IIIT-A/Purchase/ 400/ 462/2018
Dated: 24/10/2018

To,

Subject: Tender for engagement of Chartered Accountant firm for preparation of Annual Accounts (quarterly basis) and various regulatory works at IIIT-Allahabad – reg.

- i. Sealed quotations are invited for the engagement of reputed Chartered Accountant firm at IIIT-Allahabad for the F.Y. 2018-2019, for preparation of Annual Accounts on quarterly basis and performing various regulatory works as mentioned in the attached list – General Scope of Works (Annexure – 1). The term of contract will initially be for one year, which is extendable on performance and decision of competent authority.
- ii. The interested agencies are required to submit the technical and financial bid separately. The bids in **Sealed Cover-I** containing “**Technical Bid**” as per **Annexure C (Alongwith Annexure A and B)** and **Sealed Cover –II** containing “**Financial Bid**” in the prescribed format as per **Annexure D**, should be placed in a third sealed cover superscripted “Tender for engagement of Chartered Accounts firm for various works” may be submitted personally in the Accounts Section of the Institute on or before due date. Quotations received after the scheduled date and time shall be summarily rejected. The Institute reserves the right to reject any or all the quotations without assigning any reason thereof. Incomplete and conditional tenders/quotations shall be rejected.
Annexure A, B (Format of Application) and Annexure C needs to be filled before submitting the quotations.
For the terms & conditions of engagement, please see **Ann – 2**.
The last date of submission of application, complete in all respects, is- 14/11/2018 upto 12:00 Noon.
- iii. Application duly sealed may also be dropped in the tender box placed in the office of the Faculty In-charge, Purchase, IIIT-Allahabad. Please note that application will not be accepted after the expiry of stipulated date and time for the purpose.

- iv. Details of Bank account of Firm for returned of EMD

Bank's Account Holder Name:.....
Type of Account Name:.....
Address of Branch:.....
Account No:.....
IFSC Code:.....

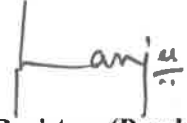
- v. **E.M.D. :** EMD amount Rs.5,000/- (Rupees Five Thousand Only) should be directly transfer into the bank account (IIIT-A General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any application without EMD fee receipt will not be considered). EMD receipt should be enclosed with the Technical Bid document in a separate envelop.
The detail of institute's Bank account is as below:

Account Name: IIIT-A General AC
Bank Name: Indian Overseas Bank
Address: 61, M.G. Marg, Civil Lines, Allahabad
Account No.: 035001000060976
IFSC Code: IOBA0000350

Handwritten signature

Mode of selection:

After screening / shortlisting of applications by the authorized Committee, selected firms will be called for a presentation before the Selection Committee.



Assistant Registrar (Purchase)

Copy to:

- PS to Director- for kind information to Hon'ble Director please.

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD**SUBJECT: TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FOR PREPARATION OF ANNUAL ACCOUNTS AND VARIOUS REGULATORY WORKS**

1.	Name, address of Firm/Agency Tel / Mobile Nos. E-mail ID	_____ _____ _____
2.	Registration No. of the Firm/Agency (ICAI registration / whether empanelled by C&AG, Pls. mark YES or NO) Attach Proof	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.	Name, Designation, address and Telephone No. of Authorized person of Firm/Agency to deal with	_____ _____ _____
4.	Work Experience of Auditing Accounts of Educational Institutes of Higher Education and preparing Balance Sheet of at least three educational Institutions of higher education / Engineering Wing	a) Name of the Institution: [1]. _____ Address: _____ [2]. _____ Address: _____ [3]. _____ Address: _____ b) Years of Work Experience: _____
5.	Copy of PAN card issued by Income Tax Department	_____
6.	Copy of Service tax No. / GST No.	_____
7.	Copy of CAG empanelment No	_____

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder) _____

Name & Address: _____

(with seal) _____

Handwritten signature

UNDERTAKING

To,
The Registrar,
Indian Institute of Information Technology
Deoghat, Jhalwa, Allahabad – 211015

Sir,

- i. I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
- ii. It is also to certify that information given in this tender document, are true and nothing has been concealed which is relevant for the purpose of applying for this tender.
- iii. It is further certified that the firm is acceptable and has not been blacklisted by any agency in India or abroad.

Date: _____

Signature of the tenderer

Place: _____

with seal

Name of the tenderer _____

with address _____



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABADTECHNICAL BIDEligibility Criteria

Sl. No.	Particulars	Pl. mention (where applicable)	Remarks (Submitted / Not Submitted)
a.	The firm should be Allahabad-based, empanelled with the CAG of India for conducting statutory audit of Government organizations / Autonomous bodies.		
b.	The Firm should have Head Office / Branch Office in Allahabad.		
c.	<u>Experience of CA Firms</u> – The firm should have a minimum professional experience of 05 (Five) years.		
d.	No. of Partners of the Firms – The firm should have minimum 2 (Two) nos. of Partners. The Bio Data of each partner needs to be submitted.		
e.	<u>Annual Turnover of the Firm</u> – The firm should have minimum annual turnover of Rs. 25.00 Lacs per annum, during last three years. Copies of Balance Sheet and P&L A/c. for the last 3 years to be submitted.		
f.	<u>No. of Statutory Audit / Internal Audit</u> – The firm should have an experience of carrying out minimum 03 (Three) nos. of Statutory Audit / Internal Audit of Limited Company / Public Ltd. Co. / Government companies having a minimum turnover of 10 Crores (At least 3 companies) in any of the last 3 Financial Years.		
g.	<u>Registration</u> – The firm should be registered with the ICAI under provisions of relevant act to provide the professional services and its validity date and enclose copy of registration certificate with ICAI of the firm.		
h.	Copy of Registration certificate / allotment letter of GST number to be submitted.		
i.	Copy of last income tax return to be submitted.		
j.	The firm needs to submit documents of at least two currently running contract of similar nature alongwith the satisfactory service certificate. (Preferably of Government organizations).		
k.	All the relevant documents / statements should be furnished in Hard copy by the firm to the Institute for record.		
l.	The price quoted by the firm should be in INR (in both figure and words) and most competitive and reasonable. The price should be valid for the entire contract period and should be inclusive of Performance Fee, Manpower, TA, Lodging, Food etc. No price variation would be allowed during the contract period in any case. Statutory taxes will be paid at prescribed rates.	(Pl. do not mention rates here)	
m.	The firm should not have been blacklisted by Govt. an undertaking to the effect, to be submitted by the firm).		

Note: Eligibility criteria may be relaxed for the firms who are having excellent track record and experience subject to approval of Competent Authority.

Date: _____

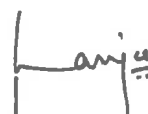
Signature _____

Place: _____

Name: _____

Address: _____

Seal of firm: _____



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABADFINANCIAL BID

Sl. No.	Description	Consolidated annual remuneration excluding GST *
1.	As given in Scope of work [Annexure – 1] to the Tender	

The CA firm has to depute suitable competent accounting personnel as per requirement basis, for carrying out the work as per **Annexure – 1**. The CA firm has the option of getting the work completed at its office also.

* The financial Bid shall be exclusive of GST, education cess and secondary and higher education cess or any other applicable taxes. The taxes as may be levied by the Government from time to time shall be charged by the firm in addition to the rates quoted in the bid by the firm.

The price quoted by the firm should be in INR (in both figure and words) and most competitive and reasonable. The price should be valid for the entire contract period and should be inclusive of Performance Fee, Manpower, TA, Lodging, Food etc. No price variation would be allowed during the contract period in any case. Statutory taxes will be paid at prescribed rates.

Payment shall be made on quarterly basis only after successful completion of quarterly work, on submission of Bill duly verified by the Competent Authority of the Institute within 15 days from the date of bill submission. The TDS shall be deducted as per rules.

Date: _____

Signature

Place: _____

Name:

Address: _____

Seal of firm: _____



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

General Scope of Works:

1. Quarterly preparation (compilation and finalizing) of Annual Accounts of the Institute in the format prescribed by MHRD, alongwith incorporating the Project account as per the CAG requirements /format.
2. Preparation of computerized Annual Account – Ledger, Cash Book, Receipt & Payment accounts, to be prepared to maintain the MIS System / in Tally Software in the Institute.
3. Preparation of Utilization Certificate, Receipt & Payment accounts of Projects quarterly and annually / or when requested, for a number of Projects annually.
4. Utilization Certificate of the Institute Grant when required.
5. To file IT returns annually, filing of TDS return quarterly, issue of Form 16 / 16A and Part B, reporting discrepancy if any, in the Form 26AS.
6. Assisting the Institute in getting the Annual Accounts audited by the party of CAG, assisting in complying and replying to the observations of CAG, relating to SAR etc.
7. Assisting in removing the persistent audit queries observed while conducting statutory audit by the CAG in earlier years.
8. Preparation of reconciliation statement of all the bank accounts of Institute on monthly basis and suggesting necessary accounting entries.
9. Review of books of accounts of the Institute and to suggest corrective actions after discussions & deliberations.
10. To look into the income tax defaults of the current year and previous year and their necessary rectification.
11. Advice / facilitation on different regulatory matters / finance matters of Govt. of India needs to be rendered to the organization as and when required for which no charge shall be given.
12. Salary data entry in the Payroll system (Tally) and other entries head-wise.
13. To issue Form 15 CA and 15 CB as and when required, normally maximum 10 such advices are required in a year.
14. Any other matter relating to Finance and Accounts shall be deemed to be included in the scope of service.



Assistant Registrar (Purchase)

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

Terms & Conditions:

1. The applicant / firm must be registered with the Institute of Chartered Accountants of India and with CAG of India.
2. The applicant / firm must have experience of auditing accounts and preparing Balance Sheet and knowledge of Accountancy Software & MIS System mandatory.
3. The applicant / firm must be efficient and ready for electronically presenting and explaining state of affairs of accounts to Governing Bodies of the Institute.
4. The applicant / firm will have to provide a team of efficient assistants who could periodically check, Cash Books and complete it to prepare Ledgers, bank records, compilation of account and all other aspects of Account, keeping to ensure timely completion and verification to help prepare Annual Account and Balance Sheet timely at IIIT-A and must be available full time during normal office hours, when called as per requirement.
5. If selected, the applicant / firm will have to execute an agreement with the Institute.
6. The engagement of Chartered Accountant will initially be for a period of one year, which may be further extended upto two more years on yearly basis on agreed terms, on satisfactory performance and as per approval of the Competent Authority.
7. The Institute shall not be responsible for payment of any compensation to the employees of the firm for any accident / loss during the transit or working hours.
8. Statutory obligation of the employees engaged by the firm shall be borne by the firm itself. The Institute will, in no way, be responsible for any obligation for the person to be engaged by the firm.
9. The Institute, however, reserves the right to discontinue the services of the CA firm at any time during the period by serving one month's notice, in case the performance of the firm is not found satisfactory. In such a case:
 - a. The incomplete work of the contract shall be got carried out at the risk and cost of the firm.
 - b. No payment, whatsoever, for the work completed shall be made to the firm.
10. The Institute reserves the right to accept or reject any or all the offers received or cancel the process at any time prior to award of the contract, without assigning any reason. In such case, the decision of IIIT-A shall be final and binding on the firm.
11. In case of any dispute arising out of this contract, which could not be resolved mutually by the firm and the Institute, the matter may be decided by the Arbitrator to be appointed as per provisions of the Arbitration Act.
12. No canvassing, in any form is allowed, which is liable for rejection / debarring of the firm from consideration.
13. The incomplete applications shall be summarily rejected.



Assistant Registrar (Purchase)