

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	09-07-2025 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	09-07-2025 16:30:00
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	National Institute Of Technology (nit)
कार्यालय का नाम / Office Name	Arunachal Pradesh
वस्तु श्रेणी / Item Category	Financial Audit Services - Financial Reporting Framework, Review of Financial Statements, Audit report; CA Firm, CAG Empaneled Audit or CA Firm, Audit Firm
अनुबंध अवधि / Contract Period	1 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover, Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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

बिड विवरण/Bid Details	
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?	No
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
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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विभाजन/Splitting

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
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be

exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.

3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.

5. 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.

6. 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.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs 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 the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. 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. The buyers are advised to refer to 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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. 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.

9. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1750248490.pdf](#)

Financial Audit Services - Financial Reporting Framework, Review Of Financial Statements, Audit Report; CA Firm, CAG Empaneled Audit Or CA Firm, Audit Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specifica tion	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework , Review of Financial Statements , Audit report
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm , Audit Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequenc y of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequenc y of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Monuj Kalita	791113,NIT Arunachal Pradesh, Yupia	1	N/A

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

1. Generic

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

2. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. 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.

16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. 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 catalogs 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 within 4 days of bid publication on GeM. 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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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---



National Institute of Technology Arunachal Pradesh

An Institute of National Importance under Ministry of Education, Govt. of India

Jote, Arunachal Pradesh-791113

Website: www.nitap.ac.in, Email: registrar@nitap.ac.in

***Tender Document for
Hiring of Chartered Accountant Firm for Providing
Works/Services
at NIT Arunachal Pradesh
Through GeM Portal Only***

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राष्ट्रीय प्रौद्योगिकी संस्थान, अरुणाचलप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH
(Institute of National Importance under Ministry of Education, Govt. of India)
JOTE, ARUNACHAL PRADESH -791113, INDIA
E-Mail: nitarunachal@nitap.ac.in/registrarcell@nitap.ac.in
Website: www.nitap.ac.in, Ph: 0360-
2954549

Date: 02/06/2025

Notice Inviting Tender

Subject: Tender Document for Hiring of Chartered Accountant Firm for Providing Work/Services at NIT Arunachal Pradesh through GeM Portal only for the Financial Year 2025-26 – Reg.

1. **National Institute of Technology Arunachal Pradesh (NIT AP)** is an Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Government of India and presently imparting high quality education & values at UG (B.Tech), PG (M.Tech) & Ph.D. Programme in 9 different departments.
2. NIT AP invites tenders under Two Bid System, **through GeM Portal only**, from eligible, experienced, financially sound and registered Agencies/Firms in the prescribed format for **Hiring of Chartered Accountant Firm for Providing Work/Services** at National Institute of Technology Arunachal Pradesh through GeM Portal Only for the financial year 2025-26. The eligibility criteria for the agency, procedure and instructions for submission of bid document and selection process are mentioned in this tender document.
3. Before submission of the bid, through GeM portal, interest bidders are advised to go through the tender document carefully and fill in all relevant information and submit complete tender documents **through GeM Portal only**.
4. For any queries relating to the tender documents and the terms and conditions contained therein, bidders may seek clarification, within the stipulated time, by writing email to purchasecell@nitap.ac.in.


REGISTRAR
NIT AP

कुलसचिव/Registrar
राष्ट्रीय प्रौद्योगिकी संस्थान, अरुणाचल प्रदेश
National Institute of Technology
Arunachal Pradesh, Jote

Tender Schedule

Name of the Work	Hiring of Chartered Accountant Firm for Providing Work/Services at NIT Arunachal Pradesh through GeM Portal Only.
Bid Submission Start Date	As per GeM
Last Date for Submission of Bid (through GeM portal only)	As per GeM
Technical Bid Opening Date	As per GeM
Date and Time for presentation before committee	Will be intimated through email to the eligible bidders.
Financial Bid Opening Date	As per GeM
Contact Person	

MINIMUM ELIGIBILITY CRITERIA**1. Minimum Eligibility qualification for evaluation of Technical Score**

- 1.1 The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and should have PAN Number and GST Registration Number. The CA Firm should also be empaneled with C&AG.
- 1.2 The Firm should have been in operation for at least 05 years after its registration.
- 1.3 The average Annual Turnover of the Firm during the last 3 financial years (**i.e. 2022-23, 2023-24 and 2024-25**) must be equal to or more than **Rupees Fifty Lakhs (Rs. 50.00 Lakh)**. Must attach duly audited/certified copy of C.A. Firm (other than bidding C.A. firm) as per prescribed annexure – IV or its equivalent. **The firm should also be a profit making firm.**
- 1.4 The Firm should have experience of at least **Three Original assignments awarded from the financial year started from 2020-21 in Preparation & Finalization of Annual Accounts, Internal Audit/Filing of Statutory Returns etc. in IITs/ IIITs/ NITs/ Central Universities/ Central Higher Educational Institutions/ CFTIs.** Must attach documentary evidence where the scope of work has been mentioned.
- 1.5 **The Firm should have their registered head/branch office in Itanagar (Arunachal Pradesh), or Guwahati (Assam) which should be operation during last one year. Must attached supporting document which substantiate the claim.**
- 1.6 The Chartered Accountant Firm should have Minimum **Two (02) Full time FCA.** Details of the same should be attached.
- 1.7 An Affidavit Duly certified by a Notary in the prescribed Annexure –III regarding blacklisting/non-blacklisting of firm/agency must be uploaded. The said affidavit should be issued within 03 months from the date of issue of tender.
- 1.8 Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.
- 1.9 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 company referring page numbers on which documents are placed.
- 1.10 **Earned Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure – II. Tender without Bid Security Declaration from the Bidders shall not be considered.

INSTRUCTIONS TO THE BIDDERS**2. Minimum Eligibility Criteria**

- 2.1 Minimum Eligibility Criteria will be as per **Section – I.**

3. Scope Work/Services

- 3.1 Scope of work/services shall be as per **Section – III.**

4. EMD and Performance Security

- 4.1 **Earnest Money Deposit (EMD)** – NIL, However, bidders are required to submit 'Bid Security Undertaking' in lieu of EMD. Format of declaration is placed at Annexure – II. **Tender without Bid Security Declaration from the Bidders shall not be considered.**

- 4.2 **Performance Security** – Successful bidder has to deposit a sum of equivalent to **3% of total annual contract value**, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of Registrar, NIT Arunachal Pradesh. The performance security shall be released after two months beyond date of all contractual obligations, without any interest. No exemption is allowed to NSIC/MSME registered firm.

5. Cost of Bidding

- 5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Institute will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- 5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

6. Language of Bid

- 6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

7. Period of Validity of Bids

- 7.1 Bids shall remain valid for **90** days from the date of opening of technical bid. A bid valid for a shorter period shall be rejected as non-responsive.
- 7.2 In exceptional circumstances, the Institute may ask the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request. If extension is given, a Bidder will not be permitted to modify the bid during the extended bid validity period.

8. Modifications and Withdrawal of Bids

- 8.1 No bid will be modified after submission of bids. **No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.**

- 8.2 No bid will be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form. Withdrawal of a bid during aforementioned interval may result in blacklisting of firm.

9. Right to accept or to reject any bid or all bids

- 9.1 NIT Arunachal Pradesh reserves the right to accept or to reject any bid or all bids, and to annul the bidding process at any time prior to award of contract, without assigning any reasons thereof and NIT AP shall not bear any monetary liability incurred to the affected Bidder(s). Decision of NIT AP in this regard shall be final and binding to all.

10. Notification of Award

- 10.1 Prior to the expiry of the validity period of bid, NIT AP shall notify the successful bidder in writing that their bid has been declared qualified and award letter is being issued. The Bidder has to give his acceptance within 05 (Five) days from the date of issue of award letter.
- 10.2 Before commencement of work, successful bidder has to execute an agreement on a Non-Judicial Stamp paper of Rs. 1000/- or above. Cost of the stamp paper will be borne by the bidder.

11. Period of Contract

- 11.1 The contract period of Chartered Accountant firm, to provide the desired services, shall be initially **for a period of One F.Y. 2025-26** which may be extended for further period of maximum Two F.Y. (on yearly basis) upon satisfactory performance and recommendation of a duly constituted committee of the Institute.
- 11.2 However, assigned contract may be terminated with a notice of 15 days without assigning any reasons thereof. Decision of the Institute in this regard shall be final and binding. No correspondence in this regard shall be entertained.
- 11.3 Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the contract period.

12. Termination of Contract

- 12.1 If the services of the firm are not found satisfactory, they will be issued a written notice for improvement by the Institute Authority. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the Institute Authority to terminate the contract without prejudice to any rights or privileges accruing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligation.
- 12.2 The Institute also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the Institute in this regard shall be final and binding.
- 12.3 The Institute in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.

13. **Clarification of Bids**

- 13.1 During evaluation of the bids, the Institute may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing through GeM shall be sought, offered or permitted.
- 13.2 Any effort by a Bidder to influence the Institute's authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

TERMS OF REFERENCE**14. Scope of Work/Services****14.1 The work/services consist of following jobs (the bidder shall quote price for all of the jobs listed below:**

- Job. 1-** Preparation of annual account as per format prescribed by Ministry of Education, Govt. of India from time to time along with all necessary reconciliations including preparation of bank reconciliation statement of approx. 5 bank accounts on monthly basis, GST, TDS, student fee reconciliation as well as preparation of itemized fixed assets schedule for the purpose of charging depreciation on Straight Line Method basis for FY 2025-26 and other associated work including liaisoning with C&AG and preparation of reply to them.
- Job. 2-** Internal Audit on quarterly basis and submission of its report.
- Job. 3-** Physical verification of fixed assets as well as consumable stores and submission of its report on annual basis.
- Job. 4-** Preparation and filling of all statutory returns related to Financial Year 2024-25, preparation of draft reply of notices received from different statutory authorities during the FY 2025-26 and necessary suggestions on applicability of any statutory amendments / changes notified by the Government time to time and its submission to statutory authorities.
- Job. 5-** Preparation, Auditing and Certification of Statement of Expenditure (SoE) and Utilization Certificate (UC) of various sponsored projects/schemes/conferences etc. as per the requirements of funding agencies (approx. 30 plus UC/SoE).
- Job. 6-** Reconciliation of bank account of sponsored projects/schemes on requirement basis.
- Job. 7-** Submission of Form 15CA / 15CB.
- Job. 8-** Providing opinion on specific matters as and when required.
- Job. 9-** Preparation of Annual Account of Hostel & Mess of NIT Arunachal Pradesh including all types of reconciliation semester wise and submission of its audit report on biannual basis.

Remark: It may please be noted that the quantum of works mentioned above are tentative and estimated on last year's record which may increase or decrease during the contract period.

Note: *The Competent Authority of NIT Arunachal Pradesh reserve the right to increase, decrease or did not assign any particular job as per the institute requirement. Any such variation has to be fulfilled by the firm with the same terms & condition.*

15. Essential Terms & Conditions for completion of the Works

- 15.1** The firm has to depute at least 01 (one) qualified Article/Staff, having adequate experience of handling the aforesaid job, on full time basis at the Institute. However, timely completion of job to be awarded under this tender will be

responsibility of the selected C.A. firm.

15.2 The work will be done at NIT Arunachal Pradesh under supervision of the Institute Officials.

15.3 UCs/SoEs must be provided within 04 days from the date request. No additional fee shall be paid for correction/re-issue of UCs/SoEs.

15.4 Reply of SAR/IR audit memos/reports of CAG office will have to be submitted by Firm to the Institute within two days from the date of receipt by them.

16. **Support and Input to the Firm**

16.1 The Institute shall provide working space, computer(s)/printers(s), to the selected Firm to perform their work/services. The Institute will also provide all primary data to the firm for carrying out the jobs listed in the scope of work.

17. **Payment Terms**

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

i. The payment will be made after satisfactory completion of service by the firm. No price variation would be allowed during the initial contract period

ii. Any increase in statutory taxes during the contract period will be borne by the Institute.

iii. TDS under Income Tax and GST will be deducted at applicable rates.

iv. 70% payment will be made on the finalization of Accounts; 15% on completion of Audit by C&AG and 15% on receipt of SAR.

v. All the payment shall be made on Job basis as per **Section-VI** upon submission of bills and work completion certificate(s) from the authorized official of the Institute.

18. **Price Escalation**

18.1 Based on performance and if the initial contract period is extended for the next two financial years, the Institute may consider giving increase of up to 5% each year on initial contract price.

18.2 Institute reserves the right to increase or not to increase the initial contract price and decision of the Institute in this regard shall be final and binding.

19. **Penalty**

19.1 The Institute reserves the right to deduct amount of **Rs. 1,000/-** or as decided by the Institute against each default from the bill raised by the firm.

19.2 Further, unforeseen circumstances will be dealt separately and quantum of penalty will be decided by the Institute. The decision of the Director, NIT Arunachal Pradesh will be final and binding in this regard.

19.3 In case, the firm fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof NIT ARUNACHAL PRADESH is put to any loss/obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills/PBG to the extent of the loss or obligation in monetary terms.

20. **Arbitration Clause**

20.1 In the event of any difference or dispute arising out of this contract, all efforts shall be made by the both Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award. The venue of arbitration, if any, shall be at Arunachal Pradesh.

20.2 However, the legal jurisdiction for all matters would be Itanagar (Arunachal Pradesh) only.

21. **Indemnity and Secrecy Clause**

21.1 The selected firm must indemnify NIT AP, from all Legal, Financial, Statutory, Taxation, and other associated liabilities, related to the assigned work.

21.2 The selected firm has to pay or compensate the Institute for the losses, damages or liabilities incurred by the firm during the course of completion of assigned work.

21.3 All information given to or made available to the selected C.A. firm by virtue of this tender, which is identified as proprietary or confidential information, will be safeguarded by the selected C.A. firm and shall not be disclosed to any individual or organization without the prior written approval of the Institute.

22. Any points that have not been specifically addressed/enumerated in this tender document or any points that need clarification at later stage, will be decided by the competent authority of NIT AP and his decision in this regard shall be final and binding.

BID OPENING; EVALUATION PROCESS; AND SELECTION CRITERIA

- 22.1 Bid shall be evaluated based on the minimum eligibility criteria and supporting documents attached by the bidders. Bidders are advised to attach all supporting documents.
- 22.2 **No document will be accepted in support of minimum eligibility criteria after the last date of submission of bids.**
- 22.3 Qualified bidder (as per minimum eligibility criteria) will be awarded a Technical Bid Score on the following parameters:

Sl. No.	Particulars	Marks	Supporting documents are placed at page No.
Part: A			
1.	Number of years of Registration with the Institute of Chartered Accounts of India above 05 Years: 01 mark for each completed years of registration (must attach documentary evidence which substantiate the claim).	10	
2.	No. of Full Time FCAs over and above of minimum (i.e., 02) 01 mark for each additional Full Time FCAs beyond 02 (must attach documentary evidence which substantiate the claim).	05	
3.	No. of Full Time ACAs: 01 mark for each Full Time CAs/ACAs (must attach documentary evidence which substantiate the claim).	05	
4.	Average Annual Turnover during last three (03) financial years i.e., 2022-23, 2023-24 and 2024-25: (Must attach duly audited copy of CA as per Annexure – IV or its equivalent)		
	Above Rs. 100 Lakh	20	
	Above Rs. 90 Lakh and upto 100 Lakh	17	
	Above Rs. 80 Lakh and upto 90 Lakh	12	
	Above Rs. 70 Lakh and upto 80 Lakh	08	
	Above Rs. 60 Lakh and upto 70 Lakh	05	
	Equal to or Above Rs. 50 Lakh and upto 60 Lakh	03	
5.	Original Assignment awarded from the Financial Year started from 2020-21 for Preparation & Finalization of Annual Account, Internal Audit/Filing of Statutory Returns etc. in the relevant Institute as mentioned in Section – I : 02 Marks for each Original awarded ASSIGNMENT for similar work during the Financial Year started from 2020-21. Note: Extended Work Order shall not be treated as Original Assignment. (Must attach Satisfactory/Work Completion Certificate which substantiate claim.)	20	
6.	Number of ongoing Contracts (as on last date of submission of tender) for relevant services in the relevant institute (as mentioned in Section – I): 02 Marks for each running contract. Must attach documentary evidence/work order which substantiate the claim.	10	
Total Part [A]		70	
Part: B			
7.	Presentation Before the Committee/Institute Authority [B] Topic: Company Profile; Experience of firm in relevant Institute; Work Plan; and Availability of FCAs/ACAs; Details of task handled.	30	
Grand Total [A+B] Technical Bid Score (TBS)		100 Marks	

Note: **Presentation:** The bidders will be given 10 Minutes time to present themselves before the Institute Authority/Committee on the given topics. The presentation should be precise and to the point and all the points/presentation, related to the job as specified in the tender document, should be completed in the prescribed time limit of 10 Minutes.

- 22.4 Bidders who **achieve minimum 60% of total marks allotted to Part A and Part B will be eligible for financial bid evaluation.**
- 22.5 The financial bid, received through GeM portal only, will be evaluated through GeM Portal following QCBS (Qualify and Cost Based Selection) method. ✓
- 22.6 **Final Selection of Bidders:** The bidders who achieve **highest combined technical score and financial score (70% of Technical score + 30% of Financial score)** will be awarded the work order for the purpose. ✓
- 22.7 NIT AP shall not be under any obligation to furnish any information/explanation to the unsuccessful bidders. NIT AP shall correspond only with the successful bidder. ✓

Proforma for Technical Bid/Minimum Eligibility Criteria

Sl. No.	Criterion	Details		The supporting document is placed at Page No.
1.	Names & address of Regd. Office of bidding firm/Agency with telephone No./email Id			
	Name, Address, Telephone No. and Email Id of Authorized Person.			
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN), GST Registration and C&AG Empanelment. (must attach copies of all the registration certificates)	Registered with ICAI mentioned Registration Number (Date of Registration No.)		
		PAN of CA Firm		
		GST Registration No.		
		C&AG Empanelment No.		
3.	The CA firm should be in operation for at least 05 years after its registration (provide necessary evidence)	Year of Registration/starting of operation		
		Nos. of years in operation after registration (in years)		
4.	Average Annual Turnover of the CA Firm for the last 3 (three) financial years i.e. 2022-23, 2023-24 and 2024-25 [must be equal to or greater than Rs. 50.00 Lakh (Rupees Fifty Lakh)] . Provide the details as per Annexure-IV or its equivalent.			
5.	The Firm should have experience of at least three Original assignments awarded started from the Financial year 2020-21 in Preparation & Finalization of Annual Account, Internal Audit/Filing Statutory Return, etc. in in Preparation & Finalization of Annual Accounts, Internal Audit/Filing of Statutory Returns etc. in IITs/ IITs/ NITs/ Central Universities/ Central Higher Educational Institutions/ CFTIs. <i>Must attach documentary evidence where the scope of work has been mentioned.</i>	Please provide the details in the prescribed Annexure-V with all supporting documents		

6.	Registered head/branch office in Itanagar/Guwahati which should be operation during last one year. Must attached supporting document in this regard.	YES / NO	
7.	The Chartered Accountant Firm should have Minimum Two (02) Full time FCA. Details of the same should be attached.	YES / NO	
8.	Must attach Declaration in the prescribed Annexure – III.	YES / NO	
09.	Whether EMD declaration in lieu of EMD in the prescribed Annexure – III	YES / NO	

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by NIT, Arunachal Pradesh and EMD/SD will be forfeited. In addition to the above, NIT AP will not be responsible to pay the bills for any completed/partially completed work.

Date :

Signature.....

SEAL:

Name and Designation.....

Proforma for Financial Bid

[Please do not fill this format, this is for reference only]

References Only				
Job No.	Description of Jobs	Payment Term	Unit	Professional Fees As per GeM portal
				Rupees (in figure)
[1]	[2]	[3]	[4]	[5]
Job-1	Description of Job as per Section – III.	Yearly basis	Lump sum per year	
Job-2		Quarterly basis	Lump sum per year	
Job-3		Yearly basis	Lump sum per year	
Job-4		Quarterly basis	Lump sum per year	
Job-5		Quarterly basis/Case to case basis	Per UC	
Job-6		Half Yearly/case to case basis	Per Bank Account	
Job-7		Quarterly basis	Per Form	
Job-8		Quarterly basis	Per Opinion	
Job-9		Per Semester basis	Lump sum per year	
Total				

Note:

The rate should be quoted (through GeM Portal Only) in view of the quantum of work/services for each job mentioned at **Section-III** and the quoted fee should be all inclusive of 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.

Date :**Signature.....****SEAL:****Name and Designation.....**

(Undertaking from Bidder on their Letter Head)

ANNEXURE – I

To
The Registrar
National Institute of Technology Arunachal Pradesh
Jote, Arunachal Pradesh – 791113

Subject: Undertaking for the participation in the Tender Ref No.....

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in the Tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions/scope of work and all other instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/ We shall provide work/services, as mentioned in the said tender document, at NIT AP, if work awarded.
4. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/We hereby declare that I/We am/are not a relative of any of the employees of the National Institute of Technology AP. Nor do I/We have any relationship whatsoever with any of them.

Date:

Signature.....

SEAL:

Name and Designation.....

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidders Letter head)

Bid Security Declaration Form

Date: _____ TenderNo. _____

To
 The Registrar
 National Institute of Technology Arunachal Pradesh
 Jote, Arunachal Pradesh – 791113

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period as decided by you from the date of notification if I am /We are in a breach of any obligation/clause of bid documents and/or because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; and or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to submit the Performance Security/Bank Guarantee, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or(ii) thirty days after the expiration of the validity of my/our Bid.

Date:

Signature.....

SEAL:

Name and Designation.....

**DECLARATION REGARDING BLACKLISTING /NON-BLACKLISTING FROM
TAKING PART IN GOVT./PSU /CAB TENDER**

***(To be executed on Non Judicial Stamp paper of Rs. 100/-or above and duly attested
by a Public Notary/Executive Magistrate)***

I / We Proprietor/ Partner(s)/ Director(s) of M/s_____ hereby declare that the firm/company namely M/s_____ has not been blacklisted or debarred and no Police Case or Vigilance enquiry is pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration. Our firm has not been blacklisted in the past by NIT AP or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/Central Autonomous Bodies/Central Research Organisation/ PSU/Central Autonomous Body from taking part in such tenders.

OR

I/We Proprietor/Partner(s)/Director(s) of M/s_____ hereby declare that the firm/company namely M/s_____ was blacklisted or debarred by NIT AP or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/ Central Autonomous Bodies/Central Research Organisation/PSU/Central Autonomous Body from taking part in Government tenders for a period of_____ years w.e.f.____. The period is over on_____ and now the firm/company is entitled to take part in Government tenders. Further, no Police Case or Vigilance enquiry pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by NIT AP and EMD/SD shall be forfeited. In addition to the above, NIT AP will not be responsible to pay the bills for any completed/partially completed work.

Signature.....

Name.....

Address of the firm:

Date:.....

Details of CA Firm's Turnover

[to be submitted on the letterhead of the CA Firm, other than bidding C.A. firm]

Particular	Financial year			Average
	2022-23	2023-24	2024-25	
Annual Turnover				

Duly audited copy of C.A. **(other than bidding CA firm)** for Annual Turnover and Annual Income in the prescribed format or equivalent must be attached along with copies of duly audited balance sheets.

Detail of auditing C.A. Firm

Date :

Signature.....

SEAL :

Name and Designation.....

Format for providing details of experience of works

Sl. No.	Name & Address of the in IITs/ IITs/ NITs/ Central Universities/ Central Higher Educational Institutions/ CFTIs.	Number of years of Experience	Reference of page no. on which the Documentary evidence is attached	Whether NIRF ranking is applicable on Institute mentioned at col. 2. (if yes, please attached supporting document)
[1]	[2]	[3]	[4]	[5]
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Note: It may please be noted that only experience shall be considered for which supporting documents are attached.

Date:

Signature.....

SEAL:

Name and Designation.....