

NOTICE INVITING QUOTATION



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

Devghat, Jhalwa, Prayagraj - 211 015 (U.P.) INDIA

**NOTICE INVITING QUOTATION FOR ENGAGEMENT OF CHARTERED
ACCOUNTANT FIRMS FOR PREPARATION OF ANNUAL ACCOUNTS
(QUARTERLY BASIS) AND VARIOUS REGULATORY WORKS , FILING OF
RETURNS, TAX MATTERS AND OTHER STATUTORY COMPLIANCE ON BEHALF
OF IIIT-A.**

Ref. No.: IIITA/SP/NIT/400/2536/2025

Department FINANCE & ACCOUNTS, IIIT-Allahabad

Contact Person:

For Technical Query
Shri. Rajit Ram Yadav
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Tel: 0532-292-2053

For Commercial Query
Stores & Purchase Section
Email: info.purchase@iiita.ac.in
Tel: 0532-292-2804

REQUEST FOR PROPOSAL

Indian Institute of Information Technology Allahabad (IIIT Allahabad) invites sealed quotations from **eligible and experienced Chartered Accountant (CA) firms** for engagement to provide professional services at IIIT-Allahabad, for preparation of **annual accounts on a quarterly basis and handling various regulatory works as mentioned in the General Scope of works (Annexure-I)**. The term of contract will be initially for 03 Years (F.Y. 2026-27 to 2028-29) which may be extended based on the performance of the firm and at the discretion of the competent authority.

Interested firms may go through the tender document indicating the scope of work, qualifying requirement, forms and process for submission and respond in the prescribed format given at the end of this document, along with one copy of each of the requisite documents to "The Deputy Registrar (Stores & Purchase), Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj – 211 015, U. P.

Bid Security fee/EMD is Rs.25,000/- (Twenty Five Thousand only). Bid Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then a hard copy of the Bid Security has to be sent by Registered Post. It should reach IIITA Campus before the bid submission deadline to the name of Deputy Registrar (Store & Purchase), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Prayagraj, Pincode-211015. In the envelope super scripted the quotation reference Number and with the firm's full address.

Firms registered under MSME will have to submit the Bid Security of 50% amount (i.e. 12,500/-) at the time of bidding. Any bid without Bid Security will not be considered.

The details for payment are as follows:

Name of the Account Holder : IIIT A EMD and Security Deposit Account

Bank & Branch - Punjab National Bank, Pipal Gaon, Jhalwa, Prayagraj

Account No. : 8636000100031943

IFSC Code : PUNB0863600

SCHEDULES OF EVENTS

The eligible participants are requested to note that dates mentioned in the schedule of events IIIT Allahabad reserves rights to modify these dates at any time.

S No.	Event	Timeline
1.	Publication of Tender Enquiry	29/09/2025
2.	End date of submission of Tender Notice	20/10/2025 04:00 PM
3.	Publication of Corrigendum, if any	07/10/2025 04:00 PM
4.	Opening of Expression of Interest (EOI)	20/10/2025 04:30 PM

Submission Process

Tenderers are requested to submit the quotation by courier/speed post in two bid systems with complete details of specifications terms & conditions, warranty/guarantee etc. Quotation should be in two separate sealed envelopes "Technical Bid" and "Commercial Bid(containing the price bid/financial offer)" and placed in a single envelope with name of the tender, ref. number and closing date super scribing "TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR PREPARATION OF ANNUAL ACCOUNTS (QUARTERLY BASIS) AND VARIOUS REGULATORY WORKS , FILING OF RETURNS, TAX MATTERS AND OTHER STATUTORY COMPLIANCE ON BEHALF OF IIIT-A." on the top of the envelope addressed to the Deputy Registrar (Stores & Purchase), IIIT-Allahabad upto 20/10/2025, 04:00 PM. Quotations duly sealed may also be dropped in the tender box placed in the office of Deputy Registrar (Stores & Purchase), IIIT-Allahabad Postal delay will not be entertained.

Bid documents submitted by the Bidder should be concise and contain only relevant information as required under the Bids shall consist of supporting proofs and documents as defined in the Eligibility criteria.

Period of validity of Quotation

The proposal shall remain valid till 60 days from the date of opening of Bid. However, in exceptional circumstances, IIIT-Allahabad ask for extending the period of validity and such a request shall be binding on bidders.

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. Physical Verification / Internal Audit
Conducting **physical verification and internal audit** of the following departments/ sections on a **quarterly basis**, and submission of detailed reports:
 - a. Stores and spares of various sections, including the **Store & Purchase Section**
 - b. **Institute's Works Department**
 - c. **Maintenance Cell (Computer)**
 - d. **Health Centre**, and other relevant departments as directed.
3. Preparation of computerized Annual Account – Ledger, Cash Book, Receipt & Payment accounts, to be prepared to maintain the MIS System / in Tally Software (with details of narration, head wise, Cost Center and Payroll) in the Institute.
4. Preparation of Utilization Certificate, Receipt & Payment accounts of Projects quarterly and annually / or when requested, for a number of Projects annually.
5. Utilization Certificate of the Institute Grant when required.
6. Preparation of Quarterly Reports of accounts of the Institute.
7. To file IT returns annually, filing of TDS return quarterly along with entered the details of the Challan, issue of Form 16 / 16A and Part B after verifying the evidence submitted by the individual, reporting discrepancy if any, in the Form 26AS.
8. To timely file GST returns monthly/ quarterly/ annually/etc. with the records of Receipt & Expenditure. The process of registration of a separate GST number of specific work/ as and when required. Reporting discrepancy if any, in the GST Invoices etc.
9. 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.
10. Assisting in removing the persistent audit queries observed while conducting statutory audit by the CAG in earlier years.
11. Preparation of reconciliation statement of all the bank accounts of Institute on monthly basis and suggesting necessary accounting entries.
12. Review of books of accounts of the Institute and to suggest corrective actions after discussions & deliberations.
13. To look into the GST/ income tax defaults of the current year and previous year and their necessary rectification.
14. 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.
15. Salary data entry in the payroll system (Tally) and other entries head-wise with cost center.
16. To issue Form 15 CA and 15 CB as and when required, normally maximum 10 such advices are required in a year.
17. Any other matter relating to Finance and Accounts shall be deemed to be included in the scope of service.

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 Sheets and knowledge of Accountancy Software & MIS System mandatory.
3. The applicant / firm must be efficient and ready for electronically presenting and explaining the 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 three years, 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 a 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.

GENERAL TERMS AND CONDITIONS

1. Clarifications On Tender Documents

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 2 (two) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

In case of any clarification on the terms/clauses mentioned in the tender, decision of the IIIT-A shall be final.

2. Amendment of Tender Document

Before the deadline for submission of tender, the Tender Document may be modified by IIIT-A by issue of addendum /corrigendum.

Addendum/corrigendum, if any, will be posted at IIIT-A Website and shall become a part of the tender document. All Tenderers are advised to see the IIIT-A Website for addendum/ corrigendum to the tender document which may be uploaded up to 1 day prior to the deadline for submission of Tender as finally stipulated.

To give prospective Tenderers reasonable time in which to take the addendum/ corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by IIIT-A.

3. Rejection of Bid

- I. IIIT-A reserves the right to reject the conditional or incomplete offer.
- II. IIIT-A also reserves the right to accept or reject all Bids and to annul the bidding process and reject all Bids, at any time prior to award of Agreement, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for IIIT-A action

4. Work Not to be Let Out

Sub-contracting, in part or full, of the assignment awarded to the successful Bidder, is not permitted.

5. Confidentiality Clause

Any and all information in written, electronic media or oral form and disclosed to the CA Firm shall at all times remain the legal and absolute property of IIIT-A and the engaged CA Firm shall have no rights to use the information for any purpose other than that expressly authorized by IIIT-A.

6. Termination of Services

The engagement of Consultant/Auditor can be terminated by the Registrar, IIIT-A without assigning any reason, whatsoever, at any time during the contract period.

7. Settlement of Disputes

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the IIIT-A.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

- 8.** Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- 9.** In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
- 10.** Bidder/Firm shall have proper infrastructure including lap- top, internet connection, stationery, etc. to carry out the work when they are required to work in IIIT-A premises. IIIT-A shall be providing only necessary furniture and electric connection to the CA Firm when they are required to work in IIIT-A premises.
- 11.** The soft copies of the data/information pertaining to conducting Statutory Compliances and Internal Audit as well as the print outs of the data/information provided during the contract period, shall be the property of IIIT-A and the CA Firm shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of IIIT-A at any stage.
- 12.** IIIT-A shall be authorized to make statutory deductions as applicable from the amount payable to the CA Firm.
- 13.** All the above terms & conditions, scope of work and guidelines as mentioned in this tender document shall form part and would be treated as terms and conditions of the contract.

OPENING OF TENDER & EVALUATION PROCESS

The Technical Bid shall be opened in the presence of the bidders or their authorized representatives, whoever likes to present as per schedule at IIIT-Allahabad, Prayagraj. The Financial bid of those bidders who are technically qualified, shall be opened after that (eligible bidders will be informed about this separately by email).

Selection Criteria

The final selection of the successful bidder from the technically qualified bidders be done by QCBS method with 70% weightage of Technical score and 30% weightage of Financial Score considering the technical bid and financial bid using the following criteria: -

TECHNICAL SCORE = $100 \times \frac{\text{TECHNICAL MARKS OF THE BIDDER}}{\text{HIGHEST TECHNICAL MARKS SCORED AMONG ALL BIDDERS}}$ (Adjust to two decimal places)

FINANCIAL SCORE = $100 \times \frac{\text{FINANCIAL PROPOSAL OF LOWEST BIDDER}}{\text{FINANCIAL PROPOSAL OF BIDDER UNDER CONSIDERATION}}$ (Adjust to two decimal places) THE COMPOSITE SCORE SHALL BE COMPUTED AS FOLLOWS:

COMPOSITE SCORE = $(\text{TECHNICAL SCORE} \times 0.70) + (\text{FINANCIAL SCORE} \times 0.30)$ (Adjust to two decimal places)

The firm with the highest composite score will be declared as a successful bidder.

NOTES:

1. The bids should be unconditional. Conditional bids would be summarily rejected.
2. All marks will be rounded off upto 2 decimal places.
3. In case of tie, preference will be given to the bidder with higher financial score i.e. having quoted the lower fee. In case of a tie in financial as well as technical score, the IIIT-Allahabad can award the work to any one of the bidders at its sole discretion.
4. If there is a discrepancy between words and figures, the figures written in words shall prevail.
5. Disputes, if any, shall be resolved by sole Arbitration nominated by the Director, IIIT-Allahabad, Prayagraj.

ELIGIBILITY CRITERIA FOR EMPANELMENT

S. No	Eligibility Criteria	Min. Marks	Max. Marks	Documents to be submitted
1.	The Bidder should be a Chartered Firm/ partnership firm/ LLP of Chartered Accountant registered in India having an experience of 20 (Twenty) years. The experience will be considered from the date of Registration of CA Firm with ICAI. Minimum marks for the criteria will be 05 & for each additional year 01 marks will be awarded subject to maximum of 10 marks	05	10	Certified copy of CA Partnership Firm Registration /LLP/ registration of proprietary firm with Institute of Chartered Accountant of India must be submitted.
2.	CA Firm shall have following experience: Having Experience of minimum 03 nos. Statutory Audit/ Internal Audit of Limited Company/ Public Ltd. Company/ Government Companies having minimum turnover of 5 Crores. Marks for minimum 03 Audit works will be 12. For each additional audit works, 01(one) additional mark will be awarded subject to maximum of 20 marks.	12	20	i. Summary list of Work Experience should also be given on the letter head of the firm. ii. Copy of award letters issued by Limited Company/Public Ltd. Company/ Government Companies must be enclosed with this letter in technical bid.
3.	The Bidder (CA Firm) should have a minimum of five (5) full-time qualified Fellow Chartered Accountant (FCA) as partner Minimum marks for the criteria will be 04 For each additional partner, 02 additional marks will be awarded subject to a maximum of 10 marks.	04	10	Details of Proprietor/List of the partners along with the resume giving the brief details of relevant experience and the membership number. Experience of Proprietor/ Partner other than the present firm shall be indicated separately.
4.	The firm needs to submit documents of at least two currently running contracts of similar nature along with the satisfactory service certificate. (Preferably of Government organization) Having Experience of minimum 02 nos. (Two) Special Audit/ Investigation with Central Govt Organization, State Government Organization, PSUs, and Autonomous Body. Minimum marks for the criteria will be 05. For each additional audit, 1 additional mark will be awarded subject to maximum of 10 marks	05	10	Copy of award letter issued by Central Govt Organization, State Government Organization, PSUs, and Autonomous Body must be submitted with technical bid.

5.	The CA Firm should have a minimum average turnover of Rs.50 lakhs during the last three financial years i.e. 2021-22, 2022-23 and 2023-24. Minimum marks for the above criteria will be 04. For each additional Rs. 10 (Ten) Lakh turnover, one (01) additional mark will be awarded subject to a maximum of 10 marks. Turnover for this purpose is rounded off to nearest Lakh of Rupees for ease of marking.	04	10	Copies of balance sheet of each financial year, profit & loss accounts and copies of income tax returns duly certified by the concerned firm.
6.	CA Firm should be registered empanelled with the Comptroller & Auditor General (CAG) of India for conducting statutory audits of Government Organizations/ Autonomous Bodies/ Centrally Funded Technical Institutes (CFTIs) with minimum experience of 3 years Minimum marks for the criteria will be 05. For each year, 1 additional mark will be awarded subject to maximum of 10 marks.	05	10	Certified/Empanelment Copy issued by C&AG and RBI
	Total (A)	35	70	

8.	Interaction with Selection Committee			Any of the Active Partner will be required to present himself/ herself before the Committee.
i	Understanding of Scope of Work, Work Plan including Approach and Methodology.		10	A detailed write-up on Bidder's Letter head to be submitted alongwith Bid.
ii	Overall Strategy in dealing with Notices, Defaults related to Income tax and GST matters.		5	PPT to be submitted at the time of presentation.
iii	Innovation and Creative ideas for developing a better internal control system at IIIT-Allahabad.		5	PPT to be submitted at the time of presentation.
iv	Showcase of capability of firm in terms of dealing with C&AG Auditor's and their relevant Audit para's.		10	PPT to be submitted at the time of presentation.
	Total (B)		30	
	Total Marks (A) +(B)		100	

9.	Other criteria's			
i.	The firm should be Prayagraj-based and must be empanelled with the Comptroller & Auditor General (CAG) of India for conducting statutory audits of Government Organizations / Autonomous Bodies / Centrally Funded Technical Institutes (CFTIs).			
ii	The Firm should have registered its Head office in Prayagraj.			Proper documentary evidence
iii.	The Firm should not have been barred/ black listed/ disqualified by Central/ State Government, PSUs, Autonomous Body, regulators/ statutory body in India			Declaration on Rs. 100/- Stamp Paper and notarized.
iv.	The Firm or any partner of the firm should not have any disciplinary matters pending with ICAI/RBI/CBI or any form and they should not have suffered any disqualification.			A self-declaration to be submitted on the letter head of the firm

Note:

1. If the Bidder is not meeting the above minimum mandatory qualification & criteria in all categories shall be rejected and not be considered for any further evaluation.
2. The eligibility based on which the audit firm initially qualifies is required to be maintained by the firm throughout the contract period, failing which the contract can be terminated.
3. The bidder scoring at least 60 % marks of Total 'A' (eligibility Criteria) will be selected for Interaction with the Selection Committee.
4. The Technical bid prepared by the bidder shall comprise of:
 - (i) Acceptance Letter as specified in Annexure -I.
 - (ii) Documentary evidence as in Eligibility criteria as specified in Annexure-II
5. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria.
6. Self-declaration needs to be signed by authorized signatory(s).
7. Technically qualified bidders will be called for interaction with the selection committee on a date which will be intimated by mail.
8. Eligibility criteria may be relaxed for the firms who are having excellent track record and experience subject to approval of Competent Authority

FINANCIAL BID

(To be filled by bidder on Letterhead of the the Firm)

Name of Job/ services: Engagement of Chartered Accountant Firm to provide professional services at IIIT-Allahabad

Name of Organization: Indian Institute of Information Technology, Allahabad

Name of Bidder/Firm:

Description of Work	Consolidated fees for one financial year
Consultancy fee as per Scope of work.	RATES NOT TO BE QUOTED HERE
Total Rs. in words:	

Note:

1. 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.
2. The price quoted by the firm should be 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.
3. Payment shall be made on yearly basis only after successful completion of quarterly work and Annual Account, 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: _____

Authorized Signature _____

Place: _____

Name: _____

Address: _____

Seal of firm: _____

ACCEPTANCE LETTER

(To be given on Letter head along with Technical Bid)

To,
The Registrar
Indian Institute of Information Technology- Allahabad

Sub: - Acceptance of Tender Enquiry conditions

“TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR PREPARATION OF ANNUAL ACCOUNTS (QUARTERLY BASIS) AND VARIOUS REGULATORY WORKS , FILING OF RETURNS, TAX MATTERS AND OTHER STATUTORY COMPLIANCE ON BEHALF OF IIIT-A.”

Sir,

I/We have read all the clauses, terms and conditions of tender by IIIT-Allahabad for “Appointment of Chartered Accountant Firm for Preparation of Accounts, Filing of Returns & other Tax compliances related work & appearance before Assessment Authority on behalf of IIIT-Allahabad” and accept them unconditionally. I/We understand that in case of conditional offer my/our tender shall be summarily rejected.

I/We declare that I/We have not paid and shall not pay any bribe to any officer of IIIT-Allahabad for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of IIIT-Allahabad asks for bribe/gratification, I/We shall immediately report it to the Registrar, IIIT-Allahabad.

The required Bid Security Declaration Undertaking for this work has also been submitted and the Signed copy of Bid Security Declaration Undertaking is enclosed herewith.

(Signature of the Tenderer with rubber stamp)

Annexure-II**Documents Required for Technical Bid**

The following documents shall be submitted with Technical Bid:

Sr. no.	Particulars	Page no. of submitted documents
1.	Certified copy of Registration with Institute of Chartered Accountant / Cost Accountant of India	
2.	Summary list of work experience along with copies of work award letters issued by various Government departments/companies.	
3.	Resume of the partners giving the brief details of relevant experience with membership no.	
5.	Proof of execution of at least two currently running contracts of similar nature alongwith the satisfactory service certificate	
6.	Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/Assessment Order (if any) for the years 2021-22, 2022-23 & 2023-24	
7.	Registration Certificate with C&AG/RBI	
8.	Declaration about non - blacklisted on Rs. 100/- stamp paper & notarized.	
9.	Copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
12.	Chartered Accountant Certified Turnover Certificate	
13.	Self- Attested copy of entire set of tender documents duly signed and sealed by the authorized signatory (all pages).	
14.	Security Deposit amounting Rs. 25,000/- as Bid Security Fee in favour of Director, IIIT-Allahabad.	

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.

Date: _____

Authorized Signature _____

Place: _____

Name: _____

Address: _____

Seal of firm: _____