



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

KALYANPUR, KANPUR – 208 016

UTTAR PRADESH, INDIA

TENDER REFERENCE NO.: IITK/R&D/ACCRUAL/2024-25/001

BID SUBMISSION END DATE – August 09, 2024

TENDER DOCUMENT

For

**PREPARATION OF ANNUAL FINANCIAL STATEMENTS
AND OTHER ANCILLARY SERVICES OF THE
OFFICE OF DEAN OF RESEARCH AND DEVELOPMENT-IIT KANPUR
FOR THE FINANCIAL YEAR 2024-2025**

PART-A
BID DOCUMENT

The Indian Institute of Technology Kanpur (“IITK”) invites Bids (“Bids”) from eligible, qualified and capable firms for rendering of “the Service” and provision of associated services (“Ancillary Services”) according to the requirements as defined in the Tender document.

Name of Work	Preparation of Annual Accounts and Other Ancillary Services of the Office of Dean of Research and Development-IIT Kanpur for the Financial Year 2024-2025
Date of Publishing	July 30, 2024 (16:00 hrs)
Clarification Start Date and Time	July 30, 2024 (16:00 hrs)
Clarification End Date and Time	August 09, 2024 (16:00 hrs)
Queries (if any)	No queries will be entertained after date and time declared as end date for clarification
Bid Submission Start Date	July 30, 2024 (16:00 hrs)
Last Date and time of submission of Bids	August 09, 2024 (16:00 hrs)
Date and time of opening of Technical Bids	August 12, 2024 (16:00 hrs)
Date and time of opening of Financial Bids	Will be separately notified for technically shortlisted/qualified bidders.

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <https://www.iitk.ac.in/new/tenders-notice>

PART-B
INSTRUCTION TO BIDDERS

1. PREPARATION AND SUBMISSION OF BIDS:

- a. The detailed tender Document may be downloaded from <https://www.iitk.ac.in/new/tenders-notice> till the last date of submission of the tender.
- b. The bidder should submit the bid in two parts viz. Technical Bid and Financial Bid. Technical Bid should be provided in envelope-1, titled as Technical Bid and Financial Bid should be provided in envelope-2, titled as Financial Bid. Both the envelopes must be sealed and kept in Main Envelope with following details mentioned on it:
Tender Reference No.: IITK/R&D/ACCRUAL/2024-25/001 dated July 30, 2024 for Preparation of Annual Financial Statements and other ancillary services of the Office of Dean of Research and Development-IIT Kanpur for the Financial Year 2024-2025.

2. SUBMISSION OF THE BID

All interested and eligible bidders are requested to submit their bids in **Central Stores & Purchase Section**, IIT Kanpur as per the criteria given in this document.

3. TECHNICAL BID

Signed copies of following documents must be provided in envelope-1 marked as Technical Bid.

List of Documents to be signed and kept in envelope-1 within the period of bid submission:

- (i) Signed copy of Bank details.
- (ii) Signed copy of work experience.
- (iii) Signed copy of certificate of GST and PAN.
- (iv) Signed copy of firm registration certificate issued by ICAI as on 01.01.2024.
- (v) Signed copy of work completion certificate/PO as mentioned under Appendix 2-3.
- (vi) Signed copy of any other document(s) mentioned in tender document.
- (vii) Signed copy of audited financial statements of the firm for last 3 financial years i.e., 2020-21 to 2022-23.
- (viii) Any other documents/certificates/annexures mentioned in Tender document (if any).

NOTE - No indication of the rates/amounts be made in any of the documents submitted with the Technical Bid envelope-1.

4. FINANCIAL BID

- a. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
- b. In preparing the financial bids, bidders are expected to consider the requirements and conditions laid down in this Tender document. The financial bids should be submitted in Envelope-2 titled '**Financial Bid**' and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- c. The Financial Proposal should include of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws.

5. LAST DATE FOR SUBMISSION OF BID:

- a. Bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- b. IIT Kanpur may, at its own discretion, alter/extend the last date for submission of bids.

6. BID VALIDITY

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the bid for execution of the Contract. However, the quoted rates should be valid for the initial/extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, prior to expiry of the original time limit, IITK may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

7. MODIFICATION / SUBSTITUTION/ WITHDRAWAL OF BIDS:

- a. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
- b. Any alteration/modification in the Bid or additional information supplied subsequent to the Bid's due date, unless the same has been specifically sought for by the Authority, shall be disregarded.

8. REJECTION OF THE BID:

The bid submitted shall become invalid if: -

- a. The bidder is found ineligible.
- b. The bidder does not submit all the documents as stipulated in the bid document.

9. SELECTION CRITERIA:

Phase-I: Technical Evaluation

Technical evaluation will be done based on the information given by technical bid submitted by the bidders. Bid containing partial, incomplete, uncleared and superfluous and unwanted information will be summarily rejected.

Technical declaration must be supported with relevant document. Discrepancy in relevant supporting document and technical compliance sheet shall lead to rejection of technical bids.

Phase-II

- a. Financial bids of technically qualified bidders shall be opened.
- b. Financial evaluation is purely done on the total financial implication.
- c. Any superfluous, unreasonable assets rate quotes will be summarily rejected.

PART-C

COMMERCIAL TERMS AND CONDITIONS OF THE CONTRACT

1. DEFINITIONS

These Commercial Terms and Conditions shall constitute the General Conditions of Contract, where no separate contract is signed with the selected Bidder(s), and the Bidders by putting their signature and stamp on each page of this Section are binding themselves to these Terms and Conditions. In the Commercial Terms and Conditions as defined below, words and expressions shall have the following meanings assigned to them:

- a. "Contract" means the agreement of the Parties relating to the procurement of Goods and Services / or the IITK's Purchase Order (PO), and all attachments incorporated by reference, which shall form an integral part of the Contract. In the event of any discrepancy, the documents to prevail shall be given precedence in the following order: (i) the Contract (where separately signed), (ii) the IITK's Purchase Order, (iii) its attachments, and (iv) these Commercial Terms and Conditions.
- b. "Contractor" refers to the individual or organization identified in the 'CONTRACTOR' field of the IITK's Purchase Order, as well as any party approved in writing by the legal successor(s) of IITK.
- c. "Day" means any calendar day.
- d. "Delivery Date" refers to the deadline by which the Contractor is required to deliver the Goods/Service to IITK. The specific date is indicated in the 'DELIVERY DATE' field of the IITK's Purchase Order.
- e. "Force Majeure" shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under the Contract, was not attributable to error or negligence on their part (or of their partners, contractors, agents or employees), and could not have been avoided by the exercise of due diligence. Defects in equipment or material or delays in making them available, labour disputes, strikes or financial problems cannot be invoked as Force Majeure by the defaulting Party. Neither of the Parties shall be held liable for breach of its obligations under the Contract if it is prevented from fulfilling them by Force Majeure. The Party invoking Force Majeure shall notify the other without delay, stating the nature, likely duration and foreseeable effect, and take any measure to minimize possible damage.
- f. "Goods" means all of the goods to be supplied to IITK by the Contractor under the Contract "Services" means all kind of services Consultancy/Non-Consultancy under the contract.
- g. "IITK" means the Indian Institute of Technology Kanpur.
- h. "IITK's Purchase Order" means the IITK's official Purchase Order document.
- i. "Party" means IITK or the Contractor and "Parties" means IITK and the Contractor; and
- j. "Place(s) of Delivery/Execution" means the location(s) or place(s)

where the Goods/Services are to be delivered, as specified in the 'SHIP TO' named field of the IITK's Purchase Order.

2. CONCLUSION OF THE CONTRACT

- 2.1. The Contract is made between IITK and the Contractor. The Contractor is engaged as an independent contractor for the sole purpose of execution of the Services.
- 2.2. The Contract shall be concluded upon the Contractor duly following the counter signing.

3. FUNDING

This Contract shall become and remain effective only on the condition that an official Purchase Order is issued by IITK following the conclusion of tender exercise. In the event this is not or no longer shall the case, IITK without unreasonable delay notify the Contractor thereof.

Any continuation of the Contractor's performance under this Contract after being notified by IITK shall be at the Contractor's risk and expense.

4. DELIVERY AND TAKE OVER OF SERVICES

The Contractor shall provide Services at IITK. On behalf of IITK, a duly authorized representative(s), shall monitor and/ or receive services. Takeover of services by IITK shall not to be deemed acceptance of the service by IITK. The timelines of delivery as specified in the contract/ PO with the scope of work specified shall be strictly adhered to, and time shall be of the essence.

5. QUALITY OF SERVICE

- 5.1 The contractor must ensure that services provided are:
 - a. of the quality, quantity and description as required by the contract/ PO;
 - b. free from any right or claim of the third party, including rights based on industrial property or other intellectual property;
 - c. not of such kind which shall indulge in any activities which may go contrary to the interests of IITK after collecting the information from various sources of IITK and its units.

6. INSPECTION AND ACCEPTANCE

- 6.1 The duly authorized representative(s) of IITK shall have the right, before payment, to inspect the Services received. The Contractor shall provide all facilities for such inspection. IITK may issue a written waiver of inspection. Any inspection carried out by representative(s) of IITK or any waiver thereof shall be without prejudice to other provisions of the Contract concerning obligations assumed by the Contractor, including specifications of the Services.
- 6.2 Upon delivery and inspection of the Services, IITK shall inspect the Services as soon as possible and complete the Services Receiving Document. Should any Services fail to conform to the technical specifications, codes and standards under the Contract, IITK may reject the Services. The Contractor shall, at no cost to IITK, replace the rejected Services or, alternatively, rectify the non- conformity.

6.3 In case of Services ordered on the basis of specifications, IITK shall have the right to reject the Services or any part thereof and terminate the Contract if the Services do not conform to the specifications. Nothing in this clause shall in any way release the Contractor from any warranty or other obligations under the Contract.

7. PRICE

The price of the Goods/Services shall be as stated in the Purchase Order and may not be increased.

8. PAYMENT

8.1 Unless otherwise stipulated in the Purchase Order, IITK shall make payment within Thirty (30) Days after the submission of Invoice on quarterly basis.

8.2 All invoices shall be in original and shall contain the IITK's Purchase Order number, and a description, the quantities, unit and total price(s) of the Goods/services delivered. The currency of invoice and payment shall be in INR. Unless otherwise authorized by IITK, a separate invoice shall be submitted for each shipment under the Contract / PO.

8.3 Payments shall be made in INR and paid directly into the nominated bank account.

8.4 IITK shall not pay any charge for late payments.

9. OBSERVANCE OF LAW AND LICENSES

9.1 The Contractor shall comply with all laws, ordinance, rules and regulations bearing upon the performance of its obligations under the terms of the Contract. If any license or any other governmental authorization is required for the Services, it shall be the obligation of the Contractor to obtain such license or governmental authorization. In the event of the Contractor's failure to obtain such license or authorization within a reasonable time, IITK may immediately terminate the Contract. Where the award procedure or execution of the Contract is vitiated by substantial errors or irregularities or by fraud, IITK shall suspend execution of the Contract.

9.2 Where such errors, irregularities or fraud are attributable to the Contractor, IITK may also refuse to make payments or may recover monies already paid, in proportion to the seriousness of the errors, irregularities or fraud. The purpose of suspending the Contract shall be to verify whether presumed substantial errors and irregularities or fraud have actually occurred. If they are not confirmed, execution of the Contract shall resume as soon as possible. A substantial error or irregularity shall be any infringement of a contract or regulatory provision of India, resulting from an act or an omission that causes or might cause a financial loss.

10. TAX EXEMPTION

The Contractor's price shall reflect any tax exemption to which IITK is entitled. If it is subsequently determined that any taxes that have been included in the price are not required to be paid or if, having been paid, any such taxes are subject to refunding, IITK shall deduct the amount

from the Contract price. Payment of such adjusted amount shall constitute full payment by IITK. In the event that any taxing authority refuses to recognize IITK's exemption from taxes, the Contractor shall immediately consult with IITK to determine a mutually acceptable procedure for settling the applicable amount.

11. WARRANTY

- 11.1 The Contractor warrants that the Services furnished under the Contract shall conform to the technical specifications, description and standards specified in the Contract, and shall be free from any defects and deficiencies.
- 11.2 The Contractor shall continue to remain responsible for the accuracy and quality of the Services provided for a period of **one** years from the date of acceptance of the Services by IITK, unless the law mandated period is longer in which case the longer period shall apply.
- 11.3 Should any portion of the Services, at any time, not comply with clause 5.1 herein or otherwise prove to be deficient and/or defective, the Contractor shall, upon written notification from IITK, make good/replace that portion of the Services and bear all costs associated with the making good/replacement of same.

12. DELIVERY OF SERVICES

- 12.1 The Services shall be provided in a proper manner and in accordance with the Contract and any statutory requirements and any requirements of the law, Government of India (GOI) and the Comptroller and Auditor General (CAG) of India.
- 12.2 The Contractor shall provide copy of all relevant working papers in soft (excel as well as pdf) and hard copy (3 sets). All pages of the hard copy sets shall bear the signature with date and seal of the Contractor.
- 12.3 A full copy set of all working sheets relating to calculation of Input Tax Credit availed and not availed along with calculation of tax liability shall also be handed over to IITK along with the monthly/quarterly and annual returns.

13. DEFAULT AND DAMAGES

- 13.1 If due to reasons attributable to the Contractor, the Contractor fails or refuses to:
 - a. provide all or any of the Goods/services under the Purchase Order.
 - b. comply with any or all the terms and conditions set out in the Purchase Order; or
 - c. Provide any or all of the Services under the Purchase Order on or before the Delivery Date.IITK may hold the Contractor in default under the Purchase Order.
- 13.2 When the Contractor is thus in default, IITK may, by written notice to the Contractor, immediately terminate the Purchase Order in whole or in such part or parts thereof in respect of which the Contractor is in default.
- 13.3 Alternatively, to clause 13.1 when the Contractor is thus in default, IITK may, at its own discretion, set a reasonable period, for the Contractor

to remedy its default. Any new Delivery Date shall be specified in a written amendment to the Purchase Order, duly countersigned by the Contractor.

- 13.4 IITK may, at its discretion, impose penalties upon the Contractor calculated in accordance with clause 14 for each week the Contractor is late in delivering the Services past the Delivery Date initially specified in the Purchase Order.
- 13.5 If the Contractor does not remedy its default within the period of time as communicated, IITK may, by written notice to the Contractor, terminate the Purchase Order with immediate effect.
- 13.6 Upon any termination of the Purchase Order, in whole or such part(s) thereof in respect of which the Contractor is in default, IITK may engage another Contractor to deliver the Services and recover any difference in price and any additional costs from the Contractor.
- 13.7 The Contractor shall indemnify IITK for all losses, charges, costs and expenses, which IITK may suffer or incur as a result the Contractor's default, including those resulting from engaging another Contractor pursuant to this clause 13.

14 PENALTIES

If, in accordance with clause 15, IITK imposes penalties on the Contractor, such penalties shall amount to one percent (1%) of the total Purchase Order price for each day following the initial Delivery/Service Date specified in the Purchase Order but shall not amount to more than ten percent (10%) of the total Purchase Order value. The penalties for the delay may be deducted by IITK from any sum(s) due, or to become due, by IITK to the Contractor. In case of non-performance of any such services mentioned in the Scope of Work, IITK is liable to forfeit the Security Money Deposit in whole or in part (if applicable).

15 DELAY NOT ATTRIBUTABLE TO THE CONTRACTOR

If the Contractor delays at any point of time in the delivery of the Services or fulfilment of any other of the Contractor's obligations by any act or omission of IITK, or by any of its officials, or by any separate Contractor(s) contracted by IITK, or by changes ordered in the type and/or quantity of the ordered Services, or the Place(s) of Delivery, or any causes beyond the Contractor's reasonable control, or by any other cause, which IITK determines may reasonably justify the delay, the Delivery Date of the Services, or fulfilment of any other of the Contractor's applicable obligations shall be extended for such reasonable period of time as IITK and the Contractor mutually determine. The set reasonable period and any amended delivery date shall be specified in a written amendment to the Contract / PO, duly countersigned by the Contractor.

16 FORCE MAJEURE

As soon as possible after the occurrence of any event constituting Force Majeure, but no later than three (3) Days, the Contractor shall give notice

and full particulars in writing to IITK of the Force Majeure. If the Contractor is thereby rendered unable, wholly or in part, to meet its obligations under the Contract, IITK may terminate the Contract/Purchase Order with immediate effect by providing written notice to the Contractor.

17 INDEMNITY

- 17.1 The Contractor shall indemnify, hold and save harmless and defend at its own expense IITK, and all of the foregoing's officials, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses, arising out of acts or omissions of the Contractor or its employees, agents or subcontractors in the performance of the Contract.
- 17.2 Clause 17 shall include, without limitation, claims and liabilities in the nature of workmen's compensation and claims and liabilities arising out of the use of patented inventions or devices.

18 ASSIGNMENT

- 18.1 The Contractor shall not assign, transfer, pledge or make other disposition of the Purchase Order or any part thereof or of any of the Contractor's rights, claims or obligations under the Purchase Order except with the express written consent of IITK. Any assignment made without such consent shall be void and of no effect.
- 18.2 The Contractor shall not subcontract any of its obligations under the Contract/Purchase Order without the express written consent of IITK. IITK may require the Contractor to furnish particulars of the proposed subcontract as IITK deems necessary.
- 18.3 IITK's approval of any subcontracting shall not relieve the Contractor from any liability or obligation under the Contract. In any subcontract, the Contractor agrees to bind the subcontractor by the same terms and conditions by which the Contractor is bound under the Contract/Purchase Order.

19 INSOLVENCY AND BANKRUPTCY

- 19.1 Should the Contractor become insolvent or should control of the Contractor change by virtue of insolvency, IITK may with immediate effect and without prejudice to any other right or remedy available to it, suspend the performance of the Contractor's obligations or terminate the Purchase Order with immediate effect, by providing the Contractor with written notice thereof.
- 19.2 Should the Contractor be adjudged bankrupt, or should the Contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Contractor's insolvency, IITK may, without prejudice to any other right or remedy available to it, terminate the Purchase Order with immediate effect by providing the Contractor with written notice thereof.

20 TERMINATION

IITK shall have the right to terminate the Purchase Order or any of the provisions thereof at any time by serving a three days' notice to the

Contractor.

21 WAIVER

A waiver of any breach of or default under the Contract/Purchase Order shall not constitute a waiver of any other breach or default and shall not affect the other terms of the Contract/Purchase Order. The rights and remedies provided by the Purchase Order are cumulative and are not exclusive of any other rights or remedies.

22 ADVERTISING

The Contractor shall not advertise or otherwise make public the fact that it is a contractor to IITK. The Contractor shall not in any way use the name, emblem, logo, official seal, or any abbreviation of IITK.

23 DISCRETION AND CONFIDENTIALITY

The Contractor is required to exercise the utmost discretion in all matters relating to the Contract/Purchase Order. Unless required in connection with the performance of the Purchase Order or expressly authorised in writing by IITK, the Contractor shall not disclose at any time to any third party any information which has not been made public and which is known to the Contractor by reason of its association with IITK. The Contractor shall not, at any time, use such information to any private advantage. These obligations do not lapse upon any completion, expiration, cancellation or termination of the Contract/Purchase Order.

24 NOTICES

Any notice given in connection with the Contract shall be given in English and in writing and shall be deemed to be validly given if sent by registered mail or by fax or by email to the other Party at the following:

- a. for IITK: the contact details set out in the 'IITK BUYER' name field of the Purchase Order; and
- b. for the Contractor: the contact details set out in the 'CONTRACTOR' named field of the IITK Contract/Purchase Order.

25 STAFF MEMBERS NOT TO BENEFIT

The Contractor shall not grant to any official of IITK any direct or indirect benefit or preferential treatment based on the Purchase Order or the award thereof. Any breach of this provision shall constitute a fundamental breach of the Purchase Order.

26 GOVERNING LAW

The Contract shall be governed by and construed in accordance with the substantive laws of the Republic of India.

27 SETTLEMENT OF DISPUTES

- 27.1 The Parties shall use their best efforts to negotiate and amicably settle any disputes, controversies or claims arising out of, or in connection

with, the Contract/Purchase Order or its interpretation.

27.2 If the Parties fail to settle the dispute amicably within thirty (30) Days of commencement of the negotiations, the dispute shall be settled through arbitration. One (1) sole arbitrator shall be appointed by the Director of IITK, who shall have full powers to make final and binding decisions subject to prevailing laws of India. The appointing authority shall be the Director of IITK. The place of arbitration shall be Kanpur and the language used in the arbitration proceedings shall be English.

27.3 All disputes are subject to jurisdiction of Kanpur courts.

28 PRIVILEGES AND IMMUNITIES

No provision of the Contract/Purchase Order shall be deemed, or interpreted as, a waiver of the privileges and immunities enjoyed by IITK.

29 AMENDMENTS

No modification, amendment or change to the Contract/Purchase Order, or waiver of any of its provisions, or any additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to the Contract/Purchase Order, signed by a fully authorised representative of each Party.

30 VALIDITY

The invalidity in whole or part of any condition of the Contract / Purchase Order or clause thereof shall not affect the validity of the remainder of such condition or clause.

31 ENTIRE AGREEMENT

The Contract/Purchase Order constitute the entire agreement and understanding of the Parties and supersede any previous agreement, whether orally or in writing, between the Parties relating to the subject matter of the Contract.

32 GOVERNING LANGUAGE

The Contract / Purchase Order shall be executed in the English language which shall be the binding and controlling language for all matters relating to the meaning and interpretation of the Contract/Purchase Order.

PART-D
Tender document

Sealed quotations are invited from the reputed Chartered Accountant Firms by undersigned, for **“Preparation of Annual financial statements and other Ancillary services of the Office of Dean of Research and Development-IIT Kanpur for the financial year 2024-2025”**

The quotation should be physically submitted on or before 16:00 hrs, August 09, 2024 at Central Stores and Purchase Section.

Enquiry No. : **IITK/R&D/ACCRUAL/2024-25/001**
Name of Tender : **“Preparation Annual Accounts and Other Ancillary Services of the Office of Dean of Research and Development-IIT Kanpur for the Financial Year 2024-2025”**

Bid publishing date : July 30, 2024
Bid submission closing date : 16:00 hrs, August 09, 2024
Bid opening date : 16:00 hrs, August 12, 2024

Details of required Items

SL. No.	Specifications	Quantity In No.
1	Preparation of half yearly and annual financial statements of the R&D for year 2024-25.	1
2	Consolidation of accounts of individuals accounting units as listed in Scope of work to prepare consolidated annual financial statements of the Office of Dean of Research and Development-IIT Kanpur	1

PART-E

General Instruction to the Bidder

1. Bidder should sign and seal properly every paper of tender documents as a token of acceptance.
2. Bidder should quote rate only in format provided in Appendix 5. Rates should be in Rupees.
3. Security money @ 3% of the Contract value must be deposited in the form of DD/FDR in favor of “Registrar IIT Kanpur” of Nationalize bank/Reputed Bank payable at Kanpur or electronic transfer to A/C no. 10426002126 State Bank of India. IIT Kanpur, IFSC code: SBIN0001161 by the bidder within 15 days of issue of Letter of Intent to the lowest bidder; followed by execution of the Contract on a ₹100/- non judicial stamp paper mentioning about the agreement to be made which shall include all the terms and conditions mentioned in the tender document. The Contractor has to sign on each and every page along with his official seal while the DoRD Authorities shall sign as the other party.
4. Bidder should submit self-attested credentials in support of qualifications.

Pre-qualification:

1. Firm must be registered a chartered accountancy firm having continuous experience of minimum 10 years supported by a certificate issued by the Institute of Chartered Accountants of India to that effect.
2. Firm must have head office situated at Kanpur, those firms who have their Head offices situated in any other district within UP shall also be considered subject to, it has an office in Kanpur (must be evident from Firm registration certificate issued by ICAI).
3. The bidder must have a minimum of 10 years’ experience in accrual accounting providing satisfactory similar service i.e., preparation of financial statements of any government establishment/public sector undertaking/autonomous body/educational institute of repute, on accrual accounting principles, whose accounts are audited by C&AG. Experience with accounts prepared on cash basis alone shall not be counted.

The firm must have successfully completed any assignment mentioned above whose value (based on single PO) must be at least ₹30.00 lacs or more in past 10 years (Enclose Copy of PO/Work order).

Cases where value of original PO issued for above work is less than ₹30.00 lacs, but the same has been extended over the years, amounting more than ₹30.00 lacs when taken in totality, shall not be considered while computing said condition.

In support of the above, a list of the clients (please refer to Appendix-3), copies of Work/Purchase Orders received, and certificate of satisfactory completion of the assignment(s) are to be enclosed. Preference will be given to those firms who have experience in preparation of accounts of reputed educational institutes/autonomous bodies that are funded from Central Government, State Government or their agencies like IITs, NITs, IIMs and other state level universities.

4. The bidder should have qualified human resources for executing the services successfully. The bidder should enclose a list of the numbers of

fellow and associated partners with their name, designation, qualifications/certificates, number of years with the firm, and present place of posting. A one-page resume each of the employees/fellows/partners who will be specifically assigned to the contract with IITK should also be enclosed.

5. The bidder should be competent to comply with all legal obligations in connection with the contract without letting or sub contacting the service.
6. Average annual financial turnover of the bidder should be ₹50 lacs or above during the preceding 3 (three) years i.e. 2020-21, 2021-22 and 2022-23. Certified copies of audited financial statements for these years should be enclosed.
7. The bidder must have registered under the Goods & Services Tax (GST) Act and Income Tax Act. Certified copies of PAN, GST registration certificate should be enclosed.
8. The bidder must have registration/code no. from Kanpur offices of the EPF and ESI departments, if applicable. However, in case of not being so, the successful bidder to whom the contract is finally awarded shall within reasonable time but not exceeding 30 days from the date of Purchase Order, obtain the said code numbers as above from the appropriate authority, if applicable.

Terms & Conditions of the quotations are as under:

1. Enquiry may be sent to email id fna_dord@iitk.ac.in.
2. The Bid should be submitted as per the instruction given in tender document.
3. The Services mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on IITK.
4. Other charges, duty, taxes should be clearly mentioned.
5. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified.
6. Quotation should have validity of at least 90 days from the date of opening.
7. The rates quoted should be in metric units/Nos, otherwise your quotation is liable to be ignored.
8. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
9. The bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it, should not have been blacklisted due to default in the performance of contract for any purposes and should not have any investigation pending against it or against the Principal Officer of the bidder.
10. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IIT Kanpur, detailing the conflict in writing as an attachment to this Bid.
11. **Filling up the ‘Tender acceptance letter’ on company letter head is mandatory.**
12. Bidder should submit **(With ENVELOPE I)** details of Bank Account for the electronic transfer of Payment/Refund of the Security Money, well typed in

letter head of the firm with signature and seal of authorized person.
13. Any dispute is subject to Kanpur jurisdiction

Scope of work:

The contract is essentially for providing services as mentioned below:

1. Annual Accounts

1.1 Preparation of Annual Accounts for the year 2024-25 of the Office of Dean of Research and Development-IIT Kanpur which includes the following:

- a. Verification of all entries passed during the period confirming dual entry system.
- b. Verification of entries in Project Accounts.
- c. Verification of Interest-bearing advances of staff.
- d. Verification of other staff advances.
- e. Verification of Realization and payment of statutory dues like GST, TDS, etc.
- f. Assessment and provisioning of liabilities both against POs and other payments.
- g. Adjustment of previous year liabilities provided.
- h. Identification and Capitalization of Fixed Assets and reconciliation with Stores & Purchase.
- i. Inter-Account Reconciliation.
- j. Checking of bank Reconciliation.
- k. Reconciliation of Treasury Single Account (TSA), CNA, ZBSA, SA's bank accounts with books.
- l. Reconciliation of Salary.
- m. Preparation and verification of Trial Balance.
- n. Interest accrual working in R&D Fund books.
- o. Income tax TDS and other tax related advises.
- p. Preparation of financial statements comprising Significant Accounting Policies, Statement of Income & Expenditure, Balance Sheet, Cash Flow Statement, Receipts and Payments Account, and Schedules & Annexures forming part thereof (on the basis of data that is being maintained by individual units as mentioned below), and Notes on Accounts, in the format presently followed by IITK or as suggested by the Ministry of Education (MoE); please refer to Institute's audited consolidated accounts for the FY 2022-23 as well as for individual accounting units available at the following link: <http://www.iitk.ac.in/new/annual-accounts>
- q. Calculation of depreciation of assets and other requisite items as per MoE guidelines.

The financial statements so prepared shall reflect true and fair view of the financial position as at 31st March 2025 and of its financial performance and its cash flows for the half- year then ended. The Office of Dean of Research and Development-IIT Kanpur presently comprises the following Accounts:

- (i) Projects [*also called Account II*] Account
 - (ii) R&D Fund Account
 - (iii) If any other account(s) added during the year shall also be included
- r. In future if there is any change in structure (Administrative/ accounting) of IITK, the Contractor shall also abide by that.
- s. Presently two software are running to records the accounting transactions i.e, TELNET & DORD Online. These are capable of recording single book entries only. Adopting the accrual accounting (double book entry) concept another accounting book has to be prepared by CA FIRM in different ERP Software parallely to the above mentioned two software.

Consolidation of accounts of individual accounting units as listed above to prepare consolidated Annual financial statements of the Office of Dean of Research and Development-IIT Kanpur.

1.2 Assist IITK in compliance of:

- (i) All audit observations related to the balance sheet and its entries.
- (ii) Tax authorities for providing information related to their queries on balance sheet figures.

2. Half-Yearly Accounts

2.1 Preparation of FY 2024-25 Half-yearly Financial Statements of the Office of Dean of Research and Development-IIT Kanpur which includes the following:

- a. Verification of all entries passed during the period confirming dual entry system.
- b. Verification of entries in Project Accounts.
- c. Verification of Interest-bearing advances of staff.
- d. Verification of other staff advances.
- e. Verification of Realization and payment of statutory dues.
- f. Assessment and provisioning of liabilities both against POs and other payments.
- g. Adjustment of previous year liabilities provided.
- h. Identification and Capitalization of Fixed Assets and reconciliation with Stores & Purchase.
- i. Inter-Account Reconciliation.
- j. Checking of bank Reconciliation.
- k. Reconciliation of Treasury Single Account (TSA), CNA, ZBSA, SA's bank account with books.
- l. Reconciliation of Salary.
- m. Preparation and verification of Trial Balance.
- n. Interest accrual working in R&D Fund books.
- o. Income tax TDS and other tax related advises Preparation of financial statements comprising Significant Accounting Policies,

Statement of Income & Expenditure, Balance Sheet, Cash Flow Statement, Receipts and Payments Account, and Schedules & Annexures forming part thereof (on the basis of data that is being maintained by individual units as mentioned below), and Notes on Accounts, in the format presently followed by IITK or as suggested by the Ministry of Education (MoE); please refer to Institute's audited consolidated accounts for the FY 2021-22 as well as for individual accounting units available at the following link: <http://www.iitk.ac.in/new/annual-accounts>

- p. Calculation of depreciation of assets and other requisite items as per MoE guidelines.

The financial statements so prepared shall reflect true and fair view of the financial position as on 30th September 2024 and of its financial performance and its cash flows for the half- year then ended. DoRD office presently comprises the following Accounts:

- (i) Projects [*also called Account II*] Account
 - (ii) R&D Fund Account
 - (iii) If any other account(s) added during the year shall also be included
- q. In future if there is any change in structure (Administrative/ accounting
- r. Presently two software are running to records the accounting transactions i.e, TELNET & DORD Online. These are capable of recording single book entries only. Adopting the accrual accounting (double book entry) concept another accounting book has to be prepared CA FIRM in different ERP Software parallely to the above mentioned two software.

2.2 Assist IITK in compliance of:

- (i) All audit observations (transitional audit as well) related to the balance sheet and its entries.
- (ii) Tax authorities for providing information related to their queries on balance sheet figures.

3. Consolidation of accounts of individual accounting units as listed above to prepare consolidated:

- a. Half-yearly financial statements of the Office of Dean of Research and Development-IIT Kanpur; and
- b. Annual financial statements of the Office of Dean of Research and Development-IIT Kanpur.

4. For the timely completion of works as mentioned under "Brief Description of Services" above the Contractor shall employ suitable and adequate manpower who can coordinate with the functionaries of the Account No-II and shall provide support where ever necessary from time to time to complete the works within the delivery schedule.

Delivery terms:

The services mentioned above must be completed till the timeline mentioned below:

Service # 1.1 – by 30 April 2025

Service # 1.2(i) – within 02 days of the receipt of audit query/observation/objection

Service # 1.2(ii) – As and when required

Service # 2.1 – by 31 October 2024

Service # 2.1(i) – within 02 days of the receipt of audit query/observation/objection

Service # 2.2(i) – As and when required

Service # 3a – by 31 October 2024

Service # 3b – by 30 April 2025

Service # 4 – As and when required

Payment terms:

1. IITK shall make payment on following grounds:
 - a. Successful delivery of the services to IITK as confirmed by the consignee: Deputy Registrar (R&D) for services #1.1, 2, 3, 4a, and approved by In-charge of the Finance & Accounts Cell of Office of Dean of Research and Development – IIT Kanpur.
 - b. Receipt of final CAG report on annual financial statements (applies to service# 1.2 and 4b only); and
 - c. Receipt of the original invoice(s) issued by the Contractor.
2. All invoices shall be in original and shall contain the IITK's Purchase Order number, and a description, the quantities, unit and total price(s) of the Services delivered. The currency of invoice and payment shall be as specified in the Purchase Order. Unless otherwise authorized by IITK, a separate invoice shall be submitted for each service under the Contract/ PO. Subject to Clause 11 of Section V ('Tax Exemption'), if applicable, the GST amount shall be separately identified in the invoice.
3. Payments shall be made in the currency stated in the Contract/Purchase Order, on the basis of the equivalent value of INR on the day of payment and paid directly into the nominated bank account.
4. IITK shall not pay any charge for late payments.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work: -

Dear Sir,

1. I/We have downloaded/obtained the Tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as
per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the Contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions mentioned in Tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred/terminated/banned by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by our Firm is true & correct and that in the event, the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

QUALIFICATION INFORMATION FORM (BIDDER TO SIGN WITH THE DATE AND PUT HIS/HER SEAL ON THIS FORM)

General Information

1. Name of the Bidder:			
2. Address:			
3. P.O. box and mailing address:	Postal Code:	City:	Country:
4. Telephone No.:			
5. Fax Number:			
6. Email Address:			
7. www Domain:			
8a. Contract Name:			
8b. Contract Title:			
9. Parent Company, if any (Full legal name)			
10. Principal subsidiaries, associates and/ or representative(s), if any and relevant to the services:			
11. Corporate Seal:			
12. Type of Business:			
13. Year of Establishment:			
14. Number of staff employed:			
15. Bank Account details (Bank name, branch and address, Account number and IFSC code)			

Financial information

Turnover of last three financial years of the bidder			
Year	Net Worth (In Rs. at end of the period)	Revenue (In Rs.)	Net profit (In Rs.)
2020-2021			
2021-2022			
2022-2023			

**Yours Faithfully,
(Signature of the Bidder, with Official Seal)**

Details of Work Experience
(To be given on Company's Letter Head)

Name of the Bidder: _____

Sr. no.	Client Name & location	Contract Description (Work Assigned)	Contract Value (In Rs.)	Contract start date	Contract end date	Whether contract successfully completed (Yes/ No)	Name, Address, telephone no. of the officer to whom reference may be made

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Bid Security Declaration
(To be given on Company Letter Head)

Date: _____

To,
The Deputy Registrar
Central Stores and Purchase Section
IIT Kanpur-208016

Sub: Certificate for bid security declaration

Tender Reference No : _____
Tender ID : _____

Name of Tender / Work: -

"I/We have read the clause regarding Bid Security Declaration/Earnest Money Deposit and I/We are fully aware that if I/We withdraw or modify the bid during the period of validity I may be suspended for a period of 3 years."

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Financial Bid
(To be given on Company Letter Head)

Date: _____

To,
The Deputy Registrar
Central Stores and Purchase Section
IIT Kanpur-208016

Sub: Financial Bid

Sr. No.	Nature of Service	Nos.	Rate (excl. GST)	GST	Total Amount (In INR)	Total Amount (In Words)
1	Preparation of Half yearly accounts for FY 2024-25	1				
2	Preparation of consolidated financial statements for FY 2024-25	1				
3	Maintenance of Accounts on ERP Software	1				
	Total Value					