

**/INDIAN INSTITUTE OF TECHNOLOGY DELHI  
HAUZ KHAS, NEW DELHI - 110 016  
IITD/IACC(SP-2817)/2020**

**Date: 21.01.2020**

**NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANT FIRMS**

Indian Institute of Technology (IIT), Delhi invites tender from Delhi based Chartered Accountant Firms having registered Head Office at Delhi for services mentioned in the scope of work for one year i.e. 2020-21, which may further be extended for four more years (on a yearly basis) on satisfactory completion of the work.

The firms should have experience of doing similar kind of work in IITs/IIITs/NITs/ Central Universities/Central Higher Educational Institutions.

The detailed terms and conditions and prescribed forms can be downloaded from the website of the Institute <http://www.iitd.ac.in/tenders> and also at NIC E procurement site (<http://eprocure.gov.in>). No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

**INDIAN INSTITUTE OF TECHNOLOGY DELHI  
HAUZ KHAS, NEW DELHI - 110 016**

**NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANT FIRMS**

Indian Institute of Technology (IIT), Delhi invites tender from Delhi based Chartered Accountant Firms having registered Head Office at Delhi for services mentioned in the scope of work for the financial year 2020-21, which may further be extended for four more years (on a yearly basis) on satisfactory completion of the work.

The firms should have experience of doing similar kind of work in IITs/IITs/NITs/ Central Universities/Central Higher Educational Institutions.

The detailed terms and conditions and prescribed forms can be downloaded from the website of the Institute. Completed tender forms with all required documents should be submitted online on NIC portal before 12<sup>th</sup> February, 2020 (Wednesday) upto 15:00 hours.

# **INDIAN INSTITUTE OF TECHNOLOGY DELHI**

(An Institute of National Importance under Ministry of Human Resource Development, Government of India)

**NOTICE**

**INVITING**

**TENDER**

**FROM DELHI BASED**

**CHARTERED ACCOUNTANT FIRMS**

**FOR THE YEAR 2020-21**

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1) BID-DATA SHEET

<b>Issue of Tender Forms</b>	Complete Tender Document of 22 pages can be downloaded from the Institute's website.
<b>Earnest Money Deposit ( EMD)</b>	Earnest money of Rs.75,000/- (Rupees Seventy Five Thousand only) to be deposited online favoring <b>Registrar, IIT Delhi</b> payable at <b>Delhi</b> issued by any Nationalized/Scheduled Bank. Earnest money is refundable.
<b>Last Date of Submission of Tender</b>	12 <sup>th</sup> February, 2020 (Wednesday) upto 15:00 hours
<b>Opening of Tender (Technical Bid)</b>	13 <sup>th</sup> February, 2020 at 15:00 Hrs
<b>Pre-bid Meeting</b>	<b>29<sup>th</sup> January, 2020 (Wednesday) between 11:00 AM to 12:00 PM at Board Room, Main Building, IIT Delhi, Hauz Khas, New Delhi-16</b>
<b>Contact Person</b>	Deputy Registrar (Accounts) IIT Delhi
<b>Contact Address</b>	Indian Institute of Technology Delhi Hauz Khas, New Delhi - 110 016
<b>Contact Phone Number (s)</b>	011-26591744
<b>Website of the Institute</b>	<a href="http://www.iitd.ac.in/tenders">http://www.iitd.ac.in/tenders</a>

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## 2) TERMS OF REFERENCE

### 2.1 Background: -

Indian Institute of Technology Delhi (IIT Delhi) is a Central Autonomous body under Ministry of Human Resource and Development (MHRD) Government of India and has been recognized as an Institute of National Importance by an Act of Parliament.

IIT Delhi is maintaining its account on Accrual Basis following the applicable Accounting Standards. The Institute is substantially financed by MHRD through Plan and Non-Plan Grants. As per the source of funds, the expenditure of the Institute is attributed to two needs – Recurring and Non-recurring. All receipts and payment data are entered into Tally through the bridge software system. The Accounts of the Institute are prepared as per prescribed and uniform common format applicable to the Central Autonomous Bodies, which will be made available to the selected firm.

#### Data for the information of Bidders

- (a) During the year 2020-21, the Institute's approved budget for OH -31, OH-35 and OH-36 is to the tune of Rupee 826 Cr.
- (b) As per the data available, the Institute has filed the e-TDS returns in respect of approximately 1400 employees in 24Q during the year 2018-19 and 2500 vendors in 26Q and also e-TCS returns in form 27EQ in respect of approximately 100 vendors.
- (c) The Institute has filed GST returns in respect of approximately 2000 contractors in the year 2018-19.

## 2.2 SCHEDULE AND SCOPE OF WORK

The primary activities to be assigned to the Chartered Accountant Firm include :

- (i) e-TDS Returns filing for Financial Year 2019-20 and onwards.
- (ii) Preparation and Verification of Annual Accounts on accrual basis as per format applicable to Central Autonomous Bodies for the Year 2019-20 and onwards.
- (iii) Preparation of Endowment Account for the year 2019-20 and onwards.
- (iv) Services related to GST and GST Returns.
- (v) Filing of Annual Income Tax Returns.
- (vi) Preparation of FC-6 as required under Foreign Contribution Regulation Act, 1976.
- (vii) Auditing and Certification of Statement of Expenditure and Utilization Certificate of various sponsored Research Projects as per the requirement of funding agencies.

The Chartered Accountant Firm will depute full time dedicated personnel(s) at site during its tenure depending upon the volume of work involved and shall report to DR Accounts/ AR Accounts/ AR IRD (Accounts) as and when needed. The certificate regarding the accuracy of accounts being maintained at the Institute should be given on quarterly basis by the firm.

Details of all of the above mentioned activities are presented in the following sub sections: -

### 2.2.1. Scope of work with respect to e-TDS Returns filing for Financial Year 2019-20 and onwards

(On the tax at source deducted by various offices in IIT i.e. Main Accounts, Development Office, IRD, GATE, JAM, CEP, QIP, etc.)

- I. Creation of text file for filing of e-TDS return by using data file,
- II. Advise the Institute on TDS/TCS provisions,
- III. Preparation and submission/filing of quarterly returns of e-TDS (24Q, 26Q, 27Q and 27EQ) based on the data of earnings and other records of Institute including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc.,
- IV. Preparation and filing of correction/revised statements against the defaults generated by TIN-NSDL and against the notices received from Income Tax Department during the period of engagement irrespective of the period for which the correction statement/return belongs,
- V. Preparation of replies to the income tax department in respect of notices / communications received by Institute in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belongs,
- VI. Preparation and filing of correction statements, whenever found necessary by Institute on detection of errors in the data maintained by the Institute,
- VII. Filing of replies in respect of notices relating to e-TDS returns from Income Tax Department.
- VIII. Generation of TDS certificates in Form 16 and Form 16A from TDS Reconciliation Analysis and Correction enabling System (TRACES) including computation,

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- IX. Maintaining Employee Master details required for FORM 24Q with Annexures and FORM 16,
- X. Maintaining Vendor Master details required for FORM 26Q with Annexures and FORM 16A,
- XI. Maintaining monthly TDS deduction details of Employees/Vendors,
- XII. Maintaining TDS deduction details, creation of Challans and entry of the deposit details obtained from the bank (Bank Challan Serial Number/Deposit date),
- XIII. Creating/Printing of Challan No.281,
- XIV. Attaching/accounting of employees/vendors TDS to a specific Challan,
- XV. Adjusting TDS deductions in a Challan,
- XVI. Calculations of any penalty/interest,
- XVII. Validation of PAN number with PAN database of NSDL,
- XVIII. Any other matter related to the above work required under the Income Tax Act, 1961.

## **2.2.2. Scope of Work with respect to Preparation and Verification of Annual Accounts for the Year 2019-20 and onwards.**

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- I. Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses passed in 2018-19,
- II. Identifying prior period income/expenses, while passing the receipt and payment vouchers,
- III. Ensuring that all adjustments are done on a monthly basis, which flow out of Bank Reconciliation statement. Checking of all monthly Bank Reconciliation Statements in respect of all Banks where the Institute has its accounts,
- IV. Mapping the expenditure as booked under OH 31/ OH 35/ OH 36 into different sub-heads as per nature of expenditure,
- V. Ensuring that all the data (i.e. all the vouchers of receipt and payment) are entered into Tally Software which is being used for keeping records,
- VI. Passing of year-end adjustment entries required for accrual basis related to accrued income including interest on investments and FDs, interest on HBA etc., advances and outstanding liability for expenses as well as provision for retirement benefits on the basis of actuarial valuation and provision for depreciation,
- VII. Preparation and Consolidation of Development Office, Sonipat campus, IRD, GATE, JEE, JAM, CEP, QIP, etc. accounts with Institute Accounts,
- VIII. Separate GPF/ CPG/ NPS Accounts on accrual basis along with the Annual Accounts of the year 2019-20 and onwards,
- IX. Providing of opinion on various cases pertaining to Income Tax,



- X. Passing entries in respect of assets created out of sponsored projects where the ownership vests with the Institute, to merge them with the assets of the Institute under respective conventional classified Heads,
- XI. Checking of Broad Sheets of Computer Advance, Conveyance Advance, House Building Advance and the reconciliation of figures appearing in Broad Sheets and Accounts as on 31/03/2020 and onwards (at the end of the financial year),
- XII. Preparation of detailed schedule of Investments as on 31/03/2020,
- XIII. Calculation and Provision of Depreciation in the annual accounts as per the rates adopted by the Institute,
- XIV. Checking that the figures in accounts tally with subsidiary records,
- XV. Checking the calculation of accrued interest on loans and advances,
- XVI. Calculation of accrued interest on Investments,
- XVII. Compilation of supporting statements and working sheets in respect of all the schedules and in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet to facilitate Audit,
- XVIII. Creating entries for provision for Retirement benefits based on Actuarial Report,
- XIX. Preparing the Annual Accounts of the Institute comprising of Balance Sheet, Income and Expenditure Statement and Receipt and Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies.
- XX. Co-ordination with CAG Auditors (DGACE) in respect of queries raised at the time of Audit,
- XXI. If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Governors,
- XXII. Preparation of endowment fund accounts as detailed in 2.2.3.

### **2.2.3. Scope of Work with respect to Preparation of Endowment Account for the year 2019-20**

To check and to ensure that the transactions of endowment funds are passed only through the bank accounts maintained for this purpose,

- I. Identify investments against each of the endowment funds,
- II. Ensure that interest earned on those investments is credited to respective endowment funds,
- III. Ensure that expenditure on the objective of endowments is met out of the interest component or principal component of the endowment as per the terms and conditions of endowment agreed with donor,
- IV. Apportion the interest earned on the saving bank accounts to all the endowment funds as per the closing balance of each fund,
- V. Prepare a schedule of all endowment,
- VI. To prepare consolidated account, expenditure against each fund be consolidated by taking expenditure from Main Accounts, IRD Accounts and Development office.

### **2.2.4. Scope of Work with respect to GST/ Service Tax related matter (All offices in IIT Delhi, Sonipat and Jhajjar campus).**

- I. Preparation and submission of GST Returns electronically as per statutory requirement,
- II. Filing of return of TDS under GST
- III. Attending to previous pending assessments,
- IV. Providing and advising implementation of all latest amendments through letters periodically and promptly,
- V. Preparation to appeals in respect of all GST matters,
- VI. Any other Service Tax/GST related matter which the Institute may seek the advice/opinion of the Firm,
- VII. Consolidation of all the data required and depositing the GST,
- VIII. (a) Advising on applicability of GST on various services rendered by the Institute,  
(b) Providing of opinions on various cases pertaining to GST,
- IX. Co-ordination with Institute in all GST matters and visiting Institute for discussion,
- X. Assessment of GST in Delhi and Sonipat and attending the assessment proceedings and preparation of replies for submission to authorities upto the level of Commissioner, GST,
- XI. Obtaining GST registration in respect of Sonipat campus and Jhajjar campus.

### **2.2.5 GST Audit**

- I. Work pertaining to GST Audit of Accounts of the Institute and submission/e-filing of its report, etc. to the Central Govt. Tax Administrative Authorities:
  - (a) To conduct GST Audit of accounts of the Institute for the F.Y. 2019-20 in accordance with section 35(5) read along with 44 (2) of the CGST Act, 2017 (including any enactments or amendments made as may be applicable from time to time).
  - (b) Submission/ e-filing of GST Audit Report along with annual return and reconciliation statement as per section 44(2) of the CGST Act, 2017 in E-form GSTR-9C within the scheduled date and in the manner as specified/ prescribed by Central Board of Indirect Taxes and Customs (CBIC).

### **2.2.6 Scope of work in respect of filing of Annual Income Tax Returns**

- I. Preparation, vetting and filing of Annual Return of the Institute under Income Tax Act with various disclosures, computation notes and other issues relevant for the purpose of filing of the return,
- II. Preparation/Review of revised return, if required, to be filed in respect of any financial year,
- III. Preparation of detailed replies and submission thereof to the queries raised by Assessing Officer/Assistant Director Income Tax(Exemption), Dy. Director Income Tax (Exemption) during assessment or appellate proceedings or otherwise by tax authority of present/past appeals/proceedings or other hearings,
- IV. Pursuing the refund claims,
- V. Issue and filing of Income Tax forms 15CA/15CB

### **2.2.7. Certification of Statement of Expenditure and Utilization Certificates of various sponsored Research Projects as per the requirement of funding agencies.**

### **2.2.8. Preparation of FC-6 as required under FCRA 1976.**

### **2.3 Time Period**

The Chartered Accountant firm will be required to provide the desired services initially for a period of One year i.e. FY 2020-21 which may be renewed for another period of four years (on yearly basis) on satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

### **2.4 Support and Inputs to the Firm**

The Institute shall provide office space, computer(s)/printer(s) to the Firm to perform its services. The Institute will also provide all primary data to the firm for carrying out the jobs listed in the schedule and scope of work.

### **2.5 Pre-Bid Meeting**

I. A Pre-Bid meeting of the interested parties shall take place on **29<sup>th</sup> January, 2020 (Wednesday)** between **11:00 AM to 12:00 PM at Board Room, Main Building, IIT Delhi, Hauz Khas, New Delhi-16**. Only those persons who have registered at the NIC E-Procurement Portal for participating in the Bidding Process shall be allowed to participate in the Pre-Bid meeting. A maximum of two representatives of each Bidder shall be allowed to participate in production of authority letter from the Bidder.

II. During the course of Pre-Bid meeting, the Bidders will be free to seek clarification and make suggestions for consideration of the Authorized Representatives. The Institute shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

### **2.6 Pre-qualification Criteria**

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

I. The Chartered Accountant Firm should have its registered Head Office in Delhi,

II. The Chartered Accountant Firm should have at least Three (3) full time partners, out of which at least two (2) should be FCA (Please provide member status card for each member) (*Please see Sub-Annexure Proforma: A8*),

III. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration (A copy of certificate to be submitted),

IV. The Firm should have been in operation for at least 5 years after its registration,

V. The Firm should be empaneled with the Comptroller and Auditor General of India (C&AG),

VI. A Certificate should be submitted that the CA firm has not been blacklisted or barred by any of IITs/IIITs/NITs/ Central Universities/Central Government funded Educational Institutions during last five years. It should also be mentioned that no disciplinary action has been taken against its existing partners in past and no disciplinary enquiry is pending against partners during last five years by the Institute of Chartered Accountants of India,

VII. The Average Annual revenue (i.e. Average Gross Professional Fees earned during the last 3 years) of the Firm in the last 3 financial years i.e. (2016-17, 2017-18 and 2018-19) must be equal to or more than Two hundred lakhs (2 Crores), the same shall be assessed by the ITR submitted by the firm (*Please see Sub-Annexure Proforma: A5*),

VIII. The Firm should have experience in (i) preparation and finalization of Annual Accounts of IITs/ IIITs/ NITs/ Central Universities/ Central Government funded Educational Institutions. The annual budget of the IITs/ IIITs/ NITs/ Central Universities/ Central Government funded Educational Institutions whose accounts prepared by the CA firm should have been more than Rs.400 crores in any financial year, (ii) Filing of e-TDS returns (Income Tax), (iii) GST/Service Tax matters of IITs/ IIITs/ NITs/ Central Universities/ Central Higher Educational Institutions, in the last five years (*Please see Sub-Annexure Proforma: A7*),

IX. 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 and enclosed in a cover, to be submitted with the technical bid.

## **2.6 Payment Terms**

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

I. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. The rates quoted should have a validity for at least three financial years 2020-21, 2021-22 and 2022-23. No request for extra payment on account of increase in price on whatever account will be entertained. However, a raise up to 15% may be considered after three years in case the contract is extended further.

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

III. TDS under Income tax will be deducted at applicable rates;

### **IV. Details of payment terms as per Scope of Work:**

- (A) Scope of work with respect to e-TDS returns filing for Financial year 2019-20 and onwards
  - The payment will be made on quarterly basis.
- (B) Scope of Work with respect to Preparation and Verification of Annual Accounts for the Year 2019-20 and onwards.
  - 60% payment will be made on the finalization of Accounts; 20% on completion of Audit by C&AG and 20% on receipt of SAR
- (C) Scope of Work with respect to Preparation of Endowment Account for the year 2019-20
  - The payment terms will be on monthly basis on raising of bill.
- (D) Scope of work in respect of filing of Annual Income Tax Returns
  - Payment will be on Annual basis.
- (E) Certification of Statement of Expenditure and Utilization Certificates of various sponsored Research Projects as per the requirement of funding agencies.
  - Payment terms on quarterly basis. The bill should indicate number of UCs.
- (E) Preparation of FC-6 as required under FCRA 1976.
  - Quarterly on submission of bills.
- (F) GST Audit
  - Payment shall be made on completion of work.

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IV. The Institute reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

## **2.7 Performance Security**

The successful bidder will be required to deposit 10% of the bid amount towards Performance Security in the form of Bank Guarantee/FDR before execution of the agreement. The Bank Guarantee must be valid upto 31<sup>st</sup> May, 2021. In case of further extension of the contract the Bank Guarantee will also be renewed accordingly on yearly basis.

## **3. SUBMISSION AND EVALUATION OF THE TENDER**

### **3.1 Submission of Tender**

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

- i) Earnest Money Deposit (EMD) of **Rs.75,000/-** should be paid online;
- ii) Prequalification-cum-Technical bid as per **Annexure-A** along with all supporting documents;
- iii) Financial Bid as per **Annexure –B**.

The Earnest Money Deposit, Prequalification cum Technical Bid and Financial Bid should be submitted through e-portal of CPPP. No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal). The technical bid shall not contain any indication of the price offered for the job for which tender is given by the firm. In case it is found that the technical Bid contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected.

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

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Tender should be deposited online to Indian Institute of Technology Delhi Hauz Khas, New Delhi – 110 016. The last date for submission of tender is 07.02.2020 upto 16:00 Hours.

### **3.2 Earnest Money Deposit**

Earnest Money Deposit of **Rs.75,000/-** by way of online mode only to **IIT Delhi**, payable at **Delhi** should be submitted along with the bid. The EMD amount will be returned to the unsuccessful firms after finalization of the bid. In respect of the successful bidder, the EMD will be returned after execution of the agreement.

### **3.3 Queries Regarding the Tender**

The interested Firms may seek clarification on the Tender document from the Deputy Registrar (Accounts). The firms can also go through the Annual Accounts of the Institute and Common Format of Accounts which will be made available to them on receipt of request. The Firms can visit the **Accounts Section** between **10.00 a.m. to 12.30 p.m.** on any working day.

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

Last date of submission of the Tender is **12.02.2020 up to 15:00 hours.**

### **3.5 Date of opening of the Tender**

The authorized representatives of the firms carrying authority letter may attend the bid opening. The date(s) of opening Technical and Financial Bids will be intimated separately.

### **3.6 Evaluation of Tender**

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

### **3.6.1. Evaluation of Technical and Financial Bids**

Technical and financial bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical and financial bid evaluation criteria, on pages 14 and 15. Each firm meeting the pre-qualification criteria would be evaluated and given a technical score out of 70 marks and a financial score out of 30 marks. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated.

The formula for calculation of financial proposal is given at page 15 i.e. the technically evaluated and accepted proposal with least financial cost (L1) will be assigned a score of 30. The score of other technically accepted firms will be evaluated as per the following formula:

$$= (L1 \text{ amount}) \times (30) / (\text{Financial amount of bid being evaluated})$$

The firm with maximum total score will be declared successful.



**Technical and Financial Evaluation Criteria**

			Max. Marks
<b>01</b>	<b>Experience of the Firm</b>		<b>50</b>
	Firm's Existence in years after its registration		<b>5</b>
	5 years to 7 years	2	
	8 years to 10 years	3	
	more than 10 years	5	
	<b>Average Annual Income of the Firm (in the last 3 financial years) ended on March 31<sup>st</sup> 2019</b>		<b>5</b>
	Rupees 2 Cr. to 3 Cr.	2	
	More than 3 Cr. and equal to 5.0 crore	3	
	Above Rs. 5.0 Crore	5	
	<b>Experience of doing similar kind of work for IITs/IIITs/NITs/Central Universities/Central Government funded Educational Institutions.</b>		<b>10</b>
	3 to 5 Organizations	4	
	6 to 10 Organizations	6	
	More than 10 Organizations	10	
	<b>Experience of handling similar work in IITs/IIITs/NITs/ Central Universities/Central Government funded Educational Institutions during last five years</b>		<b>30</b>
	(i) e-TDS Returns filing.	5	
	(ii) Preparation and Verification of Annual Accounts on Accrual basis.	5	
	(iii) Preparation of Endowment Account.	3	
	(iv) Services related to Service Tax Matters.	2	
	(v) Filing of Annual Income Tax Returns//GST/E-Way Bill/Income Tax Assessment, etc.	5	
	(vi) Filing of FCRA Returns Preparation of FC-3 form Off-line and On-line.	1	
	(vii) Providing of opinions on various cases pertaining to accounting and taxation matters	3	
	(viii) Auditing and Certification of Utilization Certificates/SE of various sponsored Research Projects as per the requirement of funding agencies and preparation and issuance of 15CA/15CB.	3	
	(ix) Work pertaining to GST Audit of accounts in accordance with section 35(5) read along with 44 (2) of the CGST Act, 2017	3	

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Max. Marks

02.	Key Experts and Manpower	20
	<b>Number of Partners in the Firm</b>	
	3 Partners	4
	4 to 5 partners	6
	More than 5 partners	10
	<b>Number of paid staff (Full Time) on the rolls of firm</b>	
	5 to 10	5
	11 to 20	7
	More than 20	10
03.	<b>Total Technical Score (01+02)</b>	<b>70</b>
04.	<b>Score on Financial Proposal*</b>	<b>30</b>
	<b>Grand – Total (03+04)</b>	<b>100</b>
<b>*Formula for calculation of Financial Proposal</b>		
The technically evaluated and accepted proposal with least financial cost (i.e. L1) will be assigned a score of 30. The score of other technically accepted firms will be evaluated as per following formula:		
$= (L1 \text{ amount}) \times (30) / (\text{Financial amount of bid being evaluated})$		

**Note:**

1. The firm having technical score of less than 40 will be rejected. The firm having maximum total score i.e. technical score plus financial score will be selected for the award of work.
2. The evaluation of financial bid shall be made in totality for all jobs and not separately for each job.

**PRE-QUALIFICATION-CUM-TECHNICAL BID**

Sl. No.	Criterion	Firm's Strength and Capacity	
1.	The Firm must have its Registered Head Office in Delhi <b><i>(Submit copy of supporting document regarding address)</i></b>	Address of the Firm	
		Address of the Firm	
		Name and address of the authorized official	
		Telephone No Mobile: E-mail:	
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and registration under Goods and Services Tax <b><i>(Provide copies of all registration certificates)</i></b>	Registered with ICAI, then mention Registration Number (Date of Registration No.)	
		PAN of the CA Firm	
		GST Registration No.	
3.	The CA Firm should be empaneled with Comptroller and Auditor General of India (C&AG) <b><i>(Provide copy of all necessary evidence)</i></b>	Empanelment Number	

4.	The CA Firm should be in operation for at least 5 years after its registration <b>(Provide necessary evidence)</b>	Year of Registration/ Starting of operation	
		Nos. of years in operation after registration (in years)	
5.	Average Annual Income of the CA Firm for the last 3 (three) years i.e. (2016-17, 2017-18 & 2018-19) ending on 31st March, 2019 [Must be equal to or greater than 200 Lakh (2 Crore)] <b>[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March, 2019 along with documents as per sub- annexure, proforma:A1]</b>	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 (three) years ending on 31st March, 2017  Rs. (in figure) .....  Rs. (in words).....	
6.	The CA Firm should have experience of preparation of Annual Accounts of IITs/IIITs/NITs/ Central Universities/Central Higher Educational Institutions, filing of e-TDS returns (Income Tax) and Service Tax matters of Central Autonomous Bodies / Public Sector Undertakings in the last five years  <b>(Details to be provided as per proforma A-2. Attach copies of works Orders/ work completion as evidence)</b>  (Please attach additional sheets, if required.	No. of IITs/IIITs/NITs/ Central Universities/Central Higher Educational Institutions where similar services were provided in the last 5 (Five) years	

7.	<p>Whether similar services as mentioned in Sl.No.6 provided to the IITs/IIITs/NITs/ Central Universities/Central Higher Educational Institutions where payments in respect of expenses in any financial year have remained to the extent of Rs. 200 crore in the last 5 years</p> <p><b><i>(Details to be provided as per proforma A-3. Attach copies of works order/ works completion as evidence)</i></b></p>	<p>Nos. of IITs/IIITs/NITs/ Central Universities/Central Higher Educational Institutions where similar Service was provided in the last 5(Five) years</p> <p>Nos. (in figure) .....</p> <p>Nos. (in words) .....</p>
8	<p>CA Firm should have minimum 3 (Three) partners</p> <p><b><i>(Submit the proof of the Ownership pattern and registration certificates along with details of the Chief Functionaries of the CA firms provided in Proforma A-4)</i></b></p>	<p>Nos. of Partners</p> <p>Nos. (in figure).....</p> <p>Nos. (in words) .....</p>
10.	<p><b>Numbers of staff on Payroll (Full Time)/ Article ship incumbent/ Apprentices (if any)</b></p>	<p>i) No. of Payroll Staff (Full Time): _____</p> <p>ii) No. of Article-ship Incumbent: _____</p> <p>iii) No. of Apprentices: _____</p>

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

**Date:**

**Signature:** \_\_\_\_\_

**SEAL:**

**Name and Designation:** \_\_\_\_\_

: : 18: :

**Sub-Annexure**

**PROFORMA: A1**

**Details of CA Firm's Professional Income  
[Gross Professional Fees earned]**

<b>Particular</b>	<b>Financial Year 2016-17</b>	<b>Financial Year 2017-18</b>	<b>Financial Year 2018-19</b>	<b>Average Annual Income</b>
Annual Income* (Rs. in Lakhs)				

\* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 3 (three) years

**SEAL:**

**Signature:** \_\_\_\_\_

**Date:**

**Name and Designation:** \_\_\_\_\_

**Contd...P/19**

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**Sub-Annexure**

**PROFORMA: A2**

**Details of CA Firm's Experience of Similar Services  
During the last 5(five) years]**

<b>Sl. No.</b>	<b>Name of the Assignment</b>	<b>Name of the Assignment [Start date / End date]</b>	<b>Name of the Client</b>	<b>Nature of the Assignments (Pl. specify whether the work involved all jobs as detailed in scope of work)</b>	<b>Nature of the Supporting Documents provided</b>
1.					
2.					
3.					
4.					
5.					
6.					

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

**SEAL:**

**Signature:** \_\_\_\_\_

**Date:**

**Name and Designation:** \_\_\_\_\_

**Sub-Annexure**

**PROFORMA: A3**

**Details of CA Firm's Experience of Similar Services in IITs/IIITs/NITs/ Central Universities/Central Government funded Educational Institutions, which is an Educational Institute(s) [During the last 5(five) years]**

<b>Sl. No.</b>	<b>Name of the Assignment</b>	<b>Name of the Project and Duration of the Project [Start date / End date]</b>	<b>Name of the Central Autonomous Body</b>	<b>Nature of the Assignments (Pl. specify whether work involved all jobs as detailed in scope of work)</b>	<b>Nature of the Supporting Documents provided</b>
1.					
2.					
3.					
4.					
5.					
6.					

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

**SEAL:**

**Signature:** \_\_\_\_\_

**Date:**

**Name and Designation:** \_\_\_\_\_



**Sub-Annexure**

**PROFORMA: A4**

**Details of CA Firm's Partners**

<b>Sl. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Membership No.</b>	<b>Status (FCA/ACA)</b>	<b>Remarks</b>
1.					
2.					
3.					
4.					
5.					

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

**SEAL:**

**Signature:** \_\_\_\_\_

**Date:**

**Name and Designation:** \_\_\_\_\_

**Contd...P/21**

**ANNEXURE-B**

Sr. No.	SCOPE OF WORK	Professional Fees to be quoted In Rupees	
		Rupees (in figure)	Rupees on words
1.	<b><u>TDS Returns</u></b>		
	24Q Salary (Quarterly) with generation of Form 16 Annually 26Q Other than salary with generation Form 16A Quarterly 27Q Non Resident payment (Quarterly) if required <b>(Generation of TDS Certificate including allied services as per terms of reference 2.2.1 of Schedule and Scope of Work)</b>		
2.	<b><u>Annual Accounts</u></b>		
	(a) Preparation of the Endowment Account for the year 2019-20 (Including allied services as per terms of reference 2.2.2 of Schedule and Scope of Work)  (b) Preparation and verification of Annual Accounts for the year 2019-20 (Including allied services as per terms of reference 2.2.3 of Schedule and Scope of Work)		
3.	<b><u>Income Tax Return</u></b>		
	Filing of Annual Income Tax Return (Including allied services as per terms of reference 2.2.5 of Schedule and Scope of Work)		
4.	<b><u>GST Work</u></b>		
	GSTR-1 – monthly GSTR-3B – monthly GSTR-9 – annually GST TDS Return Form GSTR-7 including generation of GST TDS Certificate From GSTR-7A – monthly GST LUT Form RFD-1 Annually (In case of export of services without payment of IGST) (Including consultancy and allied services as per terms of reference 2.2.4 of Schedule and Scope of Work) Other replies against queries / assessment related to Service Tax		
5.	Preparation & Filing of FCRA returns		

6.	Certificate of Statement of Expenditure and Utilization Certificate of various sponsored research projects as per requirement of the funding agencies as per terms of reference 2.2.6 of Schedule and Scope of Work		
7.	<b><u>GST Audit</u></b>		
	(a) GST Audit of the accounts of the Institute (b) Submission/e-filing of GST Audit Report (Including consultancy and allied services as per terms of reference 2.2.5 of Schedule and Scope of Work)		
	<b>Total (1 to 7)</b>		

**Note:-**

1. The rate may be quoted in view of the quantum of works for each job mentioned as per above Performa and the quoted fee should be all inclusive except GST. No other charges on account of travelling, accommodation, food and other expenses will be paid. 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.
2. **Payment Schedule:** The firm shall raise bills as mentioned in payment terms as per Para 2.6.
3. GST will be paid extra as applicable. **Statutory changes in GST rate if any shall be borne by the Institute.**
4. Deductions shall be made by the Institute as per statutory rates and norms.
5. We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

**SEAL:**

**Signature:** \_\_\_\_\_

**Date:**

**Name and Designation:** \_\_\_\_\_