

To,

Subject: Tender for hiring Chartered Accountancy firm for Auditing, Attesting, preparation of Annual Accounts and related services, various regulatory works at Indian Institute of Information Technology Lucknow.

1. Sealed quotations are invited for the engagement of reputed Chartered Accountant firm at IIIT Lucknow for the **F.Y. 2021-2022**, for preparation of Annual Accounts and compilation of various financial data/ other related works as mentioned in the attached list – Scope of Work (Annexure – 1). The term of contract will initially be for one year, which is extendable on performance and decision of competent authority.
2. **Two Bid Tenders are invited (Technical and Financial)**. The interested agencies are required to submit the technical and financial bid separately. The bids in **Sealed Cover-I** super scribed containing “**Technical Bid**” for hiring chartered accountancy firm for Auditing, Attesting, preparation of Annual Accounts and related services, various regulatory works at Indian Institute of Information Technology Lucknow as per **Annexure C** (Alongwith **Annexure A and B**) and **Sealed Cover –II** containing “**Financial Bid**” in the prescribed format as per **Annexure D**, should be placed in a third sealed cover superscripted “Tender for engagement of Chartered Accounts firm for various works”. Quotations received after the scheduled date and time shall be summarily rejected. The Institute reserves the right to reject any or all the quotations without assigning any reason thereof. Incomplete and conditional tenders/quotations shall be rejected.

Annexure A, B (Format of Application) and **Annexure C** needs to be filled before submitting the quotations.

For terms & conditions of engagement, please see **Annexure – 2**. It will be the part of tender document and shall be signed and submitted along with the tender documents.

THE LAST DATE OF SUBMISSION OF APPLICATION, COMPLETE IN ALL RESPECTS, IS- 18/02/2022 UPTO 12:00 NOON.

3. Application duly sealed may be sent to the Institute through post or by hand to the office of the Deputy Registrar, IIIT Lucknow, C G City, Lucknow-226002. Please note that application will not be accepted after the expiry of stipulated date and time for the purpose.

Estimated cost of work is Rs. 3.00 lakh per annum.

Mode of selection:

Screening & finalization based on T&C, reasonability of rates etc. by the competent authority of the Institute.

Sd/-
Deputy Registrar

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW

Scope of Work:

Part A – Task to be undertaken in a current Financial Year

1. Preparation (compilation and finalizing) of Annual Accounts of the Institute in the format prescribed by Ministry of Education (MoE) (erstwhile Ministry of HRD), along with incorporating the Project account as per the C&AG requirements/format.
2. Preparation of computerized Annual Account – Ledger, Cash Book, Receipt & Payment Accounts, to be prepared to maintain in Tally Software (**with details of narration, head wise, Cost Center and Payroll**) in the Institute. The above documents shall be part of the Institute and will be transferred to the Institute once the work is completed.
3. Utilization Certificates of the Institute Grant whenever required.
4. Utilization Certificate for the different schemes of Scholarship whenever required.
5. To file IT returns annually, filing of TDS return quarterly along with the entered details of the Challan, issue of Form 16/16A and Part B after verifying the evidence submitted by the individually, reporting and rectification in the discrepancy if any, in the Form 26AS.
6. To timely file GST returns monthly/quarterly/annually/etc. with the records of Receipt & Expenditure. The process of registration of separate GST number of specific work/ as and when required. Reporting discrepancy if any, in the GST Invoices etc.
7. Assisting the Institute in getting the Annual Accounts audited by the party of C&AG, assisting in complying and replying to the observations of C&AG, relating to SAR/AIR etc.
8. Assisting in removing the persistent audit queries observed while conducting statutory audit by the C&AG of the financial statement prepared by the firm.
9. Preparation of reconciliation statement of all the bank accounts of Institute on monthly basis and suggesting necessary accounting entries.
10. Review of books of accounts of the Institute and to suggest corrective actions after discussions & deliberations.
11. To look into the GST/Income tax defaults of the current financial year and their necessary rectification.
12. 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 extra charge shall be given.
13. The firm should ready for electronically presenting and explaining state of affairs of accounts to the Finance Committee/ Board of Governors of the Institute.
14. Salary data entry in the Payroll system (Tally) and other entries head-wise with cost center.
15. Any other work such as current financial year GST/IT pendency/recovery, if any, relating to Finance and Accounts & Audit shall be deemed to be included in the scope of services.

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW

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

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

(Signature of the bidder) _____

Name & Address: _____

(with seal) _____

UNDERTAKING

**To,
The Deputy Registrar,
Indian Institute of Information Technology,
Chak Ganjaria (C G City), Lucknow – 226002**

Sir,

1. This is to certify that I/We before signing this quotation have read the Scope of Work and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.
2. It is also to certify that information given in this tender document, are true and nothing has been concealed which is relevant for the purpose of applying for this tender.
3. It is further certified that the firm is acceptable and has not been blacklisted by any agency in India or abroad.

Date: _____

Place: _____

Signature of the tenderer _____

with seal

Name of the tenderer _____

with address _____

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW**TECHNICAL BID****Eligibility Criteria**

Educational Qualifications: The CA Firm should be registered with ICAI & Empanelled with C&AG of India, certification/Degree of Chartered Accountant should be attached.

Sl. No.	Particulars	Pl. mention (where applicable)	Remarks (Submitted / Not Submitted)
a.	The firm should be U.P. based with its head office in Lucknow, empanelled with the C&AG of India.		
b.	<u>Experience of CA Firms</u> – The firm should have a minimum professional experience of 15 (Fifteen) years. (Pl. attach the copy of relevant documents.)		
c.	No. of Partners of the Firms – The firm should have atleast 7 (seven) nos. of Partners. Atleast one CA in employment and minimum article staff of 40 nos in the current year. The Bio Data of each partner needs to be submitted.		
d.	<u>Annual Turnover of the Firm</u> – The firm should have a minimum average annual turnover of Rs. 1 crore during the past three financial years i.e. FY 18-19,19-20 & 20-21), out of which atleast 40 lakhs Average Annual Turnover should be from Internal Audit in the past three financial years. CA certified copies of Balance Sheet and P&L A/c. for the last 3 years to be submitted.		
e.	<u>No. of Statutory Audit/Internal Audit</u> – The firm should have an experience of carrying out minimum 03 (Three) nos. of Statutory Audit/ Internal Audit of Limited Company/Public Ltd. Co. /Government companies/ Institutions having a minimum turnover of Rs.10 Crores (At least 3 companies) in any of the last 3 Financial Years. (Pl. attach the copy of work orders.)		
f.	<u>Registration</u> – The firm should be registered with the ICAI under provisions of relevant act to provide the professional services and its validity date and enclose copy of registration certificate with ICAI of the firm.		
g.	Copy of Registration certificate/allotment letter of GST number to be submitted.		
h.	Copy of last income tax return to be submitted.		
i.	All the relevant documents/statements should be furnished in Hard copy by the firm to the Institute for record.		
j.	The firm should not have been blacklisted by any agency (an undertaking to the effect, to be submitted by the firm).		

Date: _____

Signature _____

Place: _____

Name: _____

Address: _____

Seal of firm: _____

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW

FINANCIAL BID

Sl. No.	Description	Consolidated annual remuneration excluding GST *
1.	As given in Scope of work	

The CA firm has to depute suitable competent accounting personnel as per requirement basis, for carrying out the work as per Scope of Work.

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

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

Date: _____

Signature _____

Place: _____

Name: _____

Address: _____

Seal of firm: _____

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, LUCKNOW

Terms & Conditions:

1. The firm must be registered with the Institute of Chartered Accountants of India and with C&AG of India.
2. The firm must have experience of auditing accounts and preparing Balance Sheet and knowledge of Accountancy Software & MIS System mandatory.
3. The firm must be efficient and ready for electronically presenting and explaining state of affairs of accounts to the Finance Committee/ Board of Governors of the Institute.
4. The firm will have to provide a team of efficient assistants/ Article Clerks who could periodically check Cash Books and complete it to prepare Ledgers, bank records, compilation of accounts and all other aspects of Accounts, keeping to ensure timely completion and verification to help prepare Annual Accounts and Balance Sheet timely at IIIT Lucknow and must be available full time during normal office hours and when called as per requirement.
5. If selected, the firm will have to execute an agreement with the Institute.
6. The engagement of Chartered Accountant will initially be **for a period of one financial year**, which may be further extended **on yearly basis** on mutually agreed terms and on **satisfactory performance** of Firm evaluated by the Institute and as per approval of the Competent Authority of IIITL.
7. The Institute shall not be responsible for payment of any compensation to the employees of the firm for any accident/loss during the transit or working hours.
8. Statutory obligation of the employees engaged by the firm shall be borne by the firm itself. The Institute will, in no way, be responsible for any obligation for the person to be engaged by the firm.
9. The Institute, however, reserves the right to discontinue the services of the CA firm at any time during the period by serving one month's notice, in case the performance of the firm is not found satisfactory. In such a case:
 - a. The incomplete work of the contract shall be got carried out at the risk and cost of the firm.
 - b. No payment, whatsoever, for the work completed shall be made to the firm.
10. The Institute reserves the right to accept or reject any or all the offers received or cancel the process at any time prior to award of the contract, without assigning any reason. In such case, the decision of IIIT Lucknow 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.

Agreement: As per Scope of Work and Special terms and conditions, an agreement on Rs.100/- Stamp Paper would have to be executed by the successful firm. The cost of the stamp paper shall be borne by the bidder.

Payment Terms: Payment shall be made on **yearly basis** only after successful submission of Annual Accounts of the Institute and submission of hard (pdf file) & soft copy (tally data file), all acknowledgement of filed challans for the related Financial Year, with **satisfactory report**, on submission of **Bill (in Original)** duly verified by the Competent Authority of the Institute within 15 days from the date of submission of bill. The applicable taxes will be deducted as per rules.

Penalties: NON-TIMELY/ DELAYED completion/ submission of returns such as GSTR-1/GSTR-7/ 3-B Filings, IT returns annually, filing of quarterly TDS return, issue of Form 16/ 16A and Part B, preparation of Annual Accounts of the Institute will be viewed seriously and Penalty max. upto 10% on contract value

as per norms and decision of the Competent Authority of the Institute will be imposed and deducted from the Bills of the engaged Agency.

Instruction to Bidder: To submit the bid as per the terms and conditions and details under Two-Bid System (Technical/Financial).

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. The Institute will, finally, contact only those Bidders meeting the requirements including the rates.
3. The decision of acceptance of the quotation will lie with the Competent Authority of IIIT, Lucknow, who does not bind **himself to accept the lowest quotation** and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason thereon.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; **no extra charges** consequent on any misunderstanding or otherwise shall be allowed.
5. At any stage during finalization of Tender process, the Competent Authority of the Institute is free to use any evaluation metrics / weightage or take help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
7. These Tender documents will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
8. The agency shall not sublet the work or part of the work.
9. Payment shall be made on **yearly basis** only after successful submission of Annual Accounts of the Institute and submission of hard (pdf file) & soft copy (tally data file), all acknowledgement of filed challans for the related Financial Year, with **satisfactory report**, on submission of **Bill (in Original)** duly verified by the Competent Authority of the Institute within 30 days from the date of submission of bill. The applicable taxes will be deducted as per rules.
10. The contract can be terminated at any point of time if the services of the Firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting Firm.
11. The bidder should comply and duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
12. The bidder must quote the rates in figures as well as in words correctly in the Financial Bid.