



भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001

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भारतीय प्रौद्योगिकी संस्थान रोपड़ निम्नलिखित मदों के खरीद की प्रक्रिया में है।

Indian Institute of Technology Ropar is in the process of purchasing following item(s) as per the details given below:

| मद का विवरण Details of the item | Notice Inviting Tender For Engagement of Chartered Accountant Firm |
|---|--|
| बयाना जमा करने के लिए जमा राशि Earnest Money Deposit to be submitted | Not Applicable |
| वितरणसमय-सारणी Delivery Schedule | Not Applicable |

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छु बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है 'आनलाइन बोली के निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on the "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करनी चाहिए)।

No manual bids will be accepted. All quotations (both Technical and Financial should be submitted in the E-procurement portal).

(कुलसचिव /Registrar)

| SCHEDULE | |
|--|---|
| Name of Organization | Indian Institute of Technology Ropar |
| Tender Type (Open/Limited/EOI/Auction/Single/Global) | Open |
| Tender Category (Services/Goods/works) | Services |
| Type/Form of Contract (Work/Supply/Service/Buy/Empanelment) | Services |
| Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems/Lab Equipment/Consumables) | Services |
| Date of Issue/Publishing | 01/01/2026 (17:00 Hrs) |
| Document Download/Sale Start Date | 01/01/2026 (17:00 Hrs) |
| Document Download/Sale End Date | 22/01/2026 (15:00 Hrs) |
| Date and Time of Opening of Technical Bid | 22/01/2026 (15:30 Hrs) |
| EMD | NA |
| No. of Covers (1/2/3/4) | 2 |
| Bid Validity days (180/120/90/60/30) | 180 days (From last date of opening of tender) |
| *Address for Communication | Assistant Registrar, Store & Purchase, Room no 220, M. Visvesvaraya Block, Indian Institute of Technology Ropar, Rupnagar – 140001 |
| Contact No. | 01881-231285, 89, 90 |
| Email Address | office-snp-3@iitrpr.ac.in , office-snp-1@iitrpr.ac.in , ar.sp@iitrpr.ac.in |

Registrar

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल (यूआरएल: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों तात्पर्य है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां आनलाइन जमा करें।

As per the directives of the Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

अधिक जानकारी सीपीपी पोर्टल पर आनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

पंजीकरण / REGISTRATION

- 1) बोलीदाताओं को “नामांकन के लिए यहां क्लिक करें” लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मोड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन निःशुल्क है।

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

- 2) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- 4) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी। (जैसे सीपी/टीसीएस/एनकोड/ई-मुद्रा आदि), इनके प्रोफाइल के साथ

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

- 5) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- 6) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग आन करता है।

Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

निविदा दस्तावेजों के लिए खोजना / **SEARCHING FOR TENDER DOCUMENTS**

- 1) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प है, ताकि बोलीदाओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

बोली की तैयारी / **PREPARATION OF BIDS**

- 1) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझन के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the

names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने क लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 4) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

बोली जमा करना / SUBMISSION OF BIDS

- 1) बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन रना चाहिए ताकि वह समय पर बोली अपलोड कर सके अथवा फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- 3) बोलीदाता को निविदा शुल्क/ ईएमडी (यदि लागू हो) को भुगतान के लिए “आन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as “on-line” to pay the tender fee / EMD (if applicable) and enter details of the instrument. Whenever an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.

- 4) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 5) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 6) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 8) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

बोलीदाताओं को सहायता / ASSISTANCE TO BIDDERS

- 1) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- 2) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7 सीपीपी पोर्टल हेल्पडेस्क पर निर्देशित किया जा सकता है। हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 हैं।

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

बोलीदाताओं के लिए सामान्य निर्देश / General Instructions to the Bidders

- 1) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

- 2) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य क्लास II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी “डीएससी के बारे में सूचना” लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are

available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

- 3) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल माध्यम से आनलाइन बोली के जमा करते समय निविदाकार हेतु निर्देशों में उपलब्ध निर्देशों का अनुगमन करें।

Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

NOTICE INVITING TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM

Indian Institute of Technology (IIT), Ropar invites offers from Chartered Accountant Firms having Office at Ropar/ Chandigarh/ Mohali/ Panchkula for the services mentioned in the scope of work for the financial year 2026-27, which may further be extended for two more years (on yearly basis) on satisfactory services and with mutual consent of both the parties without any increase in the offered rates.

The firms should have experience of doing similar kind of work for centrally funded Technical Institutes/ IIT's/ NIT's/IISERs/ Central Universities. In case, the main firm (Head office) is applying through their partner/local branch office then that partner/branch also should have experience of doing similar kind of work for Centrally funded Technical Institutes/ IIT's/ NIT's/ IISERs/Central Universities.

The detailed terms and conditions and prescribed forms can be downloaded from the Institute website www.iitrpr.ac.in/tenders.

(Registrar)

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

NOTICE INVITING TENDER

**FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS
FOR THE YEAR 2026-27**

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1) TERMS OF REFERENCE

1.1 Background: -

Indian Institute of Technology Ropar (IIT Ropar) is a Central Autonomous body under Ministry of Education, Government of India and has been recognized as an Institute of National Importance by an Act of Parliament.

IIT Ropar is maintaining its accounts on Accrual Basis following the applicable Accounting Standards. The Institute is fully funded by MoE. As per the source of funds, the expenditure of the Institute is attributed to two heads – Recurring and Non-recurring. All receipts and payments data are entered into Tally. The Accounts of the Institute are prepared as per prescribed and uniform common format applicable to the Central Autonomous Bodies.

Data for the information of Bidders

- (a) During the year 2024-25, the Institute's approved budget for Expenditure to the extent of Rs. 236.40 Crore.
- (b) As per the data available, the Institute has filed the e-TDS returns in respect of approximately 500 Employees in 24Q and 500 vendors in 26Q during the year 2024-25.
- (c) The Institute has filed GST returns in respect of approximately 50 vendors in GST, in the year 2024-25.

1.2 Schedule and Scope of Work

- (A) Institute Accounts including accounts of Research & Development (R&D), Student Affairs Section, JEE and any other accounting units operating under the Institute's PAN/GST:-

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

- (i) This involves performing regular checks on vouchers, entries in Tally, books of accounts, cash & Bank Balance, Investments, trail balance etc.
- (ii) GST, TDS/ e-TDS, Income Tax:- Deposit of tax, filling of Returns and issue of certificate including any compliance or communication with the Tax authorities.
- (iii) Providing Income Tax calculations sheets on quarterly basis/whenever required by the Institute for all employees for monthly deduction of TDS as per prevails slabs.
- (iv) Tax compliance and advisor:- The firm is required to ensure compliance with GST, Income Tax, Professional Tax, Contract labour law and any other applicable rules & regulations. It should provide advice and assistance to the Institute on Tax-related matters and promptly communicate any charges in tax compliance relevant to the institute. This includes providing professional advice on tax law compliance, filling of returns, income tax calculations, TDS matters, filling of annual IT Return etc.
- (v) Reconciliation and preparation of final accounts:- Assistance is needed for reconciling trail balance schedules and bank accounts, as well as preparing Final Accounts as prescribed by the Ministry of Education.

- (vi) Handling Govt. Audit Observations: The firm will assist in preparing to government audit observations and take necessary accounting actions as per the observations.
- (vii) Preparation & certification of form 15CA/15CB for international remittance/foreign payment as and when required without delay.
- (viii) Preparation of Endowment Account: Identify investments against each of the endowment funds, To check and to ensure that the transactions of endowment funds are passed only through the two bank accounts maintained for this purpose, Identify investments against each of the endowment funds, Ensure that interest earned on those investments is credited to respective endowment funds, 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, Apportion the interest earned on the two saving bank accounts to all the endowment funds as per the closing balance of each fund, Prepare a schedule of all endowment as per the format (Annexure-I),To prepare consolidated account, expenditure against each fund be consolidated by taking expenditure from Main Accounts and IRD Accounts.
- (ix) Preparation of FC-6 as required under Foreign Contribution (Regulation) Act, 2010 and Foreign Contribution (Regulation) Rules, 2011.
- (x) Audit and Certification of Statement of Expenditure and Utilization Certificate of various sponsored Research Projects and consultancy projects as per the requirement of funding agencies.
- (xi) Firm required to submit Quarterly Internal Audit along with action made during the quarter.
- (xii) Opinion on various matters of taxation like GST, Income Tax and Custom Duty etc.
- (xiii) Bank reconciliation statement:- The firm will examine and verify all bank accounts of the Institute, ensuring they are reconciled up to date. Any outstanding entries will be identified and addressed.
- (xiv) Scrutiny of Outstanding Liabilities:- Detailed scrutiny of outstanding liabilities will be conducted and the internal audit report will include recommendation for necessary remedial steps.
- (xv) Opinion on foreign taxation, foreign payments, different consultancy/ other agreements related to taxation/ finance part and statutory compliances.
- (xvi) Consultation w.r.t. to receipts / donations and exemption benefits available to foreign alumnus and other contributors.
- (xvii) Verification of students mess balance and security deposit details.
- (xviii) Final Accounts:- Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses. Identifying prior period income/expenses, while passing the receipt and payment vouchers, 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, Mapping the expenditure as booked under different sub-heads as per nature of expenditure, 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 Accounts records, 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, Preparation and Consolidation of Project Accounts, JEE (if any) with Institute Accounts, 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, Preparation of party wise schedules in respect of Travel, Temporary and LTC Advances. Party wise schedules in respect of Payables and Receivables. Obtaining the data required for Actuarial valuation for pension gratuity, leave encashment and arranging to send the same to Actuarial, after getting the same approved from In-charge Accounts, Preparing the Annual Accounts of the Institute, R&D, and Student Affairs Section comprising of Balance Sheet, Income and Expenditure Statement, Receipt and Payment Account as per the prescribed format of Accounts for Central Autonomous Bodies. If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Governors.

- (xix) Auditing of funds received from various funding agencies for organizing conference, seminar, symposia, workshops, etc. and issuance of utilization certificates /expenditure certificate for the same.
- (xx) **Income Tax Assessments:** Preparation of detailed replies and submission thereof to the queries raised/notices issued by Assessing Officer/Income Tax Authorities during assessment or appellate proceedings or otherwise by tax authority of present/past appeals/proceeding or other hearings, pursuing the refund claims, etc. Follow-up/pursuing old pending income tax refund with Income Tax Department.
- (xxi) Processing all the Statutory Registrations of the Institute which are required by the Institute for availing the benefits permissible by the GOI.
- (xxii) Advisory regarding receipt of funds for Research from Foreign collaborators/ Organizations, Institutions, Other Organizations/ Pvt. Organizations located in India and GST and TDS applicable on the funds.
- (xxiii) Any other Statutory works related to Income Tax/GST etc

The Chartered Accountant Firm shall depute dedicated personnel(s) depending upon the volume of work involved in each activity and will report every month to the Registrar who will act as a counterpart to provide the necessary support to the personnel(s) attached by the Firm to the Institute and also for all the Taxation and Statutory deductions. The certificate regarding the accuracy of accounts being maintained at the Institute should be given on quarterly basis by firm.

1.3 Time Period

The Chartered Accountant firm will be required to provide the desired services initially for a period of One year which can be extended for a further period of two years (on yearly basis) subject to satisfactory performance and mutual consent of both the parties. Notwithstanding anything contained

herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are not found satisfactory at any time during the period.

1.4 Support and Inputs to the Firm

The Institute shall provide office space, computer(s)/printer(s), to the Firm to perform its services.

1.5 Pre-qualification Criteria (Technical Bid)

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

I. The Chartered Accountant Firm should have its registered established Office in Punjab i.e Ropar/ Chandigarh/ Mohali/ Panchkula **(Documentary proof should be attached)**

II. The Chartered Accountant Firm should have at least three partners **(Documentary proof should be attached)**

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 GST Registration **(Documentary proof should be attached)**

IV. The Firm should have been in operation for at least 5 years after its registration **(Documentary proof should be attached)**

V. The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG) **(Documentary proof should be attached)**

VI. The Average Gross Professional Fees earned by the Firm in the last 3 financial years i.e. (2022-23, 2023-24 and 2024-25) must be equal to or more than Fifty lakhs (50 lakhs) **(Copies of Audited Financial Statements should be attached)**

VII. The Firm should have experience in (i) preparation of Annual Accounts of Central Autonomous Bodies, one of which must be an Educational Institute, where payments in respect of expenses in any financial year have remained to the **extent of Rs. 50 Crore**, (ii) Filing of e-TDS returns (Income Tax), (iii) Filing of GST return of Central Autonomous Bodies/ NITs/ IITs/ IISERs/Central Universities, in the last five years **(Documentary proof should be attached)**

VIII. The firms should have experience of doing similar kind of work for centrally funded Technical Institutes/ IIT's/ NIT's/ IISERs/Central Universities. In case, if the main firm (Head office) is applying through their partner/local branch office then that partner/branch also should have experience of doing similar kind of work for Centrally funded Technical Institutes/ IIT's/ NIT's/IISERs/ Central Universities **(Documentary proof should be attached)**

1.6 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 validity for at least three financial years. No request for extra payment on account of increase in price on whatever account will be entertained.

- II. Any increase in statutory taxes during the contract period will be borne by the Institute;
- III. TDS under Income tax& GST will be deducted at applicable rates;
- IV. Payment shall be made on quarterly basis at the end of each quarter, starting from June, on submission of bill(s) and Internal Audit Reports.
- V. 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.

1.7 Performance Security

The successful bidder will be required to deposit 3% of the bid amount towards Performance Security in the form of Bank Guarantee before execution of the agreement. The Bank Guarantee must be valid for the period of the contract plus 3 months. In case of further extension of the contract the Bank Guarantee will also be renewed by the successful bidder accordingly on yearly basis.

2) SUBMISSION AND EVALUATION OF THE TENDER

2.1 Submission of Tender

Interested firms meeting the pre-qualification criteria are requested to submit their Tender on Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The Technical Bid should contain the Prequalification-cum-Technical bid along with all supporting documents and Financial Bid should be uploaded as per BOQ provided.

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 annexure and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm.

Tender should be submitted on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) with respect to Technical Bid and BOQ as per format provided

2.2 Queries Regarding the Tender

The interested Firms may seek clarification on the Tender document from the Registrar IIT Ropar. The Firms can visit the **Accounts Section** between **10.00 a.m. to 12.30 p.m.** on any working day.

2.3 Last Date of Submission of Tender online on Central Public Procurement Portal

Last date of submission of the Tender is **22.01.2026 up to 15:00 hours.**

2.4 Evaluation of Tender

The Tender will be evaluated by the Purchase Finalization Committee on the basis of Pre-qualification-cum-Technical bids and financial bids.

2.4.1 Evaluation of Technical and Financial Bids

Technical bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation. Each firm meeting the pre-qualification criteria would be evaluated. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated and their financial bids will not be opened.

| Sl. No. | Criterion | Firm's Strength and Capacity | |
|---------|--|--|--|
| 1. | The Firm must have its registered established Office in Ropar/ Chandigarh/Mohali/ Panchkula (Submit documentary proof) | 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 registration under GST (Provide copies of all registration certificates) | Registered with ICAI, then mention Registration Number (Date of Registration No.) | |
| | | PAN of the CA Firm | |
| | | Service Tax No. | |
| 3. | The CA firm should be empanelled with Comptroller and Auditor General of India (C&AG) (Submit documentary proof) | Empanelment Number | |
| 4. | The CA Firm should be in operation for at least 5 years after its registration (Submit documentary proof) | Year of Registration/Startin g of operation | |
| | | No. of years in | |

| | | | |
|----|---|---|--|
| | proof) | operation after registration (in years) | |
| 5. | <p>Average Gross professional fee of the CA Firm for the last 3 (three) years i.e. (2022-23, 2023-24& 2024-25) ending on 31st March 2025 Must be equal to or greater than (50,00,000/-) (Fifty Lakhs)</p> <p>[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March, 2025 along with documents as per sub-annexure proforma:A5]</p> | <p>Average Annual Income (i.e. Average Gross Professional Fees received/ earned) of the CA firm in last 3(three) years ending on 31st March of each year.</p> <p>Rs. (in figure)</p> <p>Rs. (in words)</p> | |
| 6. | <p>The CA Firm should have experience of preparation of Annual Accounts of Central Autonomous Bodies, filing of e-TDS returns (income Tax) and GST matters of Central autonomous Bodies/ NITs/ IITs/ IISERs/Central Universities in the last five years (Details to be provided as per Performa A-6. Attach copies of work Orders/ work completion as evidence) (Please attach additional sheets, (if required).</p> | <p>No. of Central Autonomous Bodies where similar services were provided in the last 5 (five) years</p> <p>Nos. (in figure)</p> <p>Nos.(in words)</p> | |
| 7. | <p>Whether similar services as mentioned in SI.No.7 provided to the Educational Institute which is also a Central Autonomous Body where payments in respect of expenses in any financial year have remained to the extent of Rs. 50 crore in</p> | <p>Nos. of Educational Institute(s) which is also Central Autonomous Body where similar Service was provided in the last 5(five) years</p> <p>Nos. (in figure)</p> | |

| | | |
|----|--|--|
| | the last 5 years (<i>Details to be provided as per proforma A-7. Attached copies of works order/ works completion as evidence</i>) | ... Nos.(in words) |
| 8. | CA Firm should have minimum 3 (Three) partners (<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-8</i>) | Nos. of Partners Nos. (in figure) Nos.(in words) |
| 9. | Numbers of staff on Payroll(Full Time)/Article ship incumbent/ Apprentices (if any) | i) No. of Payroll Staff (Full Time): ii)No. of Article-ship Incumbent: iii)No. of Apprentices: |

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.

Seal: _____

Signature: _____

Date: _____

Name and Designation: _____

Sub-Annexure

PROFORMA: A5

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

| Particular | Financial Year 2022-23 | Financial Year 2023-24 | Financial Year 2024-25 | Average Annual Income |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|
| 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: _____

Sub-Annexure

PROFORMA: A6

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

| Sl. No. | Name of the Assignment | Name of the Assignment [Start date / End date] | Name of the Client | Nature of the Assignments (Pl. specify whether the work involved all jobs as detailed in scope of work) | Nature of the Supporting Documents provided |
|----------------|-------------------------------|---|---------------------------|--|--|
| 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: A7

**Details of CA Firm's Experience of Similar Services in Central Autonomous Bodies,
which is an Educational Institute(s) [During the last 5(five) years]**

| Sl. No. | Name of the Assignment | Name of the Project and Duration of the Project [Start date / End date] | Name of the Central Autonomous Body | Nature of the Assignments (Pl. specify whether work involved all jobs as detailed in scope of work) | Nature of the Supporting Documents provided |
|----------------|-------------------------------|--|--|--|--|
| 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: A8

Details of CA Firm's Partners

| Sr. No. | Name of the Member | Designation | Membership No. | Status (FCA/ACA) | Remarks |
|----------------|---------------------------|--------------------|-----------------------|-------------------------|----------------|
| 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: _____

ANNEXURE-B

FINANCIAL BID:- (Fee for the Financial Year 2026-27)**

| Sl. No. | Description of Fees | Fees | | Payment Schedule |
|------------------------|--|----------|------------------|--|
| | | Unit | Amount in Rupees | |
| 1. | Consolidated fees for services as per 'Scope of Work' for the FY 2026-27 | Annually | | The service provider will raise bills as mentioned in payment terms. |
| 2. | GST | | | |
| Total Fee (1+2) | | | | |

***** The quoted fee should be inclusive of Professional Fee, Travelling, Food and Other Expenses.***

N.B.: Deductions shall be made by the Institute as per statutory rates and norms wherever applicable

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: _____
