



**Tender for Inviting Expression of Interest (EOI) for Appointment of CAG
empaneled Chartered Accountants Firm for Compilation of Annual
Accounts of NIRDPR for the year 2025-26.**

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The National Institute of Rural Development and Panchayati Raj (NIRD&PR), an autonomous organization under the Union Ministry of Rural Development established in 1958, is a premier national center of excellence in Rural Development and Panchayati Raj. The institute has two branches; one is in Guwahati, and another is in Delhi.

National Institute of Rural Development and Panchayati Raj receives grant-in-aid from Ministry of Rural Development, Government of India for different training programmes on capacity building of official and elected members of Gram Panchayat and Zilla Parishad. NIRDPR also conducts other sponsored training programmes on behalf of different departments of Central Government and State Governments. NIRDPR also providing both offline and online PG Diploma courses on Rural Development to both national and international students. The annual turnover of the institute is nearly Rs.110.00 crore.

National Institute of Rural Development and Panchayati Raj invites sealed quotations **for Compilation of Annual Accounts of NIRDPR for the year 2025-26** from the eligible Chartered Accountant firms.

The quotations are invited in the Terms of Rule 183 of GFR 2017-Limited Tender Enquiry from the eligible Chartered Accountant firms **.The Expression of Interest (EOI) should be submitted by e-mail address given below, by the eligible firm.**

This EoI also available in the NIRD&PR website:nirdpr.org.in under News & Event category.

The last date for receipt of the Expression of Interest (EOI) is 4th April 2026 at 5.30 P.M by email address given below. The EoI can also be submitted by hand in the office of the Assistant Financial Advisor & PAO, National Institute of Rural Development & Panchayati Raj, Rajendra Nagar, Hyderabad-500 030.

For a pre-bid view and more clarity, you may refer to NIRD & PR Annual Accounts available at its website <http://www.nirdpr.org.in/annualreports.aspx>, and for any other clarification, you may kindly contact Shri M Sankar Ram, AFA&PAO Mob. No.9849582864.

e-mail address : kesava@nird.gov.in, raghu@nird.gov.in and kjena@nird.gov.in

This EoI also available in NIRDPR website:<https://nirdpr.org.in/tenders>.

The eligibility criteria and Terms & Conditions for submission of EoI

1. The firm should be **registered** by the appropriate authority.
2. The firm should have an **office in Hyderabad/Secunderabad**.
3. The firm should be empanelled by Comptroller Accountant General (CAG).
4. The firm shall have at least **one Fellow** Chartered Accountants (FCA) and **two ACA** as active partners at local office.
5. Bidder should be a Firm/LLP of Chartered Accountants (CAs) /Cost Accountants (CMAs) providing services in accounting & auditing field with a minimum experience of **3 years**.
6. The firm shall have at least **three similar** experience in Government / Government autonomous institute (State Govt./ Central Govt.)/Govt. Board/Council/ Universities, Govt. Companies /PSU.
7. Average Annual Turnover of the firm on account of Professional fees earned during the last three completed financial years (2022-2023 to 2024-25) should be **Rs.25.00 Lakh or more**.
8. The firm should have **adequate** manpower at local office other than **FCA & ACA** to spare towards the assigned works.
9. The firm should have valid **GST** and **PAN**.
10. **Self-certificate** certifying that the firm has never been blacklisted or punished by any court for any criminal offense/breach of contract and that no police/vigilance inquiry/criminal case is pending against either bidder legal entity or against individual Directors of the company or partners etc. of the firm etc. to be submitted.
11. The firm should submit the **list of manpower** of their firm stating their Name, qualification, and years of experience.
12. All the relevant documents/certificates signed by the firm against proof of the eligibility condition must be submitted along with the **EoI**.

Compliances/Declarations by Firm on appointment:

- i) The Chartered Accountant shall not sub-contract the assigned audit work.
- ii) The Chartered Accountants firm shall work in strict confidence. It shall ensure that the related data or information regarding the operation of NIRDPR is dealt with in strict confidentiality and secrecy.
- iii) Neither the Chartered Accountants firm nor its partners or associates should have any interest in the business of NIRDPR.
- iv) Chartered accountants shall not be disqualified from this section.141 (3) of the Companies Act, 2013.
- v) The partners holding the Certificate of Practice issued by the Institute of Chartered Accountants of India shall be in whole-time practice.
- vi) The Chartered Accountants shall ensure that data given to them by the NIRDPR and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- vii) The firm must include a confidentiality clause in accepting the work order if awarded.
- viii) Payments shall be only made through Electronic Mode. Hence, Bank account Details need to be submitted at the time of acceptance of the appointment. NIRDPR shall deduct TDS/any other tax/levy as per prevailing rules/rates.
- ix) **The assignment liability / responsibility of the firm is till completion of Certification Audit by Director General of Audit General (Central Expenditure), Hyderabad.**

Selection Process

1. Technical Evaluation: The Technical bid will be evaluated by the Committee for eligibility criteria.
2. Financial Bid evaluation: The financial bids of technically qualified bidders alone will be opened and evaluated.
3. Final Selection: The bidder quoting the lowest price for the audit will be declared as the L1 bidder & winner.
4. If there is a tie among the L1 bidders, the decision shall be based on the best judgment & management will finalize the firm for award of the assignment. The decision of NIRD & PR shall be final and shall not be open to challenge.

The scope of assignment includes:

1. Preparing annual financials for the FY 2025-26 on common format for CABs - as per the format provided. Previous Annual Accounts of NIRDPR can be seen on NIRDPR website <http://www.nirdpr.org.in/annualreports.aspx>.
2. Augmentation of accounts with financials in tally in such a way that the reports generated from Tally can be. Used for preparation of annual financials.
3. To prepare the financials of the institute in respect of General Account, Provident Fund Account, Medical Corpus Fund Account, Benevolent Fund Account in such a way that true and fair view of the financials of the institutes should be visible in the Annual Accounts for the needy so that the income generated from other Funds like Provident Fund, Medical Corpus Fund, Benevolent Fund, Development Fund And Corpus Fund should be given correct treatment while reporting in the financials.
4. Verify the correctness of interest credits, accrued interest adjustment, investments, accrued income, prepaid expenditures, prior period expenditure etc.
5. The firm will provide the draft financials of General Account, Provident Fund Account, Medical Corpus Fund Account, and Benevolent Fund Account for approval of the Director General as competent authority. In case the authority wants some clarifications / explanations on certain points, the same will be complied by the firm.
6. The firm will provide necessary working sheets and supporting documents which are relevance to the financials for further use of the same during the course of C & AG audit. The firm also provide support for providing relevant material/ workings for preparation of replies to Audit Enquiries / discussion enquiries of the C & AG Audit of Annual Accounts 2025-26.
7. In case the Institute decides to revise the original Annual Accounts based on Audit Observations during C & AG field audit, the firm will prepare the revise Annual Accounts 2025-26 and submitted within 5 working days.
8. To depute audit assistant during the course of work and partner/proprietor for review of the same.
9. The tentative date for taking up the assignment and likely date of completion will be intimated by NIRDPR.

Technical Proposal

(Form-A)

Details to be filled by Chartered Accountants firm for Compilation of Annual Accounts of NIRDPR for the year 2025-26:

Sl. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone No. and E-mail address	
4	ICAI Registration No. with Region Name and code no.	
5	CAG Empanelment No. if any	
6	Date of constitution of the firm	
7	PAN no. of the Firm & GST No. of the firm	
8	Date since when the firm has a full time FCA	
9	Number of Full-time Partners (Details to be provided in " Annexure-1 ")	
10	Number of full-time qualified Chartered Accountants, Employees, and articles as of 31-03-2024 in " Annexure-2 "	
11	Whether the firm is engaged in Internal Audit of Training & Educational Institutions, Council, Board, Universities, and Govt. Companies/PSU, Autonomous and Academic Institutions, etc. (If yes, details may be given in " Annexure-3 ")	
12	Experience in filing of Income Tax Return in Training & Educational Institutions, Council, Board, Universities, and Govt. Companies/PSU, Autonomous and Academic Institutions	
13	Average annual Turnover of the Firm (last 3 years) minimum Rs.25.00 Lakhs, i.e., in 2022-23, 2023-24 & 2024-25.	

Place:

Date:

Signature.....

Full name.....

ICAI Membership no:

Designation/ Firm Name.....

Seal of the Firm.

Annexure-1

Undertaking (On Firm's Letter Head)

I/We are the following partners of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. that the firm or partners have not been debarred by Central/State/PSU/Organizations funded by Central Govt./autonomous bodies or cautioned by ICAI during the last five years(if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
4. The firm's constitution as of 31st March of the relevant year shown is the same as in the constitution certificate issued by the ICAI.

Sl. No.	Name of the Partner	Membership Registration No.	Qualification	Years of experience

Place:

Date:

Signature.....

Full name.....

ICAI Membership no:.....

Designation/ Firm Name.....

Seal of the Firm.

Annexure-2

Undertaking (On Firm's Letter Head)

I/We are the following partners of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare the following;

Sl. No.	Name of the employee	Designation	Years of experience

Place:

Date:

Signature.....

Full name.....

ICAI Membership no:.....

Designation/ Firm Name.....

Seal of the Firm.

(On Firm's Letter Head)

Annexure- 3

Details of **Annual Account Compilation** in respect of Academic Institutions under Central Govt./ Autonomous Educational Institutions, Council, Board, Universities, etc. during the last five years. (Proof of conducting each Assignment be enclosed)

Name of Client	Details of Income Tax Returns filed		
	FY 2022-23	FY 2023-24	FY 2024-25
Autonomous/ Educational Institutions			
Board /Council/ Universities			
Academic Institutions			
Govt. Companies /PSU			

Note: Proof of assignments to be attached.

Place: Signature.....
Full name.....
ICAI Membership no:.....
Date: Designation/ Firm Name.....
Seal of the Firm.

Financial Proposal

(Form-B)

(On Firm's Letter Head)

(To be kept in a separate Envelope sealed properly while sending the proposal)

To

O/o Director Finance and FA (i/c),
Room No. G-34, Administrative Block,
National Institute of Rural Development & Panchayati Raj,
Rajendra Nagar, Hyderabad-500 030, Telangana.

Subject: Appointment of Chartered Accountants Firm/Professional firm Compilation of Annual Accounts of NIRDPR for the year 2025-26.

Table for Quoting Fee for the Assignment in terms of the Tender.

Particular	Price bid (all inclusive) shall be quoted in (Rs) for the entire scope of work covered under the Terms of the Tender on a Firm price basis (With no. escalation provision for whatever reason) valid till the complete execution of the assignment.	
	In figure	In words
Compilation of Annual Accounts of NIRDPR for the year 2025-26		
Add: Goods Services Tax (GST).Rate--		
Total Fee inclusive of GST		

Please Note:

- (i) The above-quoted lump sum fee shall include all expenses/charges except for the Goods and Services Tax (GST).
- (ii) The firm shall raise its Invoice as per payment terms enumerated in the Tender.
- (iii) In case of any discrepancy in the fee between figures and the amount mentioned in words, the fee mentioned in words shall be considered.

Place:

Date:

Signature.....

Full name.....

ICAI Membership no:.....

Designation/ Firm Name.....

Seal of the Firm.