## Corrigendum Details

Corrigendum Details

| | |
|---|---|
| **Modified On:** 2026-09-01 12:05:27 | Bid extended to **2026-09-09 13:00:00** |
| | Bid Opening Date: **2026-09-09 13:30:00** |

**View(s)**

**View(s)**

बिड संख्या/Bid Number: GEM/2026/B/7930005
दिनांक /Dated: 18-08-2026

# बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|---|---|
| **बिड बंद होने की तारीख/समय /Bid End Date/Time** | 01-09-2026 13:00:00 |
| **बिड खुलने की तारीख/समय /Bid Opening Date/Time** | 01-09-2026 13:30:00 |
| **बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)** | 100 (Days) |
| **मंत्रालय/राज्य का नाम/Ministry/State Name** | Ministry Of Education |
| **विभाग का नाम/Department Name** | Department Of Higher Education |
| **संगठन का नाम/Organisation Name** | Indian Institute Of Information Technology (iiit) |
| **कार्यालय का नाम/Office Name** | Pune |
| **शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal** | HOD Email id :registrar@iiitp.ac.in<br>Buyer Email id: js1.procurement@iiitp.ac.in |
| **वस्तु श्रेणी /Item Category** | Financial Audit Services - As per the Scope of Work; CAG Empaneled Audit or CA Firm |
| **अनुबंध अवधि /Contract Period** | 1 Year(s) |
| **बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)** | 20 Lakh (s) |
| **उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service** | 3 Year (s) |
| **टर्नओवर पात्रता मानदंड/Turnover eligibility criteria** | To be verified by the buyer at the time of technical evaluation |
| **वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover** | Yes \| Complete |
| **स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover** | Yes \| Complete |
| **विक्रेता से मांगे गए दस्तावेज़/Document required from seller** | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |

| बिड विवरण/Bid Details | |
|---|---|
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/**Do you want to show documents uploaded by bidders to all bidders participated in bid?** | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension** | 1 |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended** | 3 |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count** | 1 |
| बिड से रिवर्स नीलामी सक्रिय किया/**Bid to RA enabled** | No |
| बिड का प्रकार/**Type of Bid** | Two Packet Bid |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /**Time allowed for Technical Clarifications during technical evaluation** | 2 Days |
| मूल्यांकन पद्धति/**Evaluation Method** | Total value wise evaluation |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required** | Yes |
| मध्यस्थता खंड/**Arbitration Clause** | No |
| सुलह खंड/**Mediation Clause** | No |

### ईएमडी विवरण/EMD Detail

| | |
|---|---|
| एडवाईजरी बैंक/Advisory Bank | State Bank of India |
| ईएमडी राशि/EMD Amount | 15000 |

### ईपीबीजी विवरण /ePBG Detail

| | |
|---|---|
| एडवाइजरी बैंक/Advisory Bank | State Bank of India |
| ईपीबीजी प्रतिशत (%)/ePBG Percentage(%) | 5.00 |
| ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months). | 14 |

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

**लाभार्थी /Beneficiary :**

Indian Institute of Information Technology Pune
Indian Institute of Information Technology (IIIT), Pune
(Indian Institute Of Information Technology Pune)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

| | |
|---|---|
| एमआईआई अनुपालन/MII Compliance | Yes |

**एमएसई खरीद वरीयता/MSE Purchase Preference**

| | |
|---|---|
| एमएसई खरीद वरीयता/MSE Purchase Preference | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X% | 15 |

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
9. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

### Pre Bid Detail(s)

| मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time | प्री-बिड स्थान/Pre-Bid Venue |
|---|---|
| 25-08-2026 15:00:00 | Pre-Bid meeting will be held at IIIT Pune via Video Conferencing. Prospective bidders are requested to submit their query and request for meeting credentials to email id js1.procurement@iiitp.ac.in at least 1 day before the scheduled meeting date |

## Financial Audit Services - As Per The Scope Of Work; CAG Empaneled Audit Or CA Firm ( 1 )

### तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Scope of Work | As per the Scope of Work |
| Type of Financial Audit Partner | CAG Empaneled Audit or CA Firm |
| Type of Financial Audit | As per the Scope of Work |
| Category of Work under Financial Audit | As per the Scope of Work |
| Type of Industries/Functions | As per the Scope of Work |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Frequency of Progress Report | As per the Scope of Work |
| MIS Reporting for Financial Audit support | Yes |
| Frequency of MIS reporting | As per the Scope of Work |
| State | NA |
| District | NA |
| **एडऑन /Addon(s)** | |
| Post Financial Audit Support | NA |

### क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | Quantity | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Aman Ankur | 410507,Indian Institute of Information Technology (IIIT) Pune, Gat No: 5 & 6, Po: Nanoli-Tarf Chakan, Tah: Maval Dist: Pune, Maharashtra - 410507 | Project / Lumpsum Based | N/A |

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Service & Support**

   AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Indian Institute of Information Technology Pune
Gat No: 5 & 6,
Vill: Nanoli Tarf Chakan,
PO: Talegaon,
Tah: Maval Dist: Pune, Maharashtra - 410507
.

4. **Generic**

   **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

5. **Certificates**

   Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

6. **Buyer Added Bid Specific ATC**

   Buyer Added text based ATC clauses

   1. The bidders are advised to carefully read the buyer uploaded ATC attached below for the details scope o f work. Further the bidders are advised to carefully quote their rates accordingly.

   2. In case of any ambiguity between the buyer uploaded scope of work and GeM bid, the buyer uploaded s cope of work shall prevail.

   3. The bidders are required to submit a duly signed and stamped copy of the complete Buyer Uploaded AT C Document along with their Technical Bid as an unconditional acceptance of all the terms and conditions, technical requirements, specifications, and scope of work specified therein. The signed and stamped copy shall be treated as confirmation of the bidder's acceptance and compliance with the requirements of the te nder. Non-submission of the duly signed and stamped copy of the Buyer Uploaded ATC Document shall ren der the bid liable for rejection.

   .

7. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file .

8. **Service & Support**

   Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

9. **Payment**

   **PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc.**

**and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे
Indian Institute of Information Technology, Pune
(An Institute of National Importance by an Act of Parliament)
Gat No - 5 & 6, Vill - Nanoli-Tarf Chakan, PO – Talegaon, Tah – Maval, Dist - Pune, Maharashtra – 410507

**निविदा दस्तावेज / TENDER DOCUMENT**

**C&AG से सूचीबद्ध चार्टर्ड अकाउंटेंट / चार्टर्ड अकाउंटेंट फर्म की सेवाएं लेने हेतु**

**FOR HIRING OF C&AG EMPANELLED / EXPERIENCED CHARTERED ACCOUNTANT / CHARTERED ACCOUNTANT FIRM**

**लेखांकन, कराधान, लेखापरीक्षा, वैधानिक अनुपालन एवं PFMS संबंधी सेवाओं हेतु**

**FOR ACCOUNTING, TAXATION, AUDIT, STATUTORY COMPLIANCE AND PFMS RELATED SERVICES**

**Government e-Marketplace (GeM) पोर्टल के माध्यम से**

**THROUGH GOVERNMENT E-MARKETPLACE (GeM) PORTAL**

## 1. निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

Indian Institute of Information Technology, Pune (IIIT Pune), an Institute of National Importance under the Ministry of Education, Government of India, invites online bids through the Government e-Marketplace (GeM) Portal from eligible and experienced Chartered Accountants / Chartered Accountant Firms for providing professional services relating to accounting, taxation, statutory compliances, audit, financial statements, PFMS-related activities and other allied financial services to the Institute.

The selected Chartered Accountant / CA Firm shall provide professional services in accordance with the applicable provisions of the Income Tax Act, GST laws, Professional Tax laws, applicable accounting standards, General Financial Rules (GFR), Government of India/MoE requirements, PFMS requirements and other applicable statutory/regulatory provisions, as amended from time to time.

### 1.1 निविदा की मूल जानकारी / BASIC TENDER PARTICULARS

| विवरण / **Particular** | **Details / विवरण** |
|---|---|
| संस्थान का नाम / Name of Institute | Indian Institute of Information Technology, Pune |
| सेवा का नाम / Name of Service | Hiring of CAG empanelled Chartered Accountant / Chartered Accountant Firm for Accounting, Taxation, Audit, Statutory Compliance and PFMS Related Services |
| खरीद की विधि / Mode of Procurement | Government e-Marketplace (GeM) |

| | |
|---|---|
| बोली संदर्भ संख्या / Bid Reference No. | To be generated through GeM |
| अनुबंध अवधि / Contract Period | Initially, the contract shall be awarded for a period of one (01) year from the date of issue of the GeM Contract. Subject to satisfactory performance and the continued requirement of the Institute, the contract may be extended further up to a maximum period of three (03) years from the initial date of award of the contract, subject to applicable GeM terms and conditions, mutual consent, and approval of the Competent Authority. |
| बोली प्रस्तुत करना / Bid Submission | Through GeM Portal only |
| सेवा का स्थान / Place of Service | IIIT Pune Campus |
| अनुमानित लागत/ Estimated Cost | 6.00 Lakhs Per Annum |
| कार्य निष्पादन प्रतिभूति / Performance Security | ₹60,000/- |
| भुगतान / Payment | As per terms specified herein and GeM conditions |

**Note:** In case of any ambiguity, inconsistency, or conflict between the provisions of this Tender Document and those contained in the GeM Bid Document, the provisions of this Tender Document shall prevail to the extent of such inconsistency or conflict.

## 2. पृष्ठभूमि / BACKGROUND

Indian Institute of Information Technology, Pune requires professional assistance for ensuring timely and accurate compliance with various statutory, financial, taxation, audit and accounting requirements of the Institute.

The Institute intends to engage a suitably qualified and experienced Chartered Accountant / Chartered Accountant Firm having adequate professional expertise and manpower to provide comprehensive services covering GST compliance, Income Tax compliance, preparation of financial statements, internal audit, Professional Tax compliance, actuarial valuation coordination and PFMS-related accounting and reporting activities.

The engagement is intended to ensure timely statutory compliance, proper financial reporting, reconciliation of accounts, support in audits and effective compliance with applicable Government of India rules and regulations.

## 3. कार्यादेश के उद्देश्य / OBJECTIVE OF THE ENGAGEMENT

The primary objectives of the engagement are:

1. To ensure timely and accurate statutory tax compliances.
2. To ensure proper reconciliation of financial and taxation records.
3. To assist the Institute in preparation and finalisation of annual financial statements.
4. To provide periodic internal audit and financial review services.
5. To assist the Institute in responding to statutory notices and audit observations.
6. To ensure proper compliance under GST, Income Tax, Professional Tax and other applicable laws.
7. To provide assistance in PFMS-related accounting and reporting.
8. To provide professional advice on taxation and accounting matters.
9. To support statutory auditors and the Institute's management during finalisation of accounts.
10. To ensure proper documentation and maintenance of records relating to the services rendered.

## 4. कार्य की विस्तृत परिधि / DETAILED SCOPE OF WORK

The selected CA / CA Firm shall provide the following services.

### A. **GST अनुपालन / GST COMPLIANCE**

### A.1 मासिक GST रिटर्न एवं GST TDS / MONTHLY GST RETURNS AND GST TDS

The CA / CA Firm shall:

1. Prepare and file monthly GSTR-1.
2. Prepare and file monthly GSTR-3B.
3. Compute GST liability and advise the Institute regarding timely payment/deposit of GST.
4. Reconcile GSTR-2A/GSTR-2B with purchase records and books of accounts for the purpose of Input Tax Credit.
5. Identify discrepancies in purchase invoices, GST credits and vendor reporting.
6. Assist the Institute in resolving mismatches relating to Input Tax Credit.
7. Prepare and file GSTR-7 (GST TDS Return).
8. Ensure issuance/download/provision of applicable GSTR-7A TDS certificates.
9. Provide advisory on GST applicability in respect of new transactions, procurements, contracts, services and other activities entered into by the Institute.
10. Respond to routine GST notices, queries, clarifications and communications arising from periodic GST filings.
11. Provide advice regarding classification, rate, applicability, exemptions, reverse charge and other GST matters as and when required.
12. Assist in rectification of errors/discrepancies identified in GST returns.

### A.2 वार्षिक GST अनुपालन / ANNUAL GST COMPLIANCE

The CA / CA Firm shall:

1. Reconcile annual turnover as per books of accounts with GST returns.
2. Reconcile tax liability reported and paid during the financial year.

3. Prepare and file GSTR-9, wherever applicable.
4. Prepare and file GSTR-9C, wherever applicable.
5. Identify discrepancies between financial statements and GST returns.
6. Advise and assist in rectification of discrepancies.
7. Provide GST-related certifications as required under applicable law.
8. Assist the Institute during GST assessment/scrutiny/audit proceedings arising from the period covered under the engagement, wherever such assistance falls within the scope of routine compliance services.

**B.** पुराने **PAN / GST** पंजीकरण का समर्पण **/** बंद करना

SURRENDER / CLOSURE OF OLD PAN / GST REGISTRATION

Where required by the Institute, the CA / CA Firm shall undertake the following:

1. Identify PAN/GST registrations requiring surrender/cancellation.
2. Review the status of the relevant registration and pending statutory liabilities.
3. Prepare and file application for cancellation/surrender of GST registration.
4. Prepare and file final GST return, including GSTR-10, wherever applicable.
5. Assist in PAN surrender/de-linking with the Income Tax Department, wherever applicable.
6. Obtain applicable clearance/closure confirmation from the concerned statutory department.
7. Ensure that pending statutory liabilities and compliance requirements are identified before surrender/closure.
8. Provide a written status report regarding completion of the surrender/closure process.

**C.** आयकर अनुपालन **/ INCOME TAX COMPLIANCE**
**C.1** त्रैमासिक **TDS** रिटर्न **/ QUARTERLY TDS RETURNS**

The CA / CA Firm shall:

1. Prepare and file quarterly TDS returns/statements in the applicable prescribed forms.
2. Reconcile TDS records with Form 26AS/TRACES.
3. Identify TDS defaults, mismatches, short deductions, late deductions and other discrepancies.
4. Prepare and file correction statements wherever required.
5. Assist in resolution of TDS-related defaults/mismatches appearing on TRACES.
6. Prepare/provide Form 16 and Form 16A, as applicable.
7. Assist the Institute in responding to routine TDS-related notices/communications.
8. Provide periodic TDS compliance status reports to the Institute.

**C.2** संस्थान की आयकर विवरणी दाखिल करना / FILING OF INSTITUTE'S INCOME TAX RETURN

The CA / CA Firm shall:

1. Prepare and file the Institute's annual Income Tax Return in Form ITR-7, as applicable.
2. Compute taxable income/exempt income and determine applicability of relevant exemptions.
3. Examine compliance with conditions applicable to the Institute's tax-exempt status.
4. Coordinate for preparation and filing of Form 10B/10BB audit report, as applicable.
5. Ensure that the requirements preceding filing of ITR-7 are completed within the prescribed timelines.
6. Assist in responding to routine Income Tax Department communications/notices relating to the return.
7. Advise the Institute regarding applicable provisions affecting its tax status.

## D. वित्तीय विवरण एवं लेखांकन सेवाएं / FINANCIAL STATEMENTS AND ACCOUNTING SERVICES

### D.1 वार्षिक वित्तीय विवरण तैयार करना / PREPARATION OF ANNUAL FINANCIAL STATEMENTS

The CA / CA Firm shall assist in compilation/preparation of the annual financial statements of the Institute, including:

1. Balance Sheet.
2. Income and Expenditure Account / Statement of Profit and Loss, as applicable.
3. Receipts and Payments Account.
4. Notes to Accounts.
5. Supporting schedules and statements.
6. Fixed Asset schedules.
7. Grant received and utilisation statements.
8. Investment-related schedules.
9. Other schedules and disclosures required for finalisation of annual accounts.

The CA / CA Firm shall:

10. Ensure that the financial statements are prepared in accordance with applicable accounting standards, including Ind AS/AS, as applicable.
11. Follow the format and disclosure requirements prescribed by the Ministry of Education, Government of India, and/or the competent governing authority, wherever applicable.
12. Coordinate with the statutory auditors for finalisation of accounts.
13. Assist in incorporation of appropriate corrections and adjustments arising during audit.
14. Provide necessary supporting schedules and reconciliations for audit purposes.

## E. आंतरिक लेखापरीक्षा एवं संबंधित सेवाएं / INTERNAL AUDIT AND RELATED SERVICES

The CA / CA Firm shall undertake internal audit/review of the Institute's financial transactions and related records periodically and/or as directed by the Institute.

The services shall include:

1. Periodic review/audit of financial transactions.
2. Verification of vouchers and supporting documents.
3. Review of books of accounts.
4. Review of internal financial controls.
5. Review of compliance with applicable financial rules and General Financial Rules (GFR).
6. Verification/review of procurement-related financial processes.
7. Review of payroll and expenditure processes.
8. Verification of selected transactions and accounting records.
9. Identification and reporting of accounting and procedural discrepancies.
10. Identification of financial control weaknesses.
11. Submission of internal audit reports containing observations.
12. Providing recommendations for corrective action.
13. Follow-up of compliance on previous audit observations.
14. Conducting special/ad-hoc audits as may be assigned by the Institute from time to time.
15. Providing clarification on internal audit observations to the Institute's management.

The frequency of internal audit shall be mutually determined by the Institute, which may include monthly, quarterly or periodic audits depending upon the requirements of the Institute.

### F. व्यावसायिक कर अनुपालन / PROFESSIONAL TAX COMPLIANCE

The CA / CA Firm shall provide services relating to Professional Tax (PT), including:

1. Registration and maintenance of applicable Professional Tax registrations.
2. Employer and employee-related Professional Tax compliance, as applicable.
3. Computation of Professional Tax liability.
4. Verification of deduction of Professional Tax from employee salaries.
5. Timely filing of monthly/annual Professional Tax returns, as applicable.
6. Timely deposit/payment of Professional Tax.
7. Reconciliation of Professional Tax deductions and payments.
8. Assistance in responding to Professional Tax notices, assessments and communications.
9. Maintenance of supporting records relating to Professional Tax compliance.

### G. बीमांकिक मूल्यांकन / ACTUARIAL VALUATION

The CA / CA Firm shall coordinate and facilitate actuarial valuation of employee benefit obligations, including:

1. Gratuity.
2. Leave encashment.
3. Other applicable employee benefit obligations requiring actuarial valuation.

The services shall include:

4. Arranging/coordinating actuarial valuation in accordance with applicable accounting requirements such as AS 15 / Ind AS 19, as applicable.
5. Providing actuarial valuation reports required for statutory audit and financial statement disclosures.
6. Coordinating with a duly qualified/certified actuary wherever required.
7. Ensuring that the actuarial valuation is aligned with the financial year-end.
8. Providing the Institute with the final actuarial valuation report and supporting documents.

**Note:** Where actuarial valuation requires the services/signature of a Fellow or otherwise qualified professional of the Institute of Actuaries of India or other competent authority, the selected CA/CA Firm shall arrange such qualified professional. The cost, if any, shall be dealt with strictly as per the financial terms of the GeM bid.

**H. PFMS संबंधी गतिविधियां / PFMS-RELATED ACTIVITIES**

The CA / CA Firm shall provide professional assistance in PFMS-related accounting and reporting activities, including:

1. Reconciliation of PFMS accounts with the books of accounts and bank records.
2. Preparation of project-wise accounts.
3. Preparation/generation of Cash Book.
4. Preparation of Utilization Certificates (UCs).
5. Preparation of Statements of Expenditure (SoEs).
6. Reconciliation of project-wise receipts and expenditure.
7. Assistance in reconciliation of grants received and utilised.
8. Identification and reporting of discrepancies in PFMS-related records.
9. Assistance in resolving accounting/reporting mismatches.
10. Providing supporting statements and schedules required by the Institute or competent authorities.
11. Providing necessary assistance in PFMS-related audit and verification.

**I. परामर्श एवं व्यावसायिक सहायता / ADVISORY AND PROFESSIONAL SUPPORT**

In addition to the above, the selected CA / CA Firm shall provide professional advice on matters directly related to the scope of engagement, including:

1. GST applicability on new contracts/procurements.
2. Income Tax/TDS implications of payments.
3. Accounting treatment of transactions.
4. Tax implications of grants, consultancy, services and other receipts/payments.
5. Statutory compliance requirements.
6. Audit observations and corrective accounting treatment.
7. Financial reporting and disclosure requirements.
8. Government financial rules and applicable compliance requirements.

9. Any other taxation/accounting matter specifically assigned by the Institute within the scope of the engagement.

Routine professional advice covered under the scope shall not attract additional professional charges.

**5. सुपुर्दगी योग्य कार्य / DELIVERABLES**

| **क्र. सं. / Sl. No.** | **Deliverable / कार्य** | **Frequency / आवृत्ति** |
|---|---|---|
| 1 | GST computation and GSTR-1 | Monthly |
| 2 | GSTR-3B and GST liability statement | Monthly |
| 3 | GST TDS return GSTR-7 | Monthly/As applicable |
| 4 | GSTR-7A certificates | As applicable |
| 5 | GSTR-2A/2B reconciliation | Monthly/Periodic |
| 6 | TDS return/statements | Quarterly |
| 7 | Form 16/16A | As applicable |
| 8 | TDS reconciliation/TRACES compliance | Quarterly/As required |
| 9 | ITR-7 | Annually |
| 10 | Form 10B/10BB coordination | Annually/As applicable |
| 11 | Annual GST reconciliation/GSTR-9 | Annually/As applicable |
| 12 | GSTR-9C | Annually/As applicable |
| 13 | Annual financial statements | Annually |
| 14 | Internal audit report | Periodically |

| | | |
|---|---|---|
| 15 | Professional Tax returns | Monthly/Annually, as applicable |
| 16 | Actuarial valuation report | Annually |
| 17 | Project-wise PFMS accounts | As required |
| 18 | Cash Book | Periodically/As required |
| 19 | Utilization Certificates | As required |
| 20 | Statement of Expenditure | As required |
| 21 | Compliance/observation report | As required |

**6. व्यावसायिक जनशक्ति की आवश्यकता / PROFESSIONAL MANPOWER REQUIREMENT**

The bidder shall deploy/engage adequately qualified and experienced professionals for satisfactory execution of the work.

At a minimum:

1. The engagement shall be supervised by a CAG Chartered Accountant.
2. The bidder shall nominate a dedicated Partner/Proprietor/Authorized Chartered Accountant as the single point of contact.
3. The nominated CA shall be available for consultation and meetings with the Institute during the working hours.
4. The bidder shall deploy sufficient supporting staff to meet statutory filing deadlines.
5. Replacement of key personnel shall be made only with personnel having comparable or higher qualifications and experience.
6. The Institute may require the CA/authorized representative to attend meetings at the Institute when necessary.

**7. पात्रता मानदंड / ELIGIBILITY CRITERIA**
**7.1 गठन / CONSTITUTION**

The bidder shall be:

- A CAG empanelled/ experienced Chartered Accountant with an office in Pune/ PCMC; or
- A CAG empanelled/ experienced Partnership/LLP Firm of Chartered Accountants with an office in Pune/ PCMC; or

### 7.2 व्यावसायिक पंजीकरण / PROFESSIONAL REGISTRATION

The bidder shall possess a valid registration/membership with the Institute of Chartered Accountants of India (ICAI), as applicable.

### 7.3 PAN एवं GST / PAN AND GST

The bidder shall possess:

- Valid PAN; and
- Valid GST Registration, wherever applicable.

### 7.4 अनुभव / EXPERIENCE

The bidder should have adequate experience of at least three (03) years in providing accounting, taxation, audit and statutory compliance services to Government Departments, Government institutions, educational institutions, autonomous bodies, PSUs, statutory bodies or reputed organisations.

### 7.5 समान कार्य का अनुभव / SIMILAR WORK EXPERIENCE

The bidder should have successfully provided services involving a substantial portion of the scope specified in this tender, particularly GST, Income Tax/TDS, financial statements, audit and accounting services to a Government/ State Govt./ Autonomous body/ PSU etc during the last three (03) years.

### 7.6 बीमांकिक मूल्यांकन / ACTUARIAL VALUATION

The bidder must demonstrate the ability to arrange qualified actuarial professionals wherever actuarial valuation is required.

### 7.7 GeM पात्रता / GeM ELIGIBILITY

The bidder shall comply with all mandatory eligibility conditions specified in the corresponding GeM Bid.

## 8. बोलीदाता द्वारा प्रस्तुत किए जाने वाले दस्तावेज / DOCUMENTS TO BE SUBMITTED BY BIDDER

The bidder shall upload the following documents on the GeM Portal:

1. Certificate of Constitution/Registration of the CA Firm, wherever applicable.
2. CAG empanellement Letter.
3. ICAI Registration/Membership details.
4. PAN Card.
5. GST Registration Certificate, wherever applicable.
6. Documentary proof of experience.
7. Work orders/contracts/completion certificates for similar services.
8. Details of Government/educational/autonomous body clients, wherever applicable.

9. Details of the Chartered Accountant/Partner proposed for the assignment.
10. Undertaking regarding acceptance of scope of work.
11. Undertaking regarding authenticity of documents submitted.
12. Declaration regarding non-blacklisting/debarment.
13. Declaration regarding conflict of interest.
14. Any other document specifically required by GeM.

The Institute reserves the right to seek clarification/supporting documents in respect of any claim made by the bidder.

**9.** तकनीकी मूल्यांकन **/ TECHNICAL EVALUATION**

The Institute may adopt a two-stage evaluation process, subject to the configuration permitted under GeM:

चरण**-I –** तकनीकी मूल्यांकन **/ STAGE I – TECHNICAL EVALUATION**

The technical bid shall be evaluated against the eligibility criteria, experience, professional qualifications, manpower and understanding of the scope.

Only bidders meeting the prescribed technical requirements shall be considered for financial evaluation.

चरण**-II –** वित्तीय मूल्यांकन **/ STAGE II – FINANCIAL EVALUATION**

Financial bids of technically qualified bidders shall be evaluated through the GeM portal in accordance with the selected GeM bidding methodology.

The contract shall be awarded to the bidder determined as successful/L1 in accordance with the GeM bidding mechanism and the terms of the bid.

**10**. कार्य निष्पादन आवश्यकताएं / सेवा स्तर समझौता/ **PERFORMANCE REQUIREMENTS / SERVICE LEVEL AGREEMENT**

The selected CA / CA Firm shall:

1. Ensure timely completion of all statutory filings.
2. Ensure accuracy of returns, statements and reports.
3. Complete reconciliation within the prescribed timelines.
4. Immediately bring material discrepancies to the notice of the Institute.
5. Maintain proper working papers and supporting documentation.
6. Respond promptly to queries raised by the Institute.
7. Attend meetings when required.
8. Maintain confidentiality of all Institute records.
9. Ensure continuity of service throughout the contract period.
10. Provide advance intimation to the Institute regarding upcoming statutory due dates.

Any penalty imposed upon the Institute solely due to demonstrable negligence, delay or failure of the selected CA/CA Firm to perform an expressly assigned statutory compliance within the agreed timeline may be recovered from the agency, subject to due verification and the provisions of the contract/GeM terms.

**11.** वैधानिक नियत तिथियां एवं समय-सीमाएं **/ STATUTORY DUE DATES AND TIMELINES**

The CA / CA Firm shall maintain a statutory compliance calendar covering all applicable returns, payments, reports and filings.

The agency shall:

1. Provide advance intimation of upcoming due dates.
2. Provide necessary computation/statements sufficiently in advance for approval/payment by the Institute.
3. Ensure filing within statutory deadlines after receipt of necessary data/approvals from the Institute.
4. Immediately inform the Institute of any delay caused by non-availability of information, portal issues, statutory changes or circumstances beyond the agency's control.
5. Maintain documentary proof of filing/payment.

**12.** संस्थान की जिम्मेदारियां **/ RESPONSIBILITIES OF THE INSTITUTE**

The Institute shall:

1. Provide available books, records and documents required for performing the assignment.
2. Provide transaction-level data and supporting documents within reasonable time.
3. Provide necessary approvals for statutory filings.
4. Make statutory tax payments based on computations/advice provided by the CA / CA Firm.
5. Provide access to relevant systems/portals wherever legally permissible.
6. Nominate an officer for coordination with the CA / CA Firm.
7. Provide necessary clarification on Institute transactions.

**13.** गोपनीयता **/ CONFIDENTIALITY**

The selected bidder shall maintain strict confidentiality regarding all information, records, documents, financial data, employee data, student-related financial information, tax records, passwords, login credentials and other information accessed during the engagement.

The successful bidder shall:

1. Not disclose Institute information to any third party without written permission.
2. Not use Institute information for any purpose other than execution of the contract.
3. Ensure that its employees/professionals comply with confidentiality requirements.
4. Return/hand over all records and documents upon completion/termination of the contract.

5. Immediately report any suspected data breach or unauthorized access.

**14.** डेटा सुरक्षा एवं अभिलेख रखरखाव **/ DATA SECURITY AND RECORD KEEPING**

1. All working papers and records relating to the Institute shall be maintained securely.
2. Electronic records shall be protected against unauthorized access.
3. The bidder shall maintain appropriate backups of work performed.
4. No Institute data shall be stored on unsecured personal devices/cloud platforms without authorization.
5. All statutory filing acknowledgements, challans, reconciliations, reports and working papers shall be made available to the Institute.

**15.** बौद्धिक संपदा एवं अभिलेखों का स्वामित्व **/ INTELLECTUAL PROPERTY AND OWNERSHIP OF RECORDS**

All reports, statements, reconciliations, schedules, working papers prepared specifically for the Institute and other deliverables generated under the contract shall belong to the Institute, subject to applicable professional and statutory requirements.

The successful bidder shall hand over all relevant records and deliverables upon completion or termination of the contract.

**16.** हितों का टकराव **/ CONFLICT OF INTEREST**

The bidder shall disclose any actual or potential conflict of interest that may arise during the engagement.

The selected CA / CA Firm shall not undertake any assignment that creates a conflict with its obligations to the Institute without obtaining prior written approval from the Institute.

**17.** स्वतंत्रता एवं व्यावसायिक नैतिकता **/ INDEPENDENCE AND PROFESSIONAL ETHICS**

The selected CA / CA Firm shall comply with:

1. Applicable provisions of the Chartered Accountants Act and Regulations.
2. CAG empanelment rules and regulations.
3. ICAI professional standards and ethical requirements.
4. Applicable taxation laws.
5. Applicable accounting standards.
6. Government of India financial rules and instructions applicable to the Institute.
7. Applicable GeM terms and conditions.

The successful bidder shall not undertake any activity that compromises its professional independence or creates a conflict with the assignment.

**18.** कर एवं वैधानिक कटौतियां **/ TAXES AND STATUTORY DEDUCTIONS**

1. All applicable taxes shall be dealt with in accordance with prevailing statutory provisions.
2. Applicable TDS shall be deducted by the Institute from payments to the selected bidder.
3. GST, wherever applicable, shall be paid as per the applicable provisions and GeM contract terms.
4. The bidder shall be responsible for its own statutory registrations and tax compliances.

### 19. व्यावसायिक शुल्क एवं वित्तीय बोली / PROFESSIONAL FEES AND FINANCIAL BID

The bidder shall quote its professional fee through the GeM financial bid in the prescribed format.

The quoted price shall cover all professional services specified in the Scope of Work, including routine consultations, compliance work, preparation of returns/statements, reconciliations, reports and coordination activities.

No additional charges shall be payable for activities expressly included in the Scope of Work.

Where any activity is outside the approved scope and requires additional professional services, the same shall be undertaken only with prior written approval of the Institute and subject to applicable GeM/contract provisions.

### 20. भुगतान की शर्तें / PAYMENT TERMS

1. Payment shall be made as per the payment schedule specified in the GeM contract, generally on a quarterly basis..
2. The selected agency shall submit an invoice along with required supporting documents.
3. Payment shall be released after satisfactory verification of services/deliverables.
4. Statutory deductions shall be made as applicable.
5. The Institute shall have the right to withhold payment relating to deficient or incomplete services until satisfactory rectification.
6. No advance payment shall be made unless specifically permitted under the GeM bid/contract.

### 21. अनुबंध अवधि / CONTRACT PERIOD

The contract shall remain valid for a period of one year from the date of issue of the GeM contract. The same shall be extended further up to a maximum of three (03) years from the initial contract start date.

The Institute may consider extension of the contract, subject to:

1. Satisfactory performance.

2. Requirement of the Institute.
3. Availability of budget.
4. Mutual agreement.
5. Applicable GeM rules and Government of India instructions.

Any extension shall not be treated as an automatic right of the selected bidder.

## 22. कार्य निष्पादन की समीक्षा / REVIEW OF PERFORMANCE

The performance of the CA / CA Firm shall be reviewed periodically by the Institute.

Performance may be assessed on:

- Timeliness of statutory filings.
- Accuracy of returns.
- Quality of financial statements.
- Quality of audit reports.
- Timeliness of reconciliations.
- Responsiveness to Institute queries.
- Quality of professional advice.
- Compliance with confidentiality requirements.
- Timeliness of PFMS-related deliverables.
- Resolution of audit/statutory observations.

Persistent unsatisfactory performance may result in action as per the GeM contract and applicable procurement rules.

## 23. दंड / परिसमाप्त हर्जाना / PENALTY / LIQUIDATED DAMAGES

Where any delay or deficiency is attributable solely to the selected bidder, despite receipt of complete and timely information from the Institute, the Institute shall have the right to impose a penalty of up to 10% of the quarterly bill, depending upon the nature and severity of the delay or deficiency. The quantum of penalty shall be determined by the Institute, and the decision of the Institute in this regard shall be final and binding on the selected bidder, subject to the applicable GeM terms and conditions and the provisions of the contract.

Any statutory interest, late fee or penalty of amount arising solely due to the proven negligence/default of the selected bidder may be dealt with as per the contract after examination of the facts and circumstances.

## 24. उप-ठेका / SUB-CONTRACTING

The selected bidder shall not subcontract the core professional services to any third party without prior written approval of the Institute and subject to applicable GeM conditions.

Where specialist services such as actuarial valuation are required, the bidder may engage/coordinate with duly qualified professionals as permitted under applicable professional regulations and the contract.

The selected bidder shall remain fully responsible for the quality and timely delivery of the services.

**25. अप्रत्याशित घटना / FORCE MAJEURE**

Neither party shall be liable for failure or delay in performance caused by circumstances beyond reasonable control, including natural disasters, war, government restrictions, major statutory portal failures or other events recognized as force majeure under applicable contractual provisions.

The affected party shall promptly notify the other party.

**26. अनुबंध की समाप्ति / TERMINATION OF CONTRACT**

The Institute may terminate the contract at any time with an advance notice of one month due to one of the following reasons:

1. Persistent poor performance.
2. Repeated delay in statutory compliance attributable to the bidder.
3. Material breach of confidentiality.
4. Submission of false/fraudulent documents.
5. Professional misconduct or conflict of interest affecting the assignment.
6. Insolvency or cessation of professional operations.
7. Debarment/blacklisting by a competent authority where applicable.
8. Any other material breach of contract.
9. As per the decision of the Competent Authority of the Institute due to internal administrative reasons.

**27. अनुबंध समाप्ति पर कार्यभार हस्तांतरण / HANDING OVER ON EXPIRY / TERMINATION**

Upon expiry or termination of the contract, the selected bidder shall:

1. Hand over all pending work.
2. Provide status of all statutory compliances.
3. Provide copies of all filed returns and acknowledgements.
4. Provide pending reconciliation statements.
5. Provide audit working papers/reports to the extent permissible under professional requirements.
6. Hand over PFMS-related records.
7. Provide statutory due-date calendar and pending compliance status.
8. Assist in orderly transition to the Institute/new agency.

No additional professional fee shall be payable for routine handover activities that are part of the contracted services.

## 28. सामान्य शर्तें / GENERAL CONDITIONS

1. The bidder shall carefully examine the complete tender document and GeM Bid before submitting the bid.
2. Submission of bid shall be deemed to constitute acceptance of the tender conditions.
3. The Institute reserves the right to seek clarification from any bidder.
4. The Institute reserves the right to accept or reject any or all bids in accordance with applicable rules and GeM provisions.
5. The Institute may cancel/modify the tender before award without assigning any reason, subject to applicable rules.
6. Canvassing in any form shall lead to disqualification.
7. The bidder shall ensure that all information submitted is true and correct.
8. Any false declaration may result in rejection/termination and other action as permissible under applicable rules.
9. All communications relating to the bid shall be made through the GeM portal unless otherwise specified.
10. In case of conflict between this document and mandatory GeM terms, the applicable GeM terms shall prevail to the extent of such conflict.

## 29. बोलीदाता द्वारा वचनबद्धता / UNDERTAKING BY THE BIDDER

The bidder shall submit an undertaking substantially in the following format:

> We hereby certify that we have carefully examined and understood the complete Scope of Work, eligibility requirements, terms and conditions of the GeM Bid for Hiring of Chartered Accountant / Chartered Accountant Firm for Accounting, Taxation, Audit, Statutory Compliance and PFMS Related Services.
>
> We undertake to provide all services specified in the Scope of Work in a timely, professional and satisfactory manner and to comply with all applicable statutory provisions, ICAI professional requirements, Government of India instructions and GeM terms and conditions.
>
> We further certify that all information and documents submitted by us are true and correct to the best of our knowledge and belief.

## 30. गैर-काली सूचीबद्धता घोषणा / NON-BLACKLISTING DECLARATION

The bidder shall submit a declaration that the CA / CA Firm has not been blacklisted, debarred or banned by any Central Government Department, State Government Department, Government Institution, Autonomous Body, PSU or other competent authority, except where specifically disclosed in the bid.

Any concealment of material information may lead to disqualification.

### 31. हितों के टकराव की घोषणा / DECLARATION OF CONFLICT OF INTEREST

The bidder shall declare that it has no conflict of interest that would prevent it from providing independent and professional services to IIIT Pune.

The bidder shall immediately disclose any conflict arising during the contract period.

### 32. संपर्क एवं समन्वय / CONTACT AND COORDINATION

The selected bidder shall nominate one Chartered Accountant/authorized professional as the Single Point of Contact (SPOC) for all matters relating to the engagement.

The SPOC shall coordinate with the designated Institute officer for:

- Collection of documents.
- Statutory compliance.
- Return filing.
- Reconciliation.
- Audit.
- Financial statement preparation.
- PFMS-related activities.
- Statutory notices.
- Professional advice.
- Review meetings.

### 33. GeM हेतु विशेष शर्तें / SPECIAL CONDITIONS FOR GeM

The following conditions shall be read along with the standard terms and conditions of GeM:

1. The bid shall be submitted only through the GeM Portal.
2. The bidder shall fulfil all mandatory GeM eligibility conditions.
3. The bidder shall quote rates in the financial bid field prescribed by GeM.
4. The bidder shall upload all documents required under the ATC.
5. The Institute may seek clarification/documents through GeM during evaluation.
6. Award of contract shall be governed by the GeM Contract/Purchase Order.
7. Payment, performance security, cancellation, termination, dispute resolution and other contractual matters shall also be governed by the rules mentioned above..

परिशिष्ट-I / **ANNEXURE-I**

बोलीदाता की जानकारी प्रपत्र / **BIDDER INFORMATION FORM**

| विवरण / **Particular** | भरी जाने वाली जानकारी / **Details to be furnished (Mention Page no. of Annexure attached)** |
|---|---|
| Name of CA / CA Firm | |
| CAG Empallenment | |
| Constitution | |
| ICAI Registration No. | |
| Name of Proprietor/Partners | |
| Registered Address | |
| Office Address | |
| Office Address in Pune/ PCMC | |
| Contact Person | |
| Mobile No. | |
| Email ID | |
| PAN | |
| GSTIN | |

| | |
|---|---|
| Year of Establishment/Practice | |
| Total Professional Experience | |
| No. of Professional Staff | |
| Government/Autonomous Body Experience | |
| Educational Institution Experience | |
| Similar Assignment Experience | |

**Place / स्थान:** ______________________
**Date / दिनांक:** ______________________

**Name of CA/Authorized Signatory / चार्टर्ड अकाउंटेंट/अधिकृत हस्ताक्षरी का नाम:** __________________________

**Designation / पदनाम:** __________________________

**Name of CA Firm / CA फर्म का नाम:** __________________________

**ICAI Membership/Registration No. / ICAI सदस्यता/पंजीकरण संख्या:** __________________________

**Signature / हस्ताक्षर:** __________________________

**Seal of Firm / फर्म की मुहर:** __________________________

परिशिष्ट-**II / ANNEXURE-II**

अनुभव का विवरण / **EXPERIENCE DETAILS**

| क्र. सं. / Sl. No. | Name of Client/Organisation | Nature of Assignment | Contract Period | Contract Value | Documentary Proof |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

**Place / स्थान:** ______________________

**Date / दिनांक:** ______________________

**Name of CA/Authorized Signatory / चार्टर्ड अकाउंटेंट/अधिकृत हस्ताक्षरी का नाम:** __________________________

**Designation / पदनाम:** __________________________

**Name of CA Firm / CA फर्म का नाम:** __________________________

**ICAI Membership/Registration No. / ICAI सदस्यता/पंजीकरण संख्या:** __________________________

**Signature / हस्ताक्षर:** __________________________

**Seal of Firm / फर्म की मुहर:** __________________________

**परिशिष्ट-III / ANNEXURE-III**

**प्रस्तावित प्रमुख व्यावसायिक की जानकारी / DETAILS OF PROPOSED KEY PROFESSIONAL**

| विवरण / **Particular** | जानकारी / **Details** |
|---|---|
| Name | |
| Designation | |
| ICAI Membership No. | |
| Date of Qualification | |
| Total Experience | |
| Experience in Government/Autonomous Bodies | |
| GST Experience | |
| Income Tax/TDS Experience | |
| Audit Experience | |
| PFMS Experience | |
| Contact Details | |

**Place / स्थान:** ________________________
**Date / दिनांक:** ________________________

**Name of CA/Authorized Signatory / चार्टर्ड अकाउंटेंट/अधिकृत हस्ताक्षरी का नाम:** ____________________________

**Designation / पदनाम:** ____________________________

**Name of CA Firm / CA फर्म का नाम:** ____________________________

**ICAI Membership/Registration No. / ICAI सदस्यता/पंजीकरण संख्या:** ____________________________

**Signature / हस्ताक्षर:** ____________________________

**Seal of Firm / फर्म की मुहर:** ____________________________

परिशिष्ट-**IV / ANNEXURE-IV**

अनुपालन सारणी / **COMPLIANCE MATRIX**

| क्र. सं. / Sl. No. | Requirement / आवश्यकता | Bidder's Compliance (Yes/No) | Supporting Document/Reference |
|---|---|---|---|
| 1 | Valid ICAI registration/membership | | |
| 2 | PAN available | | |
| 3 | GST registration, wherever applicable | | |
| 4 | Experience in taxation compliance | | |
| 5 | Experience in GST compliance | | |
| 6 | Experience in TDS/Income Tax compliance | | |
| 7 | Experience in preparation of financial statements | | |
| 8 | Experience in audit/internal audit | | |
| 9 | Capability for PFMS-related services | | |

| | | | |
|---|---|---|---|
| 10 | Capability to coordinate actuarial valuation | | |
| 11 | Acceptance of Scope of Work | | |
| 12 | Acceptance of GeM terms and conditions | | |
| 13 | Non-blacklisting declaration and Conflict of interest declaration | | |
| 14 | CAG Empallenment | | |

**Place / स्थान:** ______________________
**Date / दिनांक:** ______________________

**Name of CA/Authorized Signatory / चार्टर्ड अकाउंटेंट/अधिकृत हस्ताक्षरी का नाम:** __________________________

**Designation / पदनाम:** __________________________

**Name of CA Firm / CA फर्म का नाम:** __________________________

**ICAI Membership/Registration No. / ICAI सदस्यता/पंजीकरण संख्या:** __________________________

**Signature / हस्ताक्षर:** __________________________

**Seal of Firm / फर्म की मुहर:** __________________________

**परिशिष्ट-V / ANNEXURE-V**

**सेवाओं की कार्य-परिधि – संक्षिप्त संदर्भ / SCOPE OF SERVICES – QUICK REFERENCE**

The engagement broadly covers the following major service areas:

A. GST अनुपालन / GST COMPLIANCE

- Monthly GSTR-1 and GSTR-3B.
- GST liability computation.
- GSTR-2A/2B reconciliation.
- GST TDS/GSTR-7.
- GSTR-7A.
- GST advisory.
- Annual GST reconciliation.
- GSTR-9/GSTR-9C, wherever applicable.
- GST discrepancy rectification.

B. आयकर अनुपालन / INCOME TAX COMPLIANCE

- Quarterly TDS returns.
- 26AS/TRACES reconciliation.
- Correction statements.
- Form 16/16A.
- ITR-7.
- Form 10B/10BB coordination.
- Tax exemption compliance.

C. वित्तीय विवरण एवं लेखापरीक्षा / FINANCIAL STATEMENTS & AUDIT

- Annual financial statements.
- Balance Sheet.
- Income & Expenditure Account/Statement of Profit & Loss.
- Receipts & Payments Account.
- Notes to Accounts.
- Fixed asset/grant/investment schedules.
- Internal audit.
- GFR compliance review.
- Procurement/payroll/expenditure review.
- Audit reports and follow-up.

D. अन्य वैधानिक अनुपालन / OTHER STATUTORY COMPLIANCE

- Professional Tax.

- PT returns and payments.
- PT notices/assessments.
- Actuarial valuation of gratuity and leave encashment.
- Coordination with a qualified actuary.

E. PFMS / PFMS

- Account reconciliation.
- Project-wise accounts.
- Cash Book.
- Utilization Certificates.
- Statements of Expenditure.

महत्वपूर्ण टिप्पणी **/ IMPORTANT NOTE**

The detailed scope contained in this tender is based on the Scope of Work provided by IIIT Pune. The statutory forms, provisions, filing requirements and professional services shall be interpreted and performed in accordance with the applicable law and regulatory requirements prevailing during the contract period. The selected CAG empaneled/ experienced CA / CA Firm shall keep the Institute informed of material changes in statutory requirements that affect the services covered under this engagement.

**Indian Institute of Information Technology, Pune reserves the right to modify, supplement or clarify the above conditions in the above document & GeM Bid/ATC before the last date of bid submission, subject to applicable procurement rules.**