

**INDIAN INSTITUTE OF TECHNOLOGY MANDI,  
KAMAND (HP) – 175005**

**Call for Expression of Interest from Chartered Accountant  
Firms**

**NIT No. IIT Mandi/RS-33/ACA/2018-19/4200 Dated : 19<sup>th</sup> July, 2018**

Indian Institute of Technology (IIT) Mandi invites expression of interest (EOI) from reputed Chartered Accountant Firms for the following services for the financial year 2018-19.

- Preparation and finalization of Annual Accounts of IIT Mandi and other related services.
- Taxation services related to Income Tax, GST, VAT, WCT and FCRA Returns.

*(Detailed tentative scope of work may be downloaded from the IIT Mandi Website link <http://www.iitmandi.ac.in/administration/tenderseoi.php>)*

The period of the contract may be initially for one year and further extendable for two years (on yearly basis) on satisfactory performance. Firm should have minimum 05 years of experience and minimum annual average professional gross receipt of Rs. 25 lakh during the last 03 financial years. The firms should also have experience of doing work for Central Government Educational Institutions/Autonomous Educational Institutions/Bodies/Central Government funded organizations/Institutions/ Public Sector Undertakings. The supporting documents related to professional receipt and experience shall be enclosed. Expression of interest should reach on or before 8<sup>th</sup> August, 2018 up to 04.00 PM at the following address:

**Dean (F&A)  
Indian Institute of Technology Mandi,  
Kamand Campus, Kamand  
Distt. Mandi, HP – 175005**

EOI sent by TELEFAX/EMAIL, will not be entertained.

Sd/-  
Dean (F&A)  
IIT Mandi at Kamand



# **INDIAN INSTITUTE OF TECHNOLOGY MANDI, MANDI**

**An Autonomous Institute under Ministry of Human Resource Development,  
Government of India**

## **DOCUMENT**

**FOR INVITING BIDS FROM**

**CHARTERED ACCOUNTANT FIRMS**

**FOR THE YEAR 2018-19**

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**(1) BID-DATA SHEET**

<b>Tender Number and Date</b>	IITMANDI/RS-33/ACA/2018-19/4200 Dated: 19 <sup>th</sup> July, 2018
<b>Issue of Bids Forms</b>	Complete Bids Document is enclosed.
<b>Earnest Money Deposit ( EMD)</b>	Earnest money of Rs.25,000/(Rupees Twenty Five Thousand only) to be deposited along with the Bids Documents in the form of Demand Draft favouring <b>Registrar, IIT MANDI</b> payable at <b>MANDI</b> issued by any Nationalized/Scheduled Bank. Earnest money is refundable.
<b>Last Date of Submission of Bids</b>	08 <sup>th</sup> August 2018, up-to 04:00 P.M.
<b>Opening of Bids (Technical &amp; Financial Bids)</b>	<ul style="list-style-type: none"><li>• 08<sup>th</sup> August 2018 at 04:30 P.M. (Bidders may present at the time of opening of bids.)</li></ul>
<b>Contact Person(s)</b>	1. Sh. J.R. Sharma Registrar(I/C), IIT MANDI. Phone: 01905-267015-267012 2. Sh. C.L. Sharma Assistant Registrar(Audit & Accounts) IIT MANDI Phone: 01905-267128
<b>Contact Address</b>	Finance & Accounts Office Indian Institute of Technology MANDI MANDI – 175005
<b>Website of the Institute</b>	<a href="http://www.iitmandi.ac.in">www.iitmandi.ac.in</a>

## (2) TERMS OF REFERENCE

### (a) Background :

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

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

### **Data for the information of Bidders**

Following information may be useful for the bidders while assessing the volume:

<b>Particulars</b>	<b>Appx. Values</b>
Plan/Non-Plan Grant (2016-17)	Rs.196 Crore
Plan/Non-Plan Grant (2017-18)	Rs.363 Crore
No. of Employee (Regular/Outsourced) 2017-18	585
No. of Pensioners 2017-18	Nil
No. of Students	1020
24Q Returns filed for number of employees (2017-18)	156
26Q Returns filed for number of vendors (2017-18)	300 Approx
Filing of GST/ WCT returns etc. (2017-18)	09
Number of Research Projects 2017-18	200 Approx
Number of Consultancy Projects 2017-18	15 Approx

## 2(b) SCHEDULES AND SCOPE OF WORK (Financial Year 2018-19)

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

- i. Preparation and Verification of Annual Accounts. *(For details please see Schedule-1).  
Time schedule for preparation and submission of Annual Accounts by IIT MANDI  
(Central Autonomous body of MHRD) is given in Schedule -1A.*
- ii. Preparation of Endowment Account / Trust funds. . *(For details please see Schedule-2)*
- iii. Calculation of TDS on every bill on day to day basis and e-TDS Returns filing. For this purpose an experienced employee is to be placed in the office who can check all the bills regularly. *(For details please see Schedule-3)*
- iv. Services related to GST Matters. *(For details please see Schedule-4)*
- v. Filing of Annual Income Tax Returns. *(For details please see Schedule-5)*
- vi. Services related to GST/VAT /Sales tax matters/ WCT matters. *(For details please see Schedule-6)*
- vii. Preparation and Checking of Statement of Expenditure and Utilization Certificate of Grant in Aid, various sponsored Research Projects as per the requirement of funding agencies. Only some of the agencies asked for the signature of Chartered Accountant. *(For details please see Schedule-7)*
- viii. Assistance in Preparation of Budget.
- ix. Preparation of Centralized Fixed Assets Register for the Institute as a whole in the form of soft as well as hard copy.
- x. The Chartered Accountant Firm will depute dedicated personnel(s) depending upon the volume of work involved in each activity and will report every month to Dean (Finance & Accounts) /Finance & Accounts Officer who will act as a counterpart to provide the necessary support to the personnel(s) attached by the Firm to the Institute. The certificate regarding the accuracy of accounts being maintained at the Institute should be given on quarterly basis by firm.

### **SCHEDULE-1**

#### **Scope of Work with respect to Preparation and Verification of Annual Accounts for the Year 2018-19.**

The responsibility of the Chartered Accountant Firm shall be to prepare Final Accounts of the Institute as per the requirement of the Government. Therefore, the Chartered Accountant Firm shall ensure that all the necessary Performa, documents, statements are ready well before time. Firm may ensure by way of personal visit etc. the type of record being maintained in the offices. If there is any gap that is to be filled by the firm. Following is the list of some of the works but this list is not exhaustive.

- i. Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses passed in the Financial Year.
- ii. Identifying prior period income/expenses, while passing the receipt and payment vouchers.
- iii. Ensuring that all adjustments are done on a monthly basis, which flow out of Bank Reconciliation statement. Checking of all monthly Bank Reconciliation Statements in respect of all Banks where the Institute has its accounts.
- iv. Mapping the expenditure as booked under Plan/ Non-Plan into different sub-heads as per nature of expenditure.
- v. All the entries related to receipts and payments are to be scrutinized on monthly basis into Tally Software which is being used for keeping records.
- vi. The CA firm has to depute qualified person/staff for checking purpose and he himself has to visit Institute for at least for 1-2 days.
- vii. 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,
- viii. Preparation and Consolidation of SRIC, JEE, with Institute Accounts.
- ix. 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.

- x. Checking of Broad Sheets of Festival Advance, Motor car Advance, House Building Advance etc. and the reconciliation of figures appearing in Broad Sheets and Accounts as at the end of the financial year.
- xi. Preparation of party wise schedules in respect of Travel, Temporary, LTC and other advances.
- xii. Party wise schedules in respect of Payables and Receivables.
- xiii. Party wise Schedules of Security Deposit/Earnest Money Deposit.
- xiv. Preparation of Detailed Schedule of Fixed Assets.
- xv. Preparation of Detailed Schedules relating to outstanding liabilities and accrued assets.
- xvi. Preparation of Schedule relating to loans and advances.
- xvii. Preparation of schedules of prepaid expenses and receipts.
- xviii. Preparation of detailed schedule of Investments.
- xix. Calculation and Provision of Depreciation in the annual accounts as per the rates adopted by the Institute.
- xx. Checking that the figures in accounts tally with subsidiary records,
- xxi. Checking the calculation of accrued interest on loans and advances,
- xxii. Calculation of accrued interest on Investments,
- xxiii. Compilation of supporting statements and working sheets in respect of all the schedules and in respect of Receipts and Payments Account, Income and Expenditure Account and Balance Sheet to facilitate Audit.
- xxiv. 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 AR Accounts / DR Accounts.
- xxv. Preparing the Annual Accounts of the Institute comprising of Balance Sheet, Income and Expenditure Statement and Receipt and Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies.
- xxvi. If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Governors.
- xxvii. Preparation of endowment fund accounts as detailed at the appropriate place.
- xxviii. CA or his Staff shall be present at the time of CAG Audit and any other audit to explain the various issues. Further, CA firm will also support to provide suitable



- replies to audit observations and paras.
- xxix. Entries of opening balances in the tally software of all the accounts.
- xxx. The firm has to provide forms 15CA and 15CB and any other forms in connection with foreign purchase.
- xxxii. Any other work which may be necessary for the finalization of Annual Accounts.

## **Schedule -1A**

### **Time schedule for preparation and submission of Annual Accounts by IIT MANDI (Central autonomous body of MHRD)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Dates</b>
1.	Compilation and completion of Annual Accounts	By 20 <sup>th</sup> May
2.	Approval of Annual Accounts by FC/BOG	Before 15 <sup>th</sup> June
3.	Submission of Annual Accounts to Audit	Before 1 <sup>st</sup> July
4.	Completion of Audit by AG/CAG and Certificate from Audit	By 31 <sup>st</sup> October
5.	Approval of documents by FC/BOG	By 15 <sup>th</sup> November
6.	Dispatch of Annual Accounts to Ministry of HRD	3 <sup>rd</sup> Week of November
7.	Completion of formalities in MHRD Bureaus/Division	By 30 <sup>th</sup> November
8.	Laying of Audited Annual Accounts & Annual Report in Parliament	During December

## **Schedule-2**

### **Scope of Work with respect to Preparation of Endowment Account.**

- i. To check and to ensure that the transactions of endowment funds are passed only through the respective bank accounts maintained for this purpose.
- ii. Identify investments against each of the endowment funds.
- iii. Ensure that interest earned on those investments is credited to respective endowment funds.
- iv. 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.
- v. Apportion the interest earned on the two saving bank accounts to all the endowment funds as per the closing balance of each fund.
- vi. Prepare a schedule of all endowment as per the required format.

### **SCHEDULE-3**

#### **Scope of work with respect to e-TDS Returns filing for Financial Year 2018-19.**

The responsibility of the Chartered Accountant Firm shall be to provide necessary help and advice in ensuring the timely discharging of taxation liabilities with respect to Income Tax, WCT, GST or any other taxation issue. Therefore, the Chartered Accountant Firm should ensure that all the necessary Performa, documents, statements are ready well before time. Following is the list of some of the works but this is not exhaustive.

- i. Creation of text file for filing of e-TDS return by using data file.
- ii. Advise the Institute on TDS/TCS provisions.
- iii. Preparation and submission/filing of quarterly returns of e-TDS (24Q, 26Q and 27EQ) based on the data of earnings and other records of Institute including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc.
- iv. Preparation and filing of correction/revised statements against the defaults generated by TIN-NSDL / TRACES and against the notices received from Income Tax Department during the period of engagement irrespective of the period for which the correction statement/return belongs.
- v. Preparation of replies to the income tax department in respect of notices / communications received by Institute in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belongs.
- vi. Preparation and filing of correction statements, whenever found necessary by Institute on detection of errors in the data maintained by the Institute.
- vii. Filing of replies in respect of notices relating to e-TDS returns from Income Tax Department during the currency of the contract in consultation with Institute.
- viii. Preparation/generation of TDS certificates in Form 16 and Form 16A.
- ix. Maintaining Employee Master details required for FORM 24Q with Annexure and FORM 16.
- x. Maintaining Vendor Master details required for FORM 26Q with Annexure and FORM 16A,
- xi. Maintaining monthly TDS deduction details of Employees/Vendors.
- xii. Maintaining TDS deduction details, creation of Challans and entry of the deposit details obtained from the bank (Bank Challan serial Number/deposit date).
- xiii. Creating/printing of Challan No. 281 and submission of challan.
- xiv. Attaching/accounting of employees/vendors TDS to a specific Challan.
- xv. Adjusting TDS deductions in a Challan.
- xvi. Calculations of any penalty/interest.
- xvii. Validation of PAN number with PAN database of NSDL.
- xviii. Any other matter / work related to the Income Tax Act.

#### **SCHEDULE-4**

##### **Scope of Work with respect to GST Matters.**

- i. Preparation and submission of GST Returns electronically as per statutory requirement.
- ii. Attending to previous pending assessments. As such there is no old pending assessment. Chartered Accountants firm may ensure itself by visiting the SRIC office, the quantity of such pending case(s).
- iii. Providing all latest amendments through letters periodically and promptly.
- iv. Preparation to appeals in respect of all GST matters.
- v. Any other GST related matter which the Institute may seek the advice/opinion of the Firm.
- vi. Consolidation of all the data required and depositing the GST.
  - (a) Advising on applicability of GST on various services rendered by the Institute.
  - (b) Advising on all matters/items covering its scope and applicability in case of agencies from whom Institute is availing the services.
- vii. Co-ordination with Institute in all GST matters and visiting Institute for discussion.
- viii. Assessment of GST in MANDI and attending the assessment proceedings and preparation of replies for submission to authority's up-to the level of Commissioner, GST.

## **SCHEDULE-5**

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

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

## **SCHEDULE-6**

### **Scope of work with respect to GST/VAT / WCT Returns**

- i. Compilation of data and creation of text file for filing of GST/ VAT / WCT returns.
- ii. Filing GST/VAT/ WCT returns monthly/quarterly as applicable.
- iii. Preparation of detailed replies and submission of enquiries raised.
- iv. Attending to appeals, if any on GST/VAT/WCT matters.
- v. Generation of GST/VAT/WCT Certificates.
- vi. Advising applicability of GST/VAT/WCT.
- vii. Providing all latest amendments through letters to Institute periodically and promptly on a regular basis.

## **SCHEDULE-7**

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

Some of the Research Agencies asked for signing of Utilization Certificates by the Chartered Accountant Firm. It is estimated that number of certificates are not more than 50 in a year. However, actual figure may be verified.

## **2 (c) Time Period**

The Chartered Accountant firm will be required to provide the desired services initially for a period of One year i.e. F. Y 2018-19 which may be extendable for another period of two years (on yearly basis) on satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

## **2 (d) Support and Inputs to the Firm**

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

## **2(e) Eligibility Criteria**

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

- i. 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,
- ii. The Firm should have been in operation for at least 5 years after its registration.
- iii. The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG).
- iv. The Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years i.e. ( 2015-16 , 2016-17 and 2017-18) must be equal to or more than Twenty Five lakhs (25 lakhs),

## **2(f) 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. Based on performance, the Institute will consider giving 10 % increase every year on the price of the previous year for the next two financial years, if the contract is extended beyond 2018-19.
- ii. Any increase in statutory taxes during the contract period will be borne by the Institute.
- iii. TDS under Income tax will be deducted at applicable rates.
- iv. 20% payment shall be made on quarterly basis at the end of each quarter for first three quarters, 30 % payment will be made after finalization of Annual Accounts and remaining 10 % after satisfactory completion of audit by the C.&A.G. of India.
- 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 services. The decision of the Institute will be final in this regard.

### **2(g) Performance Security**

The successful bidder will be required to deposit 10% of the bid amount towards Performance Security in the form of Bank Guarantee before execution of the agreement. The Bank Guarantee must be valid upto 31<sup>st</sup> July 2019. In case of further extension of the contract the Bank Guarantee will also be renewed accordingly on yearly basis i.e. up-to 31<sup>st</sup> July 2020 and 31<sup>st</sup> July 2021 respectively.

### **2(h) Arbitration Clause**

In the event of any difference or dispute arising out of this contract, all efforts shall be made by both the Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

## **(A) SUBMISSION AND EVALUATION OF THE BIDS**

### **3(a) Submission of Bids**

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

- i) Earnest Money Deposit (EMD) of **Rs. 25000/-** in the form of Demand Draft.
- ii) Qualification Criteria as per **Annexure-A & B** along with all supporting documents.
- iii) Financial Bid as per **Annexure -C**.
- iv) Tender Fees (non-refundable) of Rs.1000+GST @18% and Earnest Money Deposit (Refundable), (2) Prequalification cum Technical Bid and (3) Financial Bid should be submitted in three different envelopes and all envelopes should be subscribed "BIDS FOR SELECTION OF CHARTERED ACCOUNTANT FIRM FOR THE YEAR 2018-19" and all the three envelopes should be sealed in one main envelope and subscribed "BIDS FOR SELECTION OF CHARTERED ACCOUNTANT FIRM FOR THE YEAR 2018-19". The **technical bid shall not contain any indication of the price** offered for the job for which Bid 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.
- v) All the pages of the Bids document including the annexures and copies of certificates

should be signed by the authorized person of the Firm, along with the seal of the firm.

vi) Cutting or overwriting shall be avoided. If any, it shall be initialled properly.

vii) The last date for submission of Bids is **08<sup>th</sup> August 2018 up-to 04:00P.M.** The address for submission of bids is as follows:

Dean Finance & Accounts,  
Finance & Accounts Office,  
Indian Institute of Technology Mandi  
Kamand Campus, Kamand Distt. MANDI-175005 (H.P.)

The Applicant can submit the Bids by registered post /courier/Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Bids for any reason will be entertained. Any Bids received by the Institute after the deadline shall not be opened.

### **3(b) Last Date of Submission of Bids**

Last date of submission of the Bids is **08<sup>th</sup> August 2018 by 04:00 PM**

### **3(c) Date of opening of the Bids**

The authorized representatives of the firms carrying authority letter may attend the bid opening. The Technical Bids will be opened on **08<sup>th</sup> August, 2018 at 04.30 p.m.** The financial bid opening will be communicated to technical qualified bidders only.

### **3(d) Evaluation of Bids**

The Bids will be evaluated by a Committee appointed by Institute. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bids are given weight age of 50 and 50 respectively.

**Technical and Financial Evaluation Criteria**

<b>1</b>	<b>Experience of the Firm</b>		<b>50</b>
(a)	<b>Firm's Existence in years after its registration</b> For 5 Years 5 marks and 1 extra mark for every additional completed year and maximum 10marks.		<b>10</b>
(b)	<b>Location of the firm</b>		<b>10</b>
	Firm having office outside MANDI	2	
	Firm having office at MANDI	8	
(c)	<b>Experience of the firm in doing similar work of Central Autonomous Educational Institutions-</b> Minimum 3 year (For IITs 5, For NITs 3 and other educational Institute 2)		<b>10</b>
(d)	<b>Experience of handling following work in Govt. Educational Institutions / Central Autonomous Bodies / Central Government funded Organizations / Institutions / Public Sector Undertakings</b>		<b>20</b>
	(i) Filing of Annual Income Tax Returns & e-TDS Returns filing.	5	
	(ii) Preparation and Verification of Annual Accounts on Accrual basis.	5	
	(iii) Services related to GST Matters.	5	
	(iv) Filing of FCRA Returns Preparation of FC-3 form Off-line and On-line.	5	
02	<b>Total Technical Score</b>		<b>50</b>
03	<b>Score on financial Proposal*</b>		<b>50</b>
	<b>Grand Total (02+03)</b>		<b>100</b>

**\* Formula for calculation of Financial Proposal**

The technically evaluated and accepted proposal with least financial cost (i.e. L1) will be assigned a score of 50. The score of other technically accepted firms will be evaluated as per following formula:

$$= (L1 \text{ amount}) \times (50) / (\text{Financial amount of bid being evaluated})$$

**Note: The firm having technical score of less than 25 will be rejected. The firm having maximum total score i.e. technical score plus financial score will be selected for the award of work. However, a panel of two firms according to their scores will be made. In case of any firm fails to complete the assigned work the Institute may assign the work to the next bidder as given in the panel.**

**3(e) Earnest Money Deposit**

Earnest Money Deposit of **Rs. 25,000/-** by way of Demand draft in the name of **Registrar, IIT MANDI**, payable at **MANDI** should be submitted along with the bid. The EMD amount will be returned to the unsuccessful firms after finalization of the bid without interest. In respect of the successful bidder, the EMD will be returned after execution of the agreement.

## Annexure-A

### 3(f) PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No.	Criterion	Details	
1.	Office Address of the firm		
	Name and address of the authorized official		
	Telephone No Mobile: E-mail:		
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and registration under Service Tax <i>(Provide copies of all registration certificates)</i>	Registered with ICAI, then mention Registration Number (Date of Registration No.)	
		PAN of the CA Firm	
		Service Tax Registration No.	
3.	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG) <i>(Provide copy of all necessary evidence)</i>	Empanelment Number	
4.	The CA Firm should be in operation for at least 5 years after its registration <i>(Provide necessary evidence)</i>	Year of Registration/ Starting of operation	
		Nos. of years in operation after registration (in years)	
5.	Average Annual Income of the CA Firm for the last 3 (three) years i.e. (2014-15, 2015-16 & 2016-17) ending on 31 <sup>st</sup> March, 2017 [Must be equal to or greater than (25) (Twenty Five Lakhs) <i>(Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31<sup>st</sup> March, 2017 along with documents as per annexure-B)</i>	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 (three) years ending on 31 <sup>st</sup> March, 2017 Rs (in figure) ..... ..... Rs. (in words) ..... .....	
6	Experience of the firm in doing similar work of Central Autonomous Educational Institutions ( Please give name and attached documents in support)		

7	<p>Experience of handling following work in Govt. Educational Institutions / Central Autonomous Bodies / Central Government funded Organizations / Institutions / Public Sector Undertakings</p> <p>(i) Filing of Annual Income Tax Returns &amp; e-TDS Returns filing.</p> <p>(ii) Preparation and Verification of Annual Accounts on Accrual basis.</p> <p>(iii) Services related to Service Tax Matters.</p> <p>(iv) Filing of FCRA Returns Preparation of FC-3 form Off-line and On-line</p> <p>(Please give name of the organization(s) and attach documents in support). You may attach extra sheet / annexure, if required.</p>	
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Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

Date:

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

SEAL:

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

## **Annexure-B**

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

<b>Particular</b>	<b>Financial Year 2014-15</b>	<b>Financial Year 2015-16</b>	<b>Financial Year 2016-17</b>	<b>Average Annual Income</b>
Annual Income* (Rs. In Lakhs)				

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

**SEAL:**

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

**Date:**

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

## Annexure-C

### FINANCIAL BID

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees (in Figure)	Rupees (in Words)	
A.	Fees for the Financial Year 2018-19 *			The firm will raise bills as mentioned in payment terms
B.	Preparation of item/article wise Assets Register			
C.	Fee for Utilization Certificates ( UC's)  (100X Rate per UC)**  100 X _ _ _ _ _			The firm may raise the bills quarterly for the actual numbers of Utilization Certificates
D.	Issue of Form 15CA and 15CB			
E.	For Filing all kinds of TDS/GST/Income tax return			
	<b>Total without GST*** ( A + B+C+D+E)</b>			

\* The quoted fee should be all inclusive except GST i.e only the professional fee mentioned in A & B above will be paid and no other charges on account of travelling, accommodation, food and other expenses will be paid. However, the facility related to printing, stationery and computers etc will be arranged by the Institute.

\*\* Some of the Research Agencies asked for signing of Utilization Certificates by the Chartered Accountant Firm. It is estimated that number of certificates are not more than 50 in a year. Bidder may quote its charges for signing Utilization Certificates on per certificate basis. Calculation will be done on the assumption of 100 certificates per year for deciding the L-1. However, the payment will be made as per the actual quantity.

\*\*\* GST will be paid extra as applicable. Statutory Changes in GST rate if any shall be borne by the Institute.

**Deductions shall be made by the Institute as per statutory rates and norms wherever applicable**



We undertake that:

1. The rates quoted above by us will not change during the Contract period. We also accept the payment schedule/payment terms.
2. In case of extension of contract beyond 2018-19 for next two years we are bound to accept upto 10% increase only as notified in the bid document.

**SEAL:**

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

**Date:**

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