



भारतीय प्रौद्योगिकी संस्थान पटना
INDIAN INSTITUTE OF TECHNOLOGY PATNA

बिहटा, पटना-801106, बिहार, भारत
Bihta, Patna – 801 106, Bihar, INDIA

E-PROCUREMENT MODE

Tender Reference No.: IITP/S&P/EPR/9/FA-14/2022-23
E-tender for Empanelment of Chartered Accountant Firm in
IIT Patna.

Documents to be submitted online only



भारतीय प्रौद्योगिकी संस्थान पटना INDIAN INSTITUTE OF TECHNOLOGY PATNA

बिहटा, पटना-801106, बिहार, भारत
Bihta, Patna – 801 106, Bihar, INDIA

Tender Reference No. IITP/S&P/EPR/9/FA-14/2022-23

Date: 09.09.2022

Indian Institute of Technology Patna is in the process for empanelment of Chartered Accountant Firm for preparation of annual accounts and conducting internal audit for FY 2022-23, extendable for another 01 year based on performance.

Name of the work	Empanelment of Chartered Accountant Firm as per details mentioned in Annexure-I
Earnest Money Deposit	Rs. 4,500.00 (Rupees Four thousand five hundred Only)
Delivery Schedule	As per scope of work
Estimated Cost	₹ 2,10,000.00 (Rupees Two Lac Ten Thousand Only)
Last three year's award value:	
Financial Year	Award Value
2019-20	₹ 76,700.00 (Inclusive of GST)
2020-21	₹ 1,88,800.00 (Inclusive of GST)
2021-22	₹ 1,76,292.00 (Inclusive of GST)
Online Tender Fee and EMD Submission: Bidder can submit their EMD online by visiting below link: https://www.onlinesbi.com/sbicollect/icollecthome.htm	
Note:- Tender Reference Number should be mentioned for the purpose of EMD submission. Following webpage may be referred for the instructions related to fee submission; https://www.iitp.ac.in/images/pdf/snp/SBI%20I-Collect.pdf	
Submission of Bids Online: Interested parties may view and download the tender document containing the detailed terms & conditions from the website; https://eprocure.gov.in/eprocure/app	

1. Detailed Tender Documents may be downloaded from Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) and from our website (<https://www.iitp.ac.in/>).
2. All details /document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website & also at CPP Portal.
3. **No manual bid will be accepted. All quotations (both technical & financial) should be submitted in the e-procurement portal only.**
4. IIT Patna shall not be responsible for non-receipt of bid due to internet issues or any other reasons.

CRITICAL DATES

Publishing Date	12.09.2022 (03:00 PM)
Document Download / Sale Start Date	12.09.2022 (03:00 PM)
Bid Submission Start Date	12.09.2022 (03:00 PM)
Last Date & Time of Submission of Bids (Technical & Financial Bid)	03.10.2022 (03:00 PM)
Opening Date & Time of Technical Bids Online	04.10.2022 (03:00 PM)
Address of Communication	The Registrar (for Stores & Purchase), Indian Institute of Technology Patna Kanpa Road, Bihta, Patna, Bihar-801106 Phone: 06115-233-683
For taking technical assistance regarding bid submission, if any	CPP Portal Website: https://eprocure.gov.in Help Desk Number 0120-4200462, 4001002, 4001005 and 4001005.

DY. REGISTRAR (S&P), IIT PATNA

SCOPE OF WORK

Indian Institute of Technology Patna, (hereinafter referred to as the “IIT Patna” or ‘The Institute’) invites Tender from well-established reputed Chartered Accountancy Firms (Hereinafter called ‘Firm’/ ‘Contractor interchangeably) having relevant experience in providing Accounting and Auditing services.

The scope of work is as under:

- (a) Preparation, finalization and Certification of separate and consolidated Annual Accounts of IIT Patna and its unit/ office with Annual Utilization Certificate (UC), Statement of Expenditure (SoE), Balance Sheet, Income & Expenditure Account, Receipt & Payment Account with relevant Schedules, according to the Uniform Format for Autonomous Bodies issued by Ministry of Education (MoE) and presentation of Annual Accounts before the Finance Committee & Board of Governors (BoG), IIT Patna. **The Annual Accounts of the Institute for the FY 2022-23 must be prepared and submitted by the CA firm in the prescribed format of MoE by 7th May 2023.**
- (b) Certification/Signing of Utilization Certificate (UC of various Research Projects of IIT Patna, in the prescribed format of the Funding Agency) as and when required by the funding agency.
- (c) Compilation and Certification of Annual Books of Accounts in Hindi and English language so as to ensure their arithmetical and statutory accuracy as well as its presentation.
- (d) The CA firm will ensure Internal Audit of Accounts and submission of Audit Report before finalization of books of accounts of the Institute. Vouchers will be checked on monthly basis and reports should be prepared accordingly. The articles/ staff of the firm are required to visit IIT Patna at least for 10 working days in a month.
- (e) Checking of day to day financial transactions so as to ensure compliances related to General Financial Rules (GFR), Accounting Standards, Correct classification of expenses, Use of correct ledger and cost center in accounting, Arithmetical accuracy, Compliance related to various tax laws such as TDS, GST etc.
- (f) The Chartered Accountant Firm will advise IIT Patna to any taxation matter related to the Institute and submit the reply to the query of taxation authority.
- (g) Scrutiny of monthly salary bill and payment of various allowances, to ensure correct disbursement, correct deduction of NPS, Income Tax, and other statutory dues from salary.
- (h) Checking and ensuring timely payment of various statutory dues Including TDS, NPS, GST etc. to respective authorities well before the respective due dates.
- (i) Calculation of Income Tax liabilities of the employees after considering the declaration and proof of Investment given by employees, and correct deduction of Income Tax from the salary of the employees.
- (j) Scrutiny of Bank Reconciliation statement, Advances to suppliers, contractors and employees, release of security deposit and EMD.
- (k) Reconciliation of fees received and other dues from students, distribution of fees in various sub heads, release of Assistantship and Caution Money.
- (l) Verification of investment of various funds (including Corpus).

- (m) The CA firm will be member of the Investment Committee of the Institute.
- (n) Reconciliation of all receipts with Bank Statement.
- (o) CA firm shall be responsible for ensuring accuracy of books of account, files, bank reconciliation statements, stock register, assets register (consumable and non-consumable), salary register, entries in software and all the financial transactions on monthly basis.
- (p) Providing all required information and facilitating audit of accounts conducted by CAG and other agencies.
- (q) CA firm shall be responsible for ensuring compliances of various tax laws.
- (r) Appearing on behalf of IIT Patna in all taxation proceeding before various Tax Authorities Income Tax/GST/ etc.
- (s) Advising on applicability of any other taxes, rules, laws, regulations which may be applicable to IIT Patna and all matters/items covering its scope and applicability in case of agencies from which IIT Patna is availing the services.
- (t) Advising on preparation of Annual Budget and Controlling thereof.
- (u) Preparation of various reports /information required by any ministries/MoE.
- (v) Preparation of Monthly reports, MIS, other reports required by the management.
- (w) Certification regarding the accuracy of Accounts being maintained at IIT Patna on monthly basis.
- (x) Any other work but not limited to Finance & Accounts, as assigned by the Competent Authority.

INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/ obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)
3. For Registration, Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link *”Click here to Enroll”. Enrollment on the CPP Portal is free of charge.
4. Foreign Bidders have to refer “DSC details for foreign Bidders” for Digital Signature Certificate requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page> and the remaining part is same as above and below.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
6. IIT Patna reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The technical committee constituted by the IIT Patna shall have the right to verify the particulars furnished by the bidder independently.
8. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. IIT Patna before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
9. The item should be delivered at IIT Patna, Kanpa Road, Bihta, Patna-801106, Bihar, INDIA and the supplier shall be responsible for any damage during the transit of goods.
10. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
11. Interested bonafide and reputed manufacturers/India agents (on behalf of their foreign principals) may submit Online bids for each of the above equipment along with all requisite documents and scanned copy of Tender Fee / EMD submission reference.
12. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
13. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
14. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. IIT Patna reserves the right to accept or reject any or all the tenders.
15. The detailed instruction for Online submissions of bid(s) through e-Procurement module of Central Public Procurement of NIC, the bidder(s) may visit the following link:- <http://eprocure.gov.in/eprocure/app?=HelpForContractors&service=page>

INSTRUCTIONS FOR ONLINE BID SUBMISSION

(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in

which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

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

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

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

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

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

3) Bidder has to select the payment option as "offline" to pay the tender fee/ EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

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

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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

9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

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

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

GENERAL TERMS AND CONDITIONS

01. **Rates:** Rates quoted must be on F.O.R basis for IIT Patna, on DOOR DELIVERY Basis, with break up as per details given in BoQ.
02. **Validity:** The validity period of the offer should be clearly specified. It should be at least for 120 days from the last date of submission of quotations.
03. **EMD & Tender Fee:** EMD & Tender Fee (if any) should be submitted in the Institute's Account using i-Collect of SBI. The details may be seen on following webpage:
(<https://www.iitp.ac.in/images/pdf/snp/SBI%20I-Collect.pdf>)
04. **Period of Contract:** Initially for one year, and can be extended on awarded rates and terms of conditions of the tender document for another one year on satisfactory performance on year to year basis. Vendor has to provide the price for another one year which will be considered for the selection of lower vendor during bid evaluation process.
05. **GST Certificates & TDS:** Scanned Copy of GST Certificate must be uploaded with technical bid. Appropriate GST deduction at source will be applicable.
06. **Late and delayed quotation:** Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall then automatically be the prescribed date of closing/opening of the quotation with no change in timing.
07. **Ground for Rejection of Quotation:** The quotations are liable to be rejected if the foregoing conditions are not complied with. The quotation should be complete in all respects if a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered. The quotations shall be rejected if the information, on the outer cover of the bid, is not provided in the format given in the table in Page 1.
08. **Payment:** 100 % after successful completion, submission of detailed Internal Audit Report along with financial statement of the Institute and approval from Board of Governors (BoG). The payment will be made generally through RTGS / FUND TRANSFER. Following information must be clearly written in the uploaded bank details for RTGS / FUND TRANSFER: -
 - (a) Name of the Firm with complete postal address
 - (b) Name of the Bank with Branch where the Account exist
 - (c) IFSC CODE
 - (d) ACCOUNT No
 - (e) PAN No
 - (f) GST/TIN No
09. **Liquidated Damage:** If a firm accepts an order and fails to execute the order in part or in full, as per the terms and conditions stipulated in the Purchase Order, it will be open to the institute to recover the liquidated damages from the firm at the rate of 0.5% per week of the order value subject to a maximum of 10% of the order value. It will also be open to the institute alternatively, to arrange procurement of the required stores/service from any other source at the risk and expense of the defaulter firm/vendor, which accepted the order but failed to execute the order according to the stipulated agreed upon. Defaulter vendor(s)/ firm(s) are also liable for blacklisting.
10. **Termination for default:** Default is said to have occurred
 - (a) If the supplier fails to deliver any or all of the goods/ items/ services within the time period(s) specified in the purchase order or any extension thereof granted by IIT Patna.
 - (b) If the supplier fails to perform any other obligation(s) under the contract.
 - (c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 04 days after receipt of the default notice from IIT (or takes longer period in spite of what IIT may authorize in writing), IIT may terminate the contract / purchase order in whole or in part.
11. **Applicable Law:**
 - (a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing, as may be applicable upon IIT Patna.
 - (b) All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Patna, India only.
 - (c) Any dispute arising out of this purchase shall be referred to the Registrar IIT Patna, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, (to be appointed by the Director of the Institute). The decision of such Arbitrator shall be final and binding on both the parties.

12. The acceptance of the quotation will rest solely with the Registrar, IITP, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all of the quotations received without assigning any reason(s).
13. **Important:** The Director may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lowest bid. The institute at its discretion may change the quantity / upgrade the criteria / drop any item, at any time before placing the Purchase Order.
14. **Force Majeure:** The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - (i) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - (ii) If a Force Majeure situation arises, the Supplier shall promptly notify IIT Patna in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
15. It is the sole responsibility of the vendor/firm to comply with all labor laws applicable during execution of service in IIT Patna for safeguard of their employees.
16. IIT Patna will deduct statutory taxes applicable at the time of making payment to the vendor from regular Bill/Invoice of the vendor and only net payment will be released to the vendor.
17. If agency has not completed assigned job as per the satisfaction of IIT Patna then IIT Patna will engage some other agency for completion of work and actual expenditure incurred by IIT Patna will be recovered from the due payment of service charges.
18. The in general Printed conditions of supply of the firm, if any, will not be binding on the Institute.
19. Any bidder from other countries (outside India) is not eligible to bid in this tender. Bidder for the purpose of this clause means:
 - a. Any entity incorporated, established or registered outside India; or
 - b. A subsidiary of an entity incorporated, established or registered outside India; or
 - c. An entity substantially controlled through entities incorporated, established or registered outside India; or
 - d. An entity whose beneficial owner is situated outside India; or
 - e. An Indian (or other) agent of entity incorporated, established or registered outside India; or
 - f. A natural person who is a citizen of other countries; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above (a to f).

SPECIAL TERMS & CONDITION

(In case of any contradiction between General Terms and Special Terms, the information mentioned as Special Terms will prevail.)

1. The bidder must sign all the pages of the bid document.

2. **ELIGIBILITY CRITERIA:**

Minimum eligibility criteria: - All interested parties must meet following criteria and must enclose their supporting documents along with the Bid:-

SL No.	Criterion	Documents to be provided
1	The Firm must be registered with The Institute of Chartered Accountants of India.	Copy of CA registration Certificate with ICAI.
2	The Firm should have at least 05 years of experience in preparation of Accounts & Audit since the date of Registration of the firm.	Documents related to proof of work completion.
3	The Firm (CA Firm) should have a turnover of Rs.20.00 lakh per annum in last 03 (Three) consecutive financial years. For this purpose last financial year would be considered as the one ended on 31.03.2021	Copy of Audited P/L Account and Balance Sheet.
4	The Firm has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2018-19, 2019-20 & 2020-21).	Copy of Audited P/L Account and Balance Sheet.
5	Bidder should be registered with Income Tax and Goods & Service Tax departments.	Copy of PAN Card and GST Registration Certificate
6	The Firm should be empaneled in the approved list of C&AG	Copy of empanelment with C&AG with period of empanelment
7	The Firm may be Partnership or Proprietorship Firm.	Copy of Registration certificate.
8	The Firm should have minimum 5 number of Staff (Article/Audit Clerks/Regular staff)	Self-Declaration.
9	The Firm or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been found guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations	Self-Declaration.
10	The Firm should have experience during last five years in Central Autonomous Bodies or Centrally funded Educational Institutions/ Universities for following works: 1. Preparation of books of Account 2. Conducting Internal Audit	Copies of work order and work completion certificate should be enclosed.
11	The head office/branch office of the firm should be in Patna.	Copy of address proof.

3. **TERMS OF PAYMENT:**

100 % after successful completion, submission of detailed Internal Audit Report along with financial statement of the Institute and approval from Board of Governors (BoG).

Information about the firm

1. Name of firm:
2. Head Quarter Address/ Regd. Address/
Corporate Address:
3. Name of responsible person, contact no.
and details who will coordinate with
IIT Patna for Works of Accounts/Audit:
4. Whether the firm is empanelled with any
statutory body for conduct of audit for the year
2021-22 onwards (enclose copy):
5. Stability of firm:
 - i) Age in Years :
 - ii) No. of Branches & Addresses (full details-
Including email & mobile No.):
6. Man Power Available (Human Resources):
(Name & address) (Separate list may be provided)
7. No. of Partners. :
 - i) No. of Qualified Chartered Accountants:
 - ii) No. of Article /Audit Clerks: -
8. Professional Experience (Proof to be enclosed)
Internal Audit conducted/Finalization of Annual Accounts of the Autonomous Bodies or Centrally
funded Educational Institutions/ Universities:

S. No.	Name of the organization & Address	Period of assignment	Turnover(in Crores)
9. Income Tax Return of the firm for last consecutive 3 years, ended on 31.03.2021 (copies to be provided).

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,
The Registrar,
(for Stores & Purchase Section)
Indian Institute of Technology Patna
Kanpa Road, Bihta, Patna, Bihar-801106
Phone: 06115-233-683

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: _____

Name of Tender / Work:-

Dear Sir/Madam,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned "Tender / Work" from the website(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. I/We have read the clause 19 of General Terms & Conditions, regarding restrictions on procurement from a bidder outside the country; I/We certify that this bidder is from India. I/We hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered.
4. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
5. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
6. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department / Public Sector Undertaking.
7. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department / organization shall without giving notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including forfeiture of the full said EMD absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Contact person name and designation:

Email id/ids for communication:

Mobile number :

LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID

1. Scanned copy of certificate of GST.
2. Scanned copy of bank details for NEFT/ RTGS on letter head.
3. Scanned copy of documents as per clause 1 & 2 of Special Terms and Condition (Annexure-V).
4. Scanned copy of information about the Firm (Annexure-VI).
5. Scanned copy of tender acceptance letter. (Annexure-VII).
6. Scanned copy of printout of EMD/Tender Fee submission or exemption certificate for the same.

(Please note that no indication of the rates/ amount be made in any of the documents submitted with the technical bid)

INSTRUCTION RELATED PRICE BID

PRICE BID –

A. Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal / Commercial bid format is provided as BOQ along with this tender documents at <https://eprocure.gov.in/eprocure/app>
2. **Bidders are advised to download this BOQ.xls** as it is and quote their offer / rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper / modify the downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD shall be forfeited.
4. Any element of cost, taxes, duties levies etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.**
5. The tender shall remain valid for acceptance for **120 days**, from the date of tender opening.

B. Break-up of price in PDF format:

The break-up of price should be given in PDF format (Signed Scanned Copy) with details of components with individual prices in the format provide as Annexure-XI.

NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #	
1	Validate Print Help			Item Rate BoQ							
4	Tender Inviting Authority: Dy. Registrar (S&P), IIT Patna										
5	Name of Work: Empanelment of Chartered Accountant Firm in IIT Patna, Bihta, Patna										
6	Contract No: IITP/S&P/EPR/9/FA-14/2022-23										
8	Name of the Bidder/ Bidding Firm / Company :										
9	PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)										
10	Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST in Percentage	GST Amount Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
11	1	2	4	5	12	13	14	15	53	54	55
12	1	Empanelment of Chartered Accountant Firm (As per Scope of Work, per annum)	1	Year	INR			0.00	0.00	0.00	INR Zero Only
13	2	Renewal Charge 2nd year	1	Year	INR			0.00	0.00	0.00	INR Zero Only
14	Total in Figures								0.00	0.00	INR Zero Only
15	Quoted Rate in Words		INR Zero Only								
17											

FINANCIAL BID

(Professional Fees)

1. Name of the Firm:
2. Headquarter/Branch Office Location:
3. Professional Fee:

Sr. No.	Name of work	Quoted Amount (in figure)	Quoted Amount (in words)
i)	As per Scope of Work, 1 st year		
ii)	As per Scope of Work, 2 nd year		
iiI)	GST Rate @.....		
Total (inclusive of all applicable taxes)			

➤ Terms of Payment: -

100 % after successful completion, submission of detailed Internal Audit Report along with financial statement of the Institute and approval from Board of Governors (BoG).

Authorized Signature
With Seal of the Firm

Date: _____