



INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY
DELHI

**REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF CAG - EMPANELED
CA FIRM BY IIIT DELHI**

(RFP No. IIITD/Hiring of services of CA Firm /001/2024-25)

INVITATION FOR BIDS

Indraprastha Institute of Information Technology -Delhi (IIITD), a State University created by an Act of Govt. of NCT of Delhi, invites sealed bids for empanelment of CAG Empanelled CA Firm with details as below:

1. The last date for submission of bid is 25th March 2025 up to 3:00 PM. The RFP Document should be addressed to:

**The Registrar,
Indraprastha Institute of Information Technology -Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.**

The document may be deposited in the Store & Purchase department at the A Wing Room no. 107, First Floor, Store & Purchase Deptt. Old Academic Block of the Institute. Bids received after 3:00 PM will not be accepted or considered under any circumstances.

Initially the empanelment of the selected firm will be made for a period of one year which can be extended up to total three years on an annual renewal basis every year upon satisfactory performance.

Bidding Procedure:

1. Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial.
Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately "Technical Bid for Empanelment of CA Firm" and "Financial Bid for Empanelment of CA Firm" and placing them in a common sealed envelope superscribing "Bid for RFP for CA Firm" addressed to the Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.
2. Sealed quotations shall be received not later than 3.00 P.M. on 25th March 2025. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.
3. Technical bids must contain complete technical details as required by this RFP. The technical bids of all bidders will be opened on a pre-scheduled date, time, and venue. Further, the evaluation of the technical bids will be based on a presentation and interaction with the evaluation committee. The financial bid will be opened only after the evaluation of the technical bids of qualified bidders. The financial bid of only those meeting the Institute's requirements will be opened, and no representation in this regard will be entertained. The date and time for opening the financial bid will be communicated later.

Scope of Work

Checking and verification of the transactions of IIIT-D and IIIT-D Employees' Gratuity Trust (LIC manages funds), to ensure that the annual financial statements, i.e. the Balance Sheet, Income and expenditure account, Receipts and Payments statement together with accounting policies, notes to accounts and connected schedules, are free from material misstatement and are adequate to express a professional opinion as to true and fair view. The work completion report on financial statement for the year should consist of the following:

- (i) Checking and verification of
 - (a.) Balance Sheet,
 - (b.) Income & Expenditure Account
 - (c.) Receipt and Payment Statement
- (ii) Auditors' Confirmations and Certifications as per SA -700 (Revised)
- (iii) Issue of Form 10B/10BB
- (iv) Any additional services that the Institute determines to be appropriate and deems your firm suitably qualified to undertake.

1. Minimum Eligibility Requirement:

Minimum Eligibility Criteria:

- i. The firm must be empaneled with the CAG for the year 2024-25 and shall have a full-fledged registered firm in Delhi. Valid empanelment letter for the year 2024-25 issued by the CAG should be submitted.
- ii. The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. Valid registration letter having particulars of partners, year of establishment, addresses of Head Office and Branch etc., issued by the ICAI should be submitted.
- iii. The firm should share the Average Annual Financial Turnover of related services over the last three financial years; ending on 31st March 2024. Copy of Audited Profit & Loss Account statements, Balance Sheets and ITRs of above FYs must be enclosed as proof in support of this.
- iv. The firm should have minimum three (03) full time partners. Valid registration letter issued by the ICAI should be submitted.
- v. The firm must have a minimum of five (05) years of experience in successfully completing similar work, as defined in the scope of work in Higher Educational Institute. The order/agreement must be in the name of the bidder/firm only. A copy of the work order, contract agreement, or successful completion certificate from any of the aforementioned organizations must be submitted as proof.

2. Terms and conditions:

- i. The initial period of appointment shall be for conducting services as per scope of work for financial year 2024-25. However, based on satisfactory performance, the appointment may be extended for another **one financial year** with 10% increase in professional fee on the same terms and conditions.
- ii. The Institute reserves the right to accept and/or reject any offer without assigning any reasons thereof.
- iii. The Institute reserves the right to terminate the appointment in the event of unsatisfactory performance. If the appointed firm fails to deliver the work/services as specified in the technical and financial bid, the firm shall be blacklisted or subjected to any other appropriate action deemed necessary by the Institute.
- iv. RFP shall be submitted as per the prescribed format only. If submitted in any other form, the same shall be summarily rejected.
- v. Technical and Financial evaluation shall be carried out by a duly constituted committee of the Institute.
- vi. The service provider shall not sublet the contract or transfer the contract to any other service provider or person in any manner.
- vii. Any act on the part of the bidder to influence anybody in the Institute is liable to rejection of his bid.

3. Minimum Fee:

Minimum fee for the scope of work in terms of notification of the Institute of Chartered Accountants of India (Guideline No. 1-CA(7)/03/2016) dated 7th April 2016 and any amendment thereof shall be around Rs.1.02 Lakh (Rupees One Lakh Two Thousand only) all inclusive .

4. Evaluation Criteria:

- I. The appointment methodology for a qualifying criterion in the technical evaluation will be based on the following parameters:
 - a) CAG Empanelment.
 - b) Minimum 5 year of experience is required in Educational, R&D and University or other Institution of higher learning.
 - c) Minimum 3 Chartered Accountants on roll.
 - d) Branch Office in Delhi NCR (A self-certified document in support must be enclosed).

II. The first stage of the technical bids' evaluation has two steps. The details are below:

S. No.	Particular	Maximum Marks
Technical Evaluation		
Step - I		
1	CAG Empanelment	05 marks
2	Number of Year of Experience of similar work in Educational, R & D and University or Other Institution of Higher Learning a) >7 years b) 5-7 years c) 5 years	a) 15 marks b) 10 marks c) 12 marks
2	Minimum three Chartered Accountants on roll	05 marks
3	Branch Office in Delhi NCR (A Self – certified document in support of this must be enclosed)	05 marks
Total		30
Step - II		
4	Presentation	20 marks
5	Interaction with Evaluation Committee	30 marks
Total (Step – I + Step – II)		80
Financial Evaluation		
6	Financial Bid	20 marks
Grand Total (Technical + Financial)		100

Note: Presentation and interaction with the evaluation committee are essential aspects of the evaluation process.

Firms obtaining minimum 20 marks out of 30 in step-I will get qualified for evaluation at step -II. Further, firms obtaining minimum 50 marks out of 80 marks (step -I + step – II) will be considered as technically qualified for opening of the financial proposal. The weightage of financial proposal will be 20 % and lowest proposal will get highest marks.

- III. In this final stage, financial proposal will be opened of the technically qualified firms in technical evaluation.

In the event of the first lowest is more than one, then the financial capability of the firm (average of the turnover of last three years) is to be considered for finalizing the L-1 firm. Decision taken by the Institute, in this regard, shall be binding to all the firms contesting for successful bidder position.

5. Award of Contract:

The successful firm will be notified through email and work award will be issued.

6. Duration of Contract:

The firm will be required to provide the desired services initially for a period of one year i.e. for the FY 2024-25 and which may be renewed up to two (2) years on yearly basis on same terms and conditions with 10% increase in professional fee along with the mutual consent and satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm and issue a fresh RFP.

7. Support and Inputs to the firm:

The Institute shall provide space and support to the firm to perform its services.

8. Payment of fee:

The payment of 'Annual Lump-sum Fee' shall be made against the services provided by firm as per the 'Scope of Work', subject to the following terms and conditions:

- i. The payment during the entire contract period shall be made in accordance with the 'Annual Lump-sum Fee' quoted by the selected bidder in its financial bid and accepted by the Institute. Payment will be released after satisfactory completion of the services.
- ii. GST will be borne by the Institute as applicable.
- iii. TDS under Income tax will be deducted at applicable rates.
- iv. Any other claims will be considered based on specific requirements. The approval for these expenses shall be at the discretion of the Institute.
- v. The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

9. The service provider shall not sublet the contract or transfer the contract to any other service provider or person in any manner.

10. Any act on the part of the bidder to influence anybody in the Institute is liable to rejection of his bid.

11. Dispute Resolution:

In the event of any dispute or differences arising under this contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, the decision of the Director, IIIT-Delhi shall be final and binding on both the parties.

12. Applicable Law:

The Court of Jurisdiction shall be Delhi for all such purposes.

13. Acceptance of bids & Withdrawals:

The right of final acceptance of the RFP is entirely vested with the Institute/Director, IIIT-Delhi, who reserves the right to accept or reject, any of the bid in full or in parts without assigning any reason whatsoever. There is no obligation on the part of Institute to communicate with rejected/ unsuccessful bidders.

After acceptance of the bid, the bidder shall have no right to withdraw his bid. The RFP acceptance authority may also reject all the bids for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

Particulars / Details of the CA Firm (Technical Bid)

S. No.	Particulars	Information
1.	Name of the Firm	
2.	Address	
a	Head Office	Phone No.: E-mail ID: Mobile No. of the Head Office In-Charge
b	Branch Office(s) (Particulars of each branch to be given)	Phone No.: E-mail ID: Mobile No. of the Branch Office In-Charge
3.	Income Tax PAN (Attach copy)	
4.	GST Registration No. (Attach copy of Registration)	
5.	Registration No. with ICAI	
6.	Empanelment No. with CAG (Attach proof of latest empanelment with CAG)	
7.	No. of Years of Existence & Date of establishment (Attach copy of Partnership Deed).	
8.	Total years of experience in the Educational, R&D and University or other Institutions of Higher Learning.	
9.	Turnover in last three years- a) year-wise, b) average. Please specify in provided space. (Attach balance sheet of the last three years)	
10.	Annual Average Turnover with Break-up of Fee, Income Tax matters and others (Specify) (Enclosed a Chart for last 3 years)	
11.	<u>Brief of Relevant Experience:</u> 1. Number of assignments in Educational, R&D and University or other higher learning institutions (Copy of the Letter & the Fee Charged) 2. Number of similar assignments in Social Sector, Commercial/Statutory (Other than Charitable Institutions) (Copy of the Offer Letter & the Fee Charged)	

A. Experience of similar work in Educational, R&D and University or other Institutions of Higher Learning					
S. No.	Name of the Organization	Type/Nature of Assignment	Scope & Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Organization (Pls. attach a copy of the letter)

B. Experience of similar work in Commercial Sector/PSUs etc.						
S. No.	Name of the Organization	Turnover of the Organization	Type/Nature of Assignment	Scope & Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Organization (Pls. attach a copy of the letter)

12. Details of Partners in Continuous Association with the Firm

Name & Membership No. of Partners	Date of becoming ACA and FCA	Date of joining the firm	Qualification	Experience	Whether the partners engaged full time or part time with the firm

A. Details of Qualified Staff (Chartered Accountants)

S. No.	Name of Staff	Length of Association with the Firm(in Years)	Educational Qualifications	Area of key Expertise	Membership No.	Relevant Experience

B. Details of Semi-qualified Staff

S.No.	Name of Staff	Length of Association with the firm(in Years)	Educational Qualifications	Area of key Expertise	Relevant Experience	Remarks
1.						
2.						
3.						

**Signature of Authorized person
with seal of firm**

FINANCIAL BID**(Amount in Rs.)**

Sr. No.	Description	Consolidated fee	Taxes as applicable	Total Amount (inclusive of all taxes)
1	As per scope of work			
	Total			
	Total Amount in words			

**Signature of Authorized person
with seal of firm**

BID FORWARDING LETTER

(To be submitted on the letterhead of the bidder)

Date : _____

To

The Registrar

Indraprastha Institute of Information Technology Delhi

Okhla Industrial Estate, Phase - III

Near Govindpuri Metro, New Delhi - 110020,

Subject: Bid Forwarding

Letter.Ref: RFP No.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the RFP document therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the RFP.

I/ We also keep the offer open for 90 (Ninety) days from the end date of RFP or any amendment thereon.

Yours faithfully,

(Name & signature with stamp of the bidder)

Self-declaration about Non-Blacklisting
(To be submitted on the letterhead of the bidder)

Date : _____

To

The Registrar

Indraprastha Institute of Information Technology Delhi

Okhla Industrial Estate, Phase - III

Near Govindpuri Metro, New Delhi - 110020,

Subject: Self-declaration about Nonblack listing.

Ref: RFP No.

Sir,

In response to your RFP under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past five years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, and participation in the RFP may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

Bidder Information Form
(To be submitted along with Technical Bid only)

1. *[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]*

Date: *[insert date (as day, month and year) of Bid Submission]*

RFPNo.: *[insert number from Invitation for bids]*

01.	Bidder's Legal Name <i>[insert Bidder's legal name]</i>
02.	In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
03.	Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
04.	Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
05.	Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
06.	Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
07.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder _____

Name _____

Business Address _____

Technical Proposal Checklist
(To be submitted on the letterhead of the bidder)

Ref: RFP No.

Sl. No.	Particulars	Supporting Documents Submitted (Yes / No)	Remarks,if any
1	The firm must be empaneled with the CAG for the year 2024-25 for the firm station preferably <u>Delhi</u> or having its branch in Delhi. Valid empanelment letter for the year 2024-25 issued by the CAG should be submitted for CAG Empanelment of Firm.		
2	Registration with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988.		
3	Average Annual Financial Turnover from related services during the last three financial years, ending on 31st March 2024.		
4	Regular office in <u>Delhi</u> .		
5	Details of full time partners. Valid registration letter issued by the ICAI should be submitted.		
6	Experience of similar work, in the Higher Education Institutes.		
7	<p>The following declaration on the letterhead is submitted:</p> <p>a. Forwarding Letter as per the format in Annexure – III</p> <p>b. Self-declaration about Non-Blacklisting as per the format Annexure-IV</p> <p>c. Bidder information form as per format in Annexure – V</p> <p>c. A self-declaration duly signed by an authorized partner of the firm stating that No partner of the firm has been found guilty of professional/ other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Company Accounting</p>		

	<p>Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the assigned work in any manner.</p> <p>d. A declaration on the letterhead duly signed by an authorized partner of the firm verifying that the applicant is independent of the entity to be reviewed that they have no relationship with the Institute to be reviewed (in particular, the empaneled firm should not have any financial or close business relationship with the Institute during the period(s) covered for the review).</p>		
8	Power of Attorney/ Authorization Letter, if RFP is submitted by the authorized partner/ representative of the firm (on the letterhead of the bidder)		
9	Duly signed and stamped of the entire RFP document along with its addendum/ corrigendum, if any		

Declaration

I/We _____ (Name of Authorized Representative of Bidder) of _____ (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the RFP document.

Place: _____ (Name & signature with stamp of the bidder)

Date: _____