



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

**Indian Institute of Technology Jodhpur**

***Inviting RFP for Selection of Chartered Accountant Firm***

**Proposal to be submitted online**

**For**

**(Technical and Financial proposal as per schedule of requirement)**

**NIT No: IITJ/RFP/CA Empanelment/2018-2019/73 dated 11 January 2019**

**Office of Stores & Purchase**

**IIT Jodhpur, Institute Building (East),**

**NH-65, Nagaur Road, Karwar,**

**Jodhpur-342037, Rajasthan**

**Phone: 0291 2801 101, Email: [sps@iitj.ac.in](mailto:sps@iitj.ac.in)**

# Request for Proposal

for

## Selection of Chartered Accountant Firm

**RFP No.: IITJ/RFP/CA Empanelment/2018-2019/73**

RFP Issue Date : 11/01/2019  
Pre Proposal Meeting : 17/01/2019  
Last Date of Submission : 25/01/2019  
Date for opening Technical Proposal : 28/01/2019



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**Indian Institute of Technology Jodhpur**  
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## Request for Proposal

Indian Institute of Technology Jodhpur, (hereinafter referred to as the "IIT, Jodhpur") invites Proposals from well-established reputed Chartered Accountancy Firms (Hereinafter called 'Firm') having relevant experience for providing Accounting and Auditing services at **the Permanent Campus of the IIT, Jodhpur Karwad**. The period of contract is initially for one year and further extendable up to three years based on satisfactory completion of contract every year on mutually accepted terms and conditions, subject to price escalation not exceeding 10% for each such yearly extension.

Indian Institute of Technology Jodhpur invites online proposals for **"Selection of Chartered Accountant Firm"**. All offers should be made in English and should be written in both figures and words. Proposals forms can be downloaded from the CPP Portal (<http://eprocure.gov.in/eprocure/app>) & Institute website <http://www.iitj.ac.in/tenders/index.php?id=equipment>. Firms are requested to read the proposal document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the firms from the tender exercise. The Director, IIT Jodhpur reserves the right to select the firm or to reject any quotation wholly or partly without assigning any reason. Incomplete proposals amendments and additions to proposals after opening or late proposals are liable to be ignored and rejected.

### 1. Instructions for Online Submission of Proposals :

- 1.1. There are various search options built in the CPP Portal, to facilitate proposals to search active proposals 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 publishing on the CPP Portal.
- 1.2. Firm should take into account any corrigendum published on the tender document before submitting their proposals.
- 1.3. Please go through the proposals advertisement and the proposal document carefully to understand the documents required to be submitted as part of the proposal. Please note the number of covers in which the proposals 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 proposal.
- 1.4. The proposals will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical proposal, the firms are required to upload all the documents in .pdf format. All quotation both Technical and Financial should be submitted in the E-procurement portal.
- 1.5. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <http://eprocure.gov.in/eprocure/app>. Digital Signature Certificates

can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

- 1.6. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

## **2. SEARCHING FOR TENDER DOCUMENTS**

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.

## **3. PREPARATION OF Proposals**

- 3.1. Firms should take into account any corrigendum published on the proposal document before submitting their bids.
- 3.2. Please go through the RFP advertisement and the RFP document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the RFP 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.
- 3.3. Firm , in advance, should get ready the proposals documents to be submitted as indicated in the RFP document / schedule and generally, they can be in PDF / XLS formats. Proposals documents may be scanned with 100 dpi with black and white option.
- 3.4. 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 proposal, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Firms. Firm can use “My Space” are available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a proposal and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **4. SUBMISSION OF Proposals**

- 4.1. Firms should log into the site well in advance for proposals submission so that firm can upload the proposals in time i.e. on or before the proposals submission time. Firm will be responsible for any delay due to other issues.

- 4.2. The firm has to digitally sign and upload the required proposal documents one by one as indicated in the RFP document.
- 4.3. Financial proposals must be submitted in PDF format (As per pdf).
- 4.4. 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.
- 4.5. The uploaded proposals documents become readable only after the tender opening by the authorized bid openers.
- 4.6. Upon the successful and timely submission of proposals, the portal will give a successful proposals submission message & a proposals summary will be displayed with the proposals no. and the date & time of submission of the proposals with all other relevant details.
- 4.7. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

#### 5. ASSISTANCE TO Firms

- 5.1. Any queries relating to the RFP document and the terms and conditions contained therein should be addressed to the proposals Inviting Authority for a proposal or the relevant contact person indicated in the RFP document.

Any queries relating to the process of online proposals submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

#### Chapter A: General Terms and Conditions:

1. Offers in the proposal should be written in English and price should be written in *both figures and words*. The offer should be typed or written in pen ink or ball pen. Use of pencil will be ignored. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
2. Technical & financial proposal should be uploaded online. RFPs received beyond last date of proposal submission will be rejected. No RFP will be entertained by E-mail / FAX.
3. Pre-proposal Meeting is scheduled **on 17/01/2019 at 04.00 P.M. at Ground Floor, Meeting Room, Administrative Block (East), IIT Jodhpur**. The prospective applicants are requested to attend the pre-proposal meeting on scheduled date and time.
4. Terms & conditions and any other factor which may affect the contract, shall be open for discussion for wider competition and competitive prices.
5. At any time prior to the deadline for submission of proposals, the IIT, Jodhpur may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by amendment.

6. The amendment will be published on IIT, Jodhpur website and NIC Portal. In order to afford reasonable time to the prospective applicant, in which they can take amendment into account in preparing their Proposal, the IIT, Jodhpur may, at its discretion extend the deadline for the submission of proposal.
7. Technical proposal will be opened **on 28 January 2019 at 4.00 PM** in **Office of Stores and Purchase East Wing, Administrative Block** of the IIT, Jodhpur in the presence of the Applicants or their authorized representative, who are present at the scheduled time.
8. Financial Proposals of only those applicants will be opened, who qualify the eligibility criteria as per the Tender terms and conditions.
9. The applicants are requested to read the RFP document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the applicant from the RFP exercise.
10. The document, duly signed and stamped on each pages, shall be returned in original with the technical proposal as a proof to confirm the acceptance of the entire terms & conditions of RFP, failing which the RFP of the respective Applicant is liable to be cancelled.
11. Any amendment and / or addition made to the RFP are not permissible after opening of the RFP, incomplete RFP(s), will be rejected.
12. **Tender Fee:** The tenderer shall be required to submit the Tender Fee for an amount of **Rs 1,000/- (Rupees Twenty Five Thousand only)** by demand draft drawn in favour of "Director, IIT Jodhpur" payable at Jodhpur. The demand draft for Tender Fee must be submitted in office of Store and Purchase on or before the last date of submission of RFP.
13. **Earnest Money Deposit (EMD):** The tenderer shall be required to submit the interest free refundable Earnest Money Deposit for an amount of **Rs 25,000/- (Rupees Twenty Five Thousand only)** by demand draft drawn in favour of "Director, IIT Jodhpur" payable at Jodhpur. The demand draft for EMD must be submitted in office of Store and Purchase on or before the last date of submission of RFP.
14. RFP should be submitted in two parts consisting of Technical and Financial bid through e procurement portal as described above.

## Chapter B: Evaluation and Selection

1. **Part - I (Technical Proposal):** Technical proposal should contain information regarding constitutional documents (Memorandum and Articles of Association or Registration of Firm etc), Business Turnover, experience in the sector, Compliance to Laws and other relevant documents of the company / firm to enable judging the suitability of the applicant. Self-attested copies of all supporting document(s) should be enclosed with technical proposal in the prescribed format i.e. **Appendix A** which should inter alia contain the documents as per succeeding paras.

(a) **Eligibility Criteria: Firm/ Company** fulfilling the following requirements shall only be eligible to apply:-

- (i) The Firm must be registered with **The Institute of Chartered Accountants of India** and copy of Registration Certificate must be submitted.
- (ii) The Firm must have at least experience of **8 years** in Auditing and Accounting. At least two latest copies of satisfactory work completion certificate must be enclosed with technical proposal.
- (iii) The Firm must have its registered office in Jodhpur.
- (iv) The Firm must have an average turnover of **Rs. 10 Lakh** for the last three Financial Years. Certified financial statements, duly certified by Chartered Accountant(CA) for the past three years, shall be enclosed with the technical proposal in support thereof along with copies of Income Tax return.
- (v) The Firm must have at least two FCA.
- (vi) At least one partners of the firm, must have DISA/CISA qualification.
- (vii) Number of Partners and Employees (Supported by Payroll) must be more than 10. This number should not include any Article assistant or a part time employee.
- (viii) The CA firm or any of its partners/ members has not been debarred and / or blacklisted by any Central Government and / or any State Government Department(s) and the Applicant should not have any litigation in any of the Court(s). An affidavit to that effect on Non-Judicial Stamp paper of Rs 50/- duly notarized shall be enclosed with the technical proposal. The Performa of the affidavit is attached with the RFP as **Appendix C**.
- (ix) Firm must ensure that no litigation is in process against it and a certificate to the effect must form part of the documents.



(b) Documents to be enclosed:

1. Copy of CA registration Certificate with ICAI
2. Copies of Work completion certificates
3. Copies of certified Financial statements
4. Copies of DISA/CISA qualification of partners
5. Payroll and staff sheet
6. Affidavit - Declaration regarding Black listing/ Debar
7. Declaration regarding no litigation pending
8. Such other documents as required by the RFP.

(c) The Applicant shall submit one copy of RFP document and addenda thereto, if any, with each page of this document signed and stamped to as a proof to confirm the acceptance of RFP term & conditions by Applicant.

(d) The proposal of any Applicant who has not complied with one or more of the conditions of eligibility criteria and/or fail to submit the required documents as mentioned/ or required in RFP document are liable to be summarily rejected.

(e) Unresponsive or invalid bids are liable to be cancelled.

(f) Preparation Cost: The Applicant shall solely bear all costs associated with the preparation and submission of the proposals, including the Office visit etc. The IIT, Jodhpur shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the RFP process. In no case such costs shall be reimbursed by the IIT, Jodhpur.

(g) The RFP will be summarily rejected if:

- i. If none of the partner is DISA/CISA qualified.
- ii. Documents are not attached regarding
  - Experience
  - Qualification
  - Number of Employees ( supported by payroll)
  - Turnover
- iii. If any eligibility criteria is not fulfilled.
- iv. Firms with less than 10 employees (Partner and Employees on payroll). Article Assistant must not be included while counting the above number.
- v. Two envelopes for Technical and Financial proposals along with signed copy of RFP are not attached.

(h) **Local Conditions:**

- (i) It shall be the responsibility of each Applicant to be fully informed/ acquaint / familiarize himself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. **The Applicant(s) intending to proposal may visit the IIT, Jodhpur site and make themselves thoroughly acquainted with the local site conditions.**
- (ii) The IIT, Jodhpur shall presume that the Applicant has understood and agreed that all the

relevant factors have been kept in view while submitting the proposal. No financial adjustment arising thereof shall be permitted by IIT, Jodhpur, on the basis of any non-clarity of information about local conditions being pleaded by the Applicant. Further, no claim for financial adjustment will be entertained for being made in the contract awarded on this RFP document.

(i) **Part - II (Financial Proposal):**

- (i) The financial proposal **inclusive of all taxes** must be submitted in the format enclosed with RFP as **Appendix D** in PDF Format on the e procurement portal-
- (ii) The Proposal should be clearly filled or typed and signed in ink legibly giving full address of the Applicant. Applicant should quote the price in figures as well as in words the amount quoted by him. Alteration if any, unless legibly attested by the Applicant with his full signature, shall invalidate the RFP. The RFP should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

- (j) **RFP Evaluation:** IIT, Jodhpur will evaluate all the proposals to determine whether these are complete in all respects as specified in the RFP documents. Evaluation of the proposals shall be done in two stages as:

**Stage - I (Technical Evaluation):** Technical Evaluation will be done on the basis of the documents provided by the applicant keeping them side by side with the terms and conditions of the Tender. Documents will be evaluated for different terms, like eligibility, manner of submission of documents etc. After evaluation of Technical Proposals, a list of the qualifying Applicant(s) will be made. Short-listed Applicant(s) will be informed immediately and they should depute their representative/s to attend the meeting on the scheduled date & time.

**Stage - II (Financial Evaluation):** The financial proposals will be opened only for the eligible applicants as above and shall be evaluated on the basis of *Cost of Assignment (inclusive of all taxes)* as quoted by Applicant(s).

- a) **Award of Contract:** After due evaluation of the financial proposals, the IIT, Jodhpur will award the contract to the applicant who has quoted the lowest *Cost of Assignment*. (Hereinafter referred to as the "Service Provider") at Stage II.
- b) **Commencement of Contract:** The Service Provider must commence the work within 7 days from the date of awarding of work order.

**c) Performance Security**

- (i) The Service Provider shall be required to furnish a Performance Security on or before contract commencement for an amount of **Rs 1, 00, 000/- (Rupees of One Lakh only)** in the form of irrevocable bank guarantee issued by any nationalized bank in prescribed format or FDR.
- (ii) The performance security, as furnished by the Applicant, shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Service Provider under the agreement to be executed by and between the IIT, Jodhpur and the Service Provider.
- (iii) In case the period of contract is extended further by the IIT, Jodhpur in consultation with the Service Provider, the validity of performance security shall also be extended by the Service Provider accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the Service Provider obligations for the extended period.
- (iv) Failure of Service Provider to comply with the requirements of above clauses shall constitute sufficient grounds for annulment of contract and forfeiture of earnest money / performance security.

**d) Termination of Contract:** The IIT, Jodhpur reserves the absolute right to terminate contract immediately:-

- (i) If found that contract continuation with Service Provider is not in public interest;
- (ii) If the Service Provider fails to provide the services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by IIT, Jodhpur.
- (iii) If the Service Provider fails to perform any of the obligation(s) under the contract.
- (iv) If at any later date, it is found that the documents and certificates submitted by the Service Provider have been incorrectly furnished / represented, or in any manner, are forged or have been manipulated.

**Note:** Performance security issued to the IIT, Jodhpur shall be forfeited without any claim whatsoever on IIT, Jodhpur and the Service Provider shall be liable for action as appropriate under the extant laws. The Service Provider is not eligible for any compensation or claim in the event of such cancellation.

## Chapter C: Service Provider's Obligations

**Scope of Work-** The selected Chartered Accountant Firm is required to perform the following tasks:

**(i) General Tasks to be carried out -**

- (a) Checking of day to day all 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.
- (b) Preparation, finalization and Certification of Annual Accounts of the IIT, Jodhpur with Annual Utilization Certificate (UC) (Before 30<sup>th</sup> April of every year for the last preceding financial year), 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 MHRD.
- (c) Preparation, finalization and Certification of Utilization Certificate(UC), Statement of Expenditure (SoE), Receipt & Payment Account with relevant Schedules of various Research Projects of the IIT, Jodhpur, according to the format of the Funding Agency.
- (d) 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.
- (e) 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.
- (f) Checking and ensuring timely payment of various statutory dues Including TDS, NPS, GST etc. to respective authorities well before the respective due dates.
- (g) 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.
- (h) Scrutiny of Bank Reconciliation statement, Advances to suppliers, contractors and employees, release of security deposit and EMD.
- (i) Reconciliation of fees received and other dues from students, distribution of fees in various sub heads, release of Assistantship and Caution Money.
- (j) Verification of investment of various funds (including Corpus).
- (k) Reconciliation of all receipts with Bank Statement.

(ii) **Specific Tasks-**

- (a) CA firm shall be responsible for ensuring accuracy of accounts books, 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.
- (b) Providing all required information and facilitating audit of accounts conducted by CAG, Internal Auditors and other agencies.
- (c) CA firm shall be responsible for ensuring compliances of various tax laws.
- (d) CA firm shall file Income Tax Returns, TDS Returns, GST Returns and other statutory returns/documents well within due dates and entire responsibility shall lie with the firm. **The IIT, Jodhpur will not share any liability arising due to non filing/ late filing of any return / document.**
- (e) Appearing on behalf of IIT, Jodhpur in all taxation proceeding by various Tax Authorities Income Tax, GST, etc.
- (f) Advising on applicability of any other tax, rules, laws, regulations which may be applicable on the IIT, Jodhpur and all matters/items covering its scope and applicability in case of agencies from which IIT, Jodhpur is availing the services.
- (g) Preparation of 15 CA and 15 CB form and other compliances under FEMA, 2000.
- (h) Advising on preparation of Annual Budget and Controlling thereof.
- (i) Preparation of various reports /information required by any ministries/MHRD.
- (j) Preparation of Monthly reports, MIS, other reports required by the management.
- (k) Certification regarding the accuracy of Accounts being maintained at the IIT, Jodhpur on monthly basis.

## Chapter D: Specific Terms and Conditions

- (a) While applying for the Tender, the applicant must carefully consider the factors related to the site of the IIT, Jodhpur, and requirement of manpower and scope of work. The IIT, Jodhpur is located at Karwad Village on NH 65, Nagaur Road and Transport facility to the employees of CA Firm will not be provided by the IIT, Jodhpur. If the applicant refuse/deny the assignment, after award of work, all the concerned actions will be taken by the IIT, Jodhpur to safeguard its interests.
- (b) **Quantum of work and Deployment of Resources:**
- (1) The Chartered Accountant Firm must depute at least one full time regular employee at the IIT, Jodhpur, to carry on the assignment tasks.
  - (2) This team shall be headed by at least an ACA who shall supervise their work on day to day basis.
  - (3) Members of the team must be at least Graduate/Post Graduate in Commerce having sound knowledge of Accounting, Taxation and Finance function.
  - (4) The ACA must visit the IIT, Jodhpur at least on weekly basis and the FCA must visit the IIT, Jodhpur at least on Monthly basis to hold discussion on progress and performance of the work.
  - (5) IIT Jodhpur may have certain documents which are required to be signed by the ACA/FCA immediately on demand like Utilization certificates in case of Project Grants, hence the Service Provider must make enough arrangements that there is no delay in such cases.
- (c) The Service Provider shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The Service Provider shall indemnify the IIT, Jodhpur from any claims in this regard.
- (d) The Responsibility of correctness and accuracy of Accounting Records will lie with the Service Provider.
- (e) A reasonable penalty may be imposed on the Service provider by the IIT, Jodhpur, as decided by it, if it is found that the Service Provider failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Service Provider after giving a written notice.
- (f) Service Provider will maintain high standards of integrity and professional ethics and morality while handling the work of the IIT, Jodhpur and dealing with the IIT, Jodhpur and its officials. If it is found that this condition of confidentiality is compromised by the Service Provider then the IIT, Jodhpur will be at liberty to take further steps (e.g. requesting ICAI for cancellation of license of the Firm) against the Service Provider.
- (g) IIT Jodhpur is an Institute of national importance and hence, the accounting records and information related to the IIT, Jodhpur shall be handled by the Service Provider in a confidential manner and must not be shared with any outsider.
- (h) Notwithstanding anything contained herein above, the IIT, Jodhpur reserves the right to discontinue the services of the service provider in the event their services are evaluated as unsatisfactory at any time during the period.

## Chapter E: Other Terms and Conditions

### 1. IIT, Jodhpur Obligations:

IIT, Jodhpur shall provide the necessary infrastructure facility to the Service Provider as can be reasonably provided.

### 2. Other Important Terms:

- a. Any losses sustained by IIT, Jodhpur due to negligence of Service Provider's services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the service provider) will be recoverable from the Service Provider, as the money value shall be estimated by the IIT, Jodhpur. The decision of the IIT, Jodhpur in this regard will be final and binding on the Service Provider.
- b. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
- c. Any action on part of Applicant to influence any Officer of the IIT, Jodhpur or canvassing in any form shall make the RFP liable for rejection.
- d. The Service Provider shall take adequate care in engaging qualified and suitable manpower, including appropriate verification of their character and antecedent. If in the opinion of the IIT, Jodhpur authorities, the performance of any of manpower deployed is not satisfactory or he / she is not amenable to discipline or their behavior is not conducive to retain them for the work, he / she should be replaced immediately on such request.
- e. Manpower deployed by the Service Provider shall be employee of the Service Provider and Service Provider will be solely responsible for any claim whatsoever arise against any service covered under the contract.
- f. The IIT, Jodhpur shall not be responsible or liable under any laws / or rules or in any case that is in force or that may come in force from time to time in respect of the claim raised by manpower deputed by the Service Provider.
- g. It will be the prime responsibility of the Service Provider to provide a suitable substitute to the IIT, Jodhpur, if any manpower are absent from duties with prior approval from the concerned authority of the Institute.

**3. Arbitration:**

- a. In case of any dispute or difference arising out of or in connection with the RFP conditions / job order and Contract, the IIT, Jodhpur and the Service Provider will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the IIT, Jodhpur.
  - b. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.
4. **Jurisdiction:** The court(s) at Jodhpur alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this RFP / contract. It is specifically agreed that no court outside and other than Jodhpur court shall have jurisdiction in the matter.
5. **Clarification:** The prospective Applicant requiring any clarification regarding the RFP document is requested to contact Accounts section **email id:** [account@iitj.ac.in](mailto:account@iitj.ac.in). Before the deadline of submission of RFP.
6. Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract.



**Annexure A**  
**Format for Technical Proposal (on letter head)**

S No	Descriptions	Information to be filled by the Applicant ( if required separate sheets may be enclosed)	
1.	Name, Address, Mobile No & E mail ID of Applicant with complete contact details		
2.	Type of Organization (Whether proprietorship, partnership, Private limited, limited company)		
3.	Name and Address of the Directors Proprietor /Partners		
4.	Year of formation of the company/ experience as a CA firm		
5.	Details of Registration	R No.	Copy enclosed : Y / N
6.	Income Tax return for the last three financial years (attach copies)	Copy enclosed : Y/N	
7.	Total turnover of the firm during last three financial years (attach copies)	Copy enclosed : Y/N	
8.	(a) GST Number/ Certificate		Copy enclosed : Y /N
	(b) PAN Number		Copy enclosed : Y / N
9.	Any other information		

List of Major Clients, including Govt. Organizations / Academic Institutions.

S.No.	Name of Client with contact Details	Category / Nature of work	Duration of Contract	Volume handled
1.				
2.				
3.				
4.				

Note: - Please furnish at least two references of senior executives as under:-

S. No.	Name with Designation	Name of Company/Firm	Landline No.	Mobile No.	Email ID	Address
(a)						
(b)						

Copies of relevant documents are to be enclosed in support of above information.

Turnover during the last three years

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
1.	2017-18		Y / N
2.	2016-17		Y / N
3.	2015-16		Y / N

Copies of relevant documents are to be enclosed in support of above information.

### Undertaking

- (a) I hereby certify that all the information furnished above are true and correct to the best of my knowledge. I have no objection to IIT, Jodhpur verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- (b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the RFP document and completely accept all of them.

*(Signature of the Applicant)*

Seal & Signature of the authorized signatory of the Firm/ Company



**Annexure C**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN RFP**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.50/- non judicial Stamp paper by the Applicant)

1. I/ We \_\_\_\_\_ (Applicant) hereby declare that the Applicant namely

M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government RFPs in India and has no litigation in any of the Court(s).

(Or)

I / We \_\_\_\_\_ (Applicant) hereby declare that the Applicant namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government RFPs for a period of \_\_\_\_\_ years wef \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm / company is entitled to take part in Government RFPs.

2. In case the above information found false, I / we are fully aware that the RFP / contract will be rejected/cancelled by Director, IIT Jodhpur, and EMD / Performance Security shall be forfeited.

3. In addition to the above, Director IIT Jodhpur will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

Seal & Signature of the authorized signatory of the Firm/ Company

