

**Request for Proposal**  
**for**  
**Selection of Chartered Accountant Firm**

RFP No.: IITJ/RFP/CA Empanelment/2017-2018/13

RFP Issue Date	: 23.08.2017
Pre Proposal Meeting	: 28.08.2017 at 03:00 PM
Last Date of Submission	: 01.09.2017 by 03:00 PM
Date for opening Technical Proposal	: 01.09.2017 by 03:30 PM



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

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## Request for Proposal

Indian Institute of Technology Jodhpur, (hereinafter referred to as the "Institute") invites sealed request for 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 Institute Karwar. 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.

### 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 envelopes should be individually sealed and then placed in a third envelope to be sealed and super scribed with RFP number, due date of submission. RFPs received beyond last date of proposal submission will be rejected. No RFP will be entertained by E-mail / FAX.
3. The RFP shall be submitted in a sealed envelope bearing the following reference on top left corner: "No: IITJ/RFP/CA Empanelment/2017-2018/01" latest by 01.09.2017 by 03:00 PM and addressed to:  
Officer in Charge  
Stores and Purchase Section, IIT Jodhpur,  
Nagaur Road, Karwar, Rajasthan
4. Pre-proposal Meeting is scheduled on 28.08.2017 at 04:00 PM at S 1, Seminar Hall, Administrative Block, IIT Jodhpur. The prospective applicants are requested to attend the pre-proposal meeting on scheduled date and time.
5. Terms & conditions and any other factor which may affect the contract, shall be open for discussion for wider competition and competitive prices.
6. At any time prior to the deadline for submission of proposals, the Institute 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.
7. The amendment will be published on Institute website. In order to afford reasonable time to the prospective applicant, in which they can take amendment into account in preparing their Proposal, the Institute may, at its discretion extend the deadline for the submission of proposal.

8. Technical requirement proposal will be opened on 01.09.2017 by 03:30 PM in S - 1, Seminar Hall, Administrative Block of the Institute in the presence of the Applicants or their authorized representative, who are present at the scheduled time.
9. Date and time of opening of financial proposals will be decided after technical proposals have been evaluated by the Institute. Financial Proposals of only those applicants will be opened, who qualify the eligibility criteria, on the specified date and time. The date, time & place of opening of the financial proposals will be intimated in due course of time.
10. 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.
11. 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 term & conditions of RFP.
12. Any amendment and / or addition made to the RFP are not permissible after opening of the RFP, incomplete RFP(s), will be rejected.
13. Earnest Money Deposits (EMD) The tenderer shall be required to submit the interest free refundable Earnest Money Deposit for an amount of Rs 10,000/- (Rupees Ten Thousand only) by demand draft drawn in favour of "Director, IIT Jodhpur" payable at Jodhpur. The demand draft for EMD must be enclosed in the Envelope X containing the Technical Bids.
14. RFP should be submitted in two envelopes. **Envelope 'X' (Technical Proposal)&Envelope 'Y' (Financial Proposal)**.Both these envelopes shall be packed in **Envelopes 'Z'** and**Envelope 'Z'** should be super scribed as "**RFP for Empanelment of Chartered Accountancy Firm**".
15. 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.

## 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:** Agencies fulfilling the following requirements shall only be eligible to apply:-
    - (i) The Firm must be registered with Institute of Chartered Accountants of India and copy of Registration Certificate must be submitted.
    - (ii) The Firm must have at least experience of 10 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 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.
    - (iv) The Firm must have at least one FCA.
    - (v) At least one partner of the firm should be DISA/CISA qualified. Firm not having any partner who is DISA /CISA qualified will be summarily rejected and their technical evaluation will not be done.
    - (vi) 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**.
    - (vii) Firm must ensure that no litigation is in process against it and a certificate to the effect must form part of the documents.
  - (b) 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.
  - (c) 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.
  - (d) Unresponsive or invalid bids are liable to be cancelled.

(e) **Preparation Cost:** The Applicant shall solely bear all costs associated with the preparation and submission of the proposals, including the Office visit etc. The Institute 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 Institute.

(f) **Local Conditions:**

- (i) It shall be the responsibility on each Applicant to fully inform / acquaint / familiarize himself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All Applicant(s) intending to propose shall visit and make themselves thoroughly acquainted with the local site conditions.
- (ii) The Institute 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 Institute, on the basis of any non-clarity of information about local conditions being pleaded by the Applicant. Further, no claim for financial adjustment being made by the contract awarded on this RFP document will be entertained by the Institute.

2. **Part - II (Financial Proposal):**

- (i) The financial proposal **inclusive of all taxes** will be in the format enclosed with RFP as **Appendix D** in separate sealed cover. Failure to provide price proposal in a sealed separate cover will result in invalidation of the offer.
- (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.

3. **RFP Evaluation:** Institute 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):** Institute will evaluate technical proposals according to the table as given below.

**Technical Evaluation**

S.No.	Points for Evaluation	Particulars	Marks to be Awarded
1.	Experience	More than 10 years and up to 15 years.	20
		More than 15 years and up to 20 years.	25
		More than 20 years.	30
2.	Turnover	Greater than 10 Lakh	20
		Greater than 15 Lakh	25
		Greater than 20 Lakh	30
3.	Number of Partners and Employees (Supported by Payroll and Article assistant should not be included )	More than 10 employees	10
		More than 15 employees	15
4.	Qualifications	All partners DISA/CISA certified.	25
		Others	10

Note: After evaluation of technical proposals on the basis of above criteria, a list of the qualifying Applicant(s) shall be made. Short-listed Applicant(s) shall be informed of the date, time and place of financial proposals opening and they may depute their representative/s to attend the same 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 Service Charges (inclusive of all taxes) as quoted by Applicant(s).

- a) **Award of Contract:** After due evaluation of the financial proposals, the Institute will award the contract to the lowest Applicant (hereinafter referred to as the "Service Provider") at Stage II.
- b) **Commencement of Contract:** The Service Provider shall commence the work from 01 October 2017.
- 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 Institute and the Service Provider.
  - (iii) In case the period of contract is extended further by the Institute 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 Institute reserves the absolute right to terminate contract forthwith, if found that contract continuation is not in public interest such as:-
- (i) 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 Institute. If the Service Provider fails to perform any of the obligation(s) under the contract.
  - (ii) If at any later date, it is found that the documents and certificates submitted by the Service Provider have been incorrectly furnished / represented, in any manner, are forged or have been manipulated, the work order issued to the Service Provider shall be cancelled and performance security issued to the Institute shall be forfeited without any claim whatsoever on Institute and the Service Provider shall be liable for action as appropriate under the extant laws.
  - (iii) 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 task:

**(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 Institute 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 Institute, 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 and Filing of Income Tax Return, TDS Returns, GST Returns etc in time.
- (d) Appearing on behalf of Institute in all taxation proceeding by various Tax Authorities Income Tax, GST, etc.
- (e) Advising on applicability of any other tax, rules, laws, regulations which may be applicable on the Institute and all matters/items covering its scope and applicability in case of agencies from which Institute is availing the services.
- (f) Preparation of 15 CA and 15 CB form and other compliances under FEMA, 2000.
- (g) Advising on preparation of Annual Budget and Controlling thereof.
- (h) Preparation of various reports /information required by any ministries/MHRD.
- (i) Preparation of Monthly reports, MIS, other reports required by the management.

## Chapter D: Specific Terms and Conditions

- (a) **Quantum of work and Deployment of Resources:** The Chartered Accountant Firm will depute dedicated personnel(s) at the Institute, at their own cost, as may be required depending upon the volume of work involved. This team shall be headed by at least one qualified Chartered Accountant, who shall supervise their work on day to day basis. Members of the team must be at least Post Graduate in Commerce and shall be deputed at the Institute on full time basis. The ACA must visit the institute on weekly basis and the FCA must visit the Institute for monthly discussion on progress and performance of the work. 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 Institute from any claims in this regard.
- (b) The Responsibility of correctness and accuracy of accounting records will lie with the Service Provider.
- (c) A reasonable Penalty may be imposed on the Service provider by the Institute, 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.
- (d) The certificate regarding the accuracy of accounts being maintained at the Institute should be given on monthly basis by firm.
- (e) **Service Provider will maintain high standards of integrity and professional ethics and morality while handling the work of the Institute and dealing with the Institute and its officials. If it is found that this condition of confidentiality is compromised by the Service Provider then the Institute will be at liberty to take further steps (e.g. requesting ICAI for cancellation of license of the Firm) against the Service Provider.**
- (f) **IIT Jodhpur is an institute of national importance and hence, the accounting records and information related to the Institute shall be handled by the Service Provider in a confidential manner and must not be shared with any outsider.**
- (g) Not with standing anything contained herein above, the Institute 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. Institute Obligations:

Institute shall provide the necessary infrastructure facility to the Service Provider as can be reasonably provided by the Institute.

### 2. Other Important Terms:

- a. Any losses sustained by Institute 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 Institute. The decision of the Institute 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 Institute 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 Institute 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 Institute 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 Institute, if any manpower are absent from duties.

### 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 Institute 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 Institute.
- 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**. 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.	2016-17		Y / N
2.	2015-16		Y / N
3.	2014-15		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 Institute 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.



**Annexure B**

**Details of Partners and Employees (on letter head)**

Name of Company:

S.No.	Name	Designation	PAN Number	Qualification	Professional Experience	Date of Joining	Contact Number	DISA /CISA qualified
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)

*(Signature of the Applicant)*

Seal & Signature of the authorized signatory of the agency

**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 agency

**Annexure D**

**PROFORMA FOR FINANCIAL PROPOSAL (on letter head)**

Ref No

Date:

1. I / we herewith submit the Financial Proposal for the providing Accounting and Auditing services, as per the details given in RFP document and assessed the scope of works thoroughly and have also gone through the RFP documents and understood the terms & conditions stipulated therein before quoting the rates hereunder.
2. Our service charge is Rs. \_\_\_\_\_ Per year.
3. Our fee is inclusive of all the statutory liability, duties, taxes, fees, other charges.

**D E C L A R A T I O N**

4. I / We undertake that the payment to the employees will be made as per minimum wages rates prescribed by Govt. of India from time to time under Minimum Wages Act.
5. We have gone through the terms & conditions stipulated in the RFP document and confirm to a proposal by the same.
6. No other charges would be payable by Institute.

Seal & Signature of the authorized signatory of the agency

