



National Institute of Technology Goa
Salcete, Cuncolim, Goa 403 703

Tender for CA Empanelment at National Institute of Technology Goa Campus

Tender Schedule

Particulars	Details
Bid Security or Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand only) in form of Demand Draft in favour of DIRECTOR NIT GOA FEES ACCOUNT payable at Farmagudi, Ponda Goa. EMD will be exempted as per GOI Norms.
Date of publication of Tender	01.07.2025
Date of Pre-Bid meeting	11.07.2025 at 11:00 AM
Bid submission start date	01.07.2025
Last date and time for submission of tenders	22.07.2025 by 05:00 PM
Bidding system	Two Bid System
Date and time of opening of Technical bid	23.07.2025 at 10:00 AM
Date and time of the presentation and interaction with the committee	Will be intimated accordingly
Date and time of opening of Financial bid	Will be intimated accordingly
Bid Validity period	90 days from the date of publishing of tender
Email Address for any clarification	ar_af@nitgoa.ac.in


THE REGISTRAR
NATIONAL INSTITUTE OF TECHNOLOGY GOA

Terms of Reference

1. Background:

National Institute of Technology Goa was established in 2010 by the Ministry of Human Resource Development, Government of India and has been recognized as an *Institute of National Importance by an Act of Parliament*. The central focus of the institute is to promote and integrate quality education with research in basic sciences so that undergraduate teaching as well as doctoral and postdoctoral research.

NIT Goa is maintaining its accounts on Accrual Basis, in Tally ERP 9. The accounts of the Institute are prepared as per the prescribed common format applicable to the Central Government Autonomous Bodies, which will be made available to the selected firm. Apart from this all the funds are managed through PFMS (Public Finance Management System Portal) Data from PFMS will also be made available to the selected firm.

2. General Instructions:

- i. The Chartered Accountant Firm is expected to depute dedicated personnel(s) to visit the Sections concerned of the Institute, at least once in fifteen (15) days to verify the transactions and shall report to The Officer In charge, for any deviation in the records.
- ii. Apart from the above deployment the firm should also deploy one full time trained manpower at NIT Goa to assist in the activities with respect to pre-audit and accounting of the Institute on regular basis.
- iii. The certificate regarding the accuracy of accounts being maintained in the Institute should be given on a quarterly basis by the firm.
- iv. The rates must be quoted in view of the quantum of works for each job mentioned as per the scope of work and the quoted fee should be all inclusive except GST. No other charges on account of travelling, accommodation, food and other expenses will be paid. However, the facility related to printing, stationery and computers etc. will be arranged by the Institute for the jobs being executed in the Institute premises.
- v. A reasonable penalty may be imposed on the Contractor / Firm by NIT Goa, as decided by it, if it is found that the Contractor / Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Contractor / Firm after giving a written notice.
- vi. NIT Goa is an Institute of National importance and hence, the accounting records and information related to NIT Goa shall be handled by the Contractor / Firm in a confidential manner and must not be shared with any outsider without permission from the Competent Authority of the Institute. The contractor / Firm will maintain high standards of integrity and professional ethics and morality while handling the work of NIT Goa and dealing with NIT Goa and its officials. If it is found that this condition of confidentiality is compromised by the Contractor / Firm, then NIT Goa will be at liberty to take further steps (e.g. requesting ICAI for cancellation of license) against the Contractor / Firm.
- vii. Jurisdiction: All the disputes, Claims, or differences arising out of or in connection with this tender document/Contract shall be subject to the exclusive jurisdiction of the Competent Courts at Goa. It is expressly agreed that no other Court, Forum or Tribunal outside the state of Goa shall have jurisdiction in respect of any such

matter.

- viii. Dispute and Resolution: All disputes arising out of or in connection with this Tender document/contract shall, in the first instance, be attempted to be resolved through mutual negotiations. If the dispute is not resolved within 30 days, the same shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be NIT Goa. Subject to the above, the courts in Goa shall have exclusive jurisdiction.
- ix. 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.
- x. Any action on part of the Applicant to influence any Officer of NIT Goa or canvassing in any form shall make the tender document liable for rejection.
- xi. The NIT Goa reserves the right to terminate the contract, in whole or in part, at any time by providing the contractor/Service Provider with a 30 days written notice of default, without prejudice to any other remedy for breach of contract.

3. Confidentiality:

- i. The Chartered Accountant(s)/Firm(s) submitting bids in response to this tender shall treat all information, documents, data and communication received from the National Institute of Technology Goa or disclosed in the course of the empanelment and/or performance of services as strictly confidential.
- ii. The bidder/Tenderer shall not disclose or divulge any such information to any third party including but not limited to proprietary or sensitive information, without the prior written consent of NIT Goa, except where such disclosure is required by law or by any regulatory authority.
- iii. The obligation of confidentiality shall survive the completion, expiry, or termination of the empanelment.
- iv. Any breach of confidentiality obligations by the empanelled CA/Firm shall entitle NIT Goa to initiate appropriate legal and disciplinary actions, including but not limited to termination of empanelment, blacklisting, and/or recovery of damages.
- v. The bidder/Tenderer shall ensure that its employees, partners, associates, and agents are bound by similar confidentiality obligations and shall be held responsible for any unauthorized disclosure made by them.

4. Scope of work:

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

- i. Quarterly auditing of books of accounts along with the physical vouchers and submission of Quarterly Audit Report within one month of the quarter end. Report risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation and Suggestion of improvement of the existing system of accounting and management information system from time to time.
- ii. Audit of Purchase files, vouchers, purchase proposals, records of different departments/sections etc. to ensure that the same are being made in compliance to the Institute's rule and procedures, General Financial Rules (GFR) and other applicable rules of Govt. of India.

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- iii. Review and checking of the Grants received and its utilization as per the terms and conditions and verification of expenses with the approved budget.
- iv. Review, checking & reconciliation of tuition fees received by the institution from the students and Income from various sources such as consultancy, rents, and other miscellaneous receipt etc.)
- v. Review and verification of the record/system of bill payment to various contractors and also review the compliance on them with term of contract with user.
- vi. Verification of Bank Reconciliation Statements of Institute accounts.
- vii. Filing of TDS Returns and issuance of Form 16/16A. This includes preparation and filing of correction/revised statements against the defaults generated by TIN-NSDL and against the notices received from the Income Tax Department during the period of engagement irrespective of the period for which the correction statement/return belongs.
- viii. Services related to GST/TDS on GST and GST Returns of all GSTINs of the Institute.
- ix. Filing of Annual Income Tax Return of the Institute. Preparation, vetting and filing of Annual Return of the Institute under Income Tax Act with various disclosures, computation notes and other issues relevant for the purpose of filing of the return. Also includes preparation/review of revised return, if required, to be filed in respect of any financial year.
- x. Review, checking, & applicability of all statutory obligation compliances such as GST, TDS on GST, TDS, Income Tax, NPS, EPF, ESIC etc. and filing of all original & revised statutory return (Income Tax, TDS, GST etc.) on or before the due date.
- xi. Preparation of Annual Accounts of the Institute.
- xii. Assisting in processing International Payments and providing Form 15 CA/15CB or any other related document as per the statutory requirement as applicable to the Institute. (This is as per the need and requirement of the Institute)
- xiii. Advisory regarding receipt of funds for Research from Foreign collaborators/ Organizations, Institutions, Other Organizations/ Pvt. Organizations located in India and GST and TDS applicable on the funds.
- xiv. Advisory regarding FCRA/FEMA as and when required.
- xv. Review and verification of additions to fixed assets, fixed assets register and physical verification.
- xvi. Processing all the Statutory Registrations of the Institute which are required by the Institute for availing the benefits permissible by the GOI.
- xvii. Auditing and Certification of Statement of Expenditure and Utilization Certificate of various sponsored Research Projects as per the requirement of funding agencies irrespective of financial year.
- xviii. Assisting for providing reply to GST/IT department against their queries/notices.
- xix. Compilation of supporting statements and working sheets in respect of all the Schedules (including R&D) and in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet to facilitate Audit.
- xx. Preparation and Verification of Annual Accounts on an accrual basis as per format applicable to Central Higher Education Institutions by the first week of May. The certificate regarding the accuracy of accounts being maintained at the Institute is to be given at the end of the Financial Year.
- xxi. Co-ordination with CAG Auditors in respect of queries raised at the time of Audit.



- xxii. Advisory regarding any other related queries by the Institute.
- xxiii. To review, checking and certification of Utilization certificate, Statement of expenditure, funds received under different research projects, sponsored/funded projects.
- xxiv. Any other related works assigned from time to time.

5. Time Period:

The Chartered Accountant firm will be required to provide the desired services initially for FY 2025-2026, which can be renewed for a further period of two years on a year to year basis on satisfactory performance, duly recommended by the committee constituted for performance assessment.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

6. Support and Inputs to the Firm:

- a) The Institute shall provide adequate office space to the Firm to perform its services. In terms of hardware the Institute will provide computers and printers to the Firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the nature of work.
- b) Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the Institute.
- c) The firm should deploy one full time trained manpower at NIT Goa to assist in the activities with respect to pre-audit and accounting of the Institute on regular basis.

7. Pre-qualification Criteria:

The firm eligible for the bidding process must satisfy the following eligibility criteria:

- i. The Chartered Accountant Firm should have its registered Head office in Goa.
- ii. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and must have Permanent Account Number (PAN) and Valid GST Registration.
- iii. The Firm should have & should at least 2 full time CA Partners. The Firm must have been in a continuous operation for a minimum period of Ten Years from the date of its registration and shall have at least two full time CA partners.
- iv. The Firm should be empanelled with Comptroller and Auditor General of India (C&AG).
- v. The firm's **average annual revenue (gross professional fees)** received during the **last three financial years** — i.e., **F.Y. 2022-23, 2021-22, and 2020-21** — must be **equal to or greater than ₹30 lakhs** (Rupees Thirty Lakhs only).
- vi. The Firm should have at least 3 years of experience of handling the Audit of Central Autonomous educational Institute of repute like (NIT/IIT/IIM/IISER/Central/State funded University)
- vii. The firm should have experience of **at least two audit assignments** in the past involving **autonomous educational institutes of repute** (such as **NIT/ IIT/ IIM/ IISER/ Central Universities, Public Sector Enterprises**, etc.,) with each entity having **receipts of not less than ₹30 crore** in the **last two financial years**. The

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- branch audit of banks shall not be considered for the above purpose.
- viii. The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility/ICAI as on date.
 - ix. There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force.

8. Payment Terms:

The payment shall be made on quarterly basis after satisfactory services dully recommended by the performance assessment committee formed by competent authority provided by firm, subject to the following terms and conditions:

- i. No price variation would be allowed during the contract period.
- ii. Any changes in GST rates or imposition of new tax on this service during the contract period will be borne by the Institute.
- iii. TDS under Income tax will be deducted at applicable rates.
- iv. The Institute reserves the right to deduct 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.
- v. The Service Provider will raise the quarterly bills in duplicate after submission of the quarterly report to the Institute and hold the office till completion of work. The bills of last quarter of the FY will be processed after completion of all financial activities of FY like balance sheet preparation of Annual ITR & GST filling etc.

9. SUBMISSION AND EVALUATION OF THE TENDER:

Submission of Tender:

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

Envelope - 1 (Super scribed as Technical Bid)		
Sl. No.	Document	Content
1.	Technical Bid	Prequalification-cum-Technical bid as per Annexure-A
2.		Sub-Annexure Details of the Chartered Accountants employed/Partners (full time) with the firm (PROFORMA: A1)
3.		Sub-Annexure Details of CA Firm's Professional Income as per PROFORMA: A2
4.		Sub-Annexure Details of CA Firm's Experience of Similar Services as per PROFORMA: A3
5.		Bid Security Undertaking in lieu of EMD as per PROFORMA: A4
6.		Undertaking regarding not being blacklisted as per PROFORMA: A5

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Envelope – 2 (Super scribed as Financial Bid)		
Sl. No.	Document	Content
1.	Financial Bid	Financial Bid as per ANNEXURE –B.

The Prequalification cum Technical Bid and Financial Bid should be submitted in hard copy. The technical bid shall not contain any indication of the price offered for the job for which tender is given by the firm. **In case it is found that the technical Bid contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected.**

All the pages of the Tender document including the annexures and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm.

**And the bidders have to submit their bid hard copy at
To,**

The Registrar,

Administrative Building,

**National Institute of Technology Goa, Kottamol Plateau, Cuncolim,
South Goa – 403703 Goa.**

10. **Amendment of Bidding Documents:**

- Corrigendum, if issued any for the tender, shall form part of the Tender Document. Corrigendum will be posted on NIT GOA website <https://nitgoa.ac.in> and CPP Portal.
- Bidders/Tenderers are requested to visit NIT GOA website regularly and note the corrigendum / amendments to the tender without fail and submit the offer accordingly. NIT GOA will not be responsible for ignorance of corrigendum.
- At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/Tenderer, modify the bidding documents by amendment. The same would also be hosted on the website of the Institute and all prospective bidders/tenderer are expected to surf the website before submitting their bids to take cognizance of the amendments. Bidder/Tenderer who has submitted bids before publishing the amendment may revise their bid incorporating the amendments before the last date of tender.
- In order to allow prospective Bidder/Tenderer's reasonable time in which to take the amendment into account in preparing their bids, the Institute, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Institute.

11. **Bid Security (BS)/ (Earnest Money/ EMD):**

- The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS). **The EMD/Bid security should be submitted Rs. 10,000/-**

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- ii. *Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non-responsive.*

HOWEVER EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

- iii. The bid security of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later.
- iv. EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.
- v. The successful Bidder/Tenderer's bid security will be discharged upon the Bidder/Tenderer furnishing the performance security.

12. **Tender Queries:**

The interested Firms may seek clarification on Tender document from the Asst. Registrar (Finance and Accounts). The firms can also go through the Annual Accounts of the Institute and Common Format of Accounts which will be made available to them on receipt of request. The Firms may visit the Finance & Accounts Section on any working day between 4:00 p.m.to 5:00 p.m., up to two days prior to the bid submission deadline.

13. **Last Date of Submission of Tender:**

Last date of submission of the Tender 22/07/25 upto 17:00 hrs. No application will be entertained if it received after due date and time of tender.

14. **Date of opening of Tender:**

The Tender will be opened at 23/07/25 at 10:00^{AM} hours in the administrative building of the Institute. The authorized representatives of the firms (Applicants) may choose to attend the Tender opening. The authorized representatives must carry authorization letter, if they wish to attend the bid opening.

15. **Evaluation of Tender:**

The Tender will be evaluated by the Institute's designated Committee. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bids are given weightage of 80 and 20 respectively.

16. **Evaluation of Technical and Financial Bids:**

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

Note: Presentation and interaction with the Evaluation Committee form an integral part of the assessment process. Firms securing a minimum of **40 out of 70 marks in Step-I** will qualify for **Step-II evaluation**. Furthermore, only those firms achieving a **minimum of 50 out of 80 cumulative marks** (Step-I + Step-II) will be deemed **technically**

qualified for the opening of the financial proposals. The financial proposal will carry a **weightage of 20%**, with the **lowest quoted proposal receiving the highest score** in this segment.

In the final stage, the financial proposals of firms that are technically qualified in the evaluation process will be opened.

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.

Technical and financial bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical and financial bid evaluation criteria, Each firm meeting the pre-qualification criteria would be evaluated and given a technical score out of 80 marks and a financial score out of 20 marks. Those firms, that do not meet the pre- qualification criteria, shall not be evaluated.

The formula for calculation of financial proposal for the technically evaluated and accepted the proposal with the least financial cost (L1) will be assigned a score of 20. The score of other technically accepted firms will be evaluated as per the following formula:

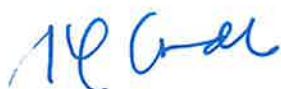
$$= (L1 \text{ amount}) \times (20) / (\text{Financial amount of bid being evaluated})$$

The firm with the maximum total score will be declared successful and awarded the work order. If the final score comes out to be the same for more than one firm, then the decision of the Competent Authority of the Institute shall be final.

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Bid Evaluation Criteria:

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	10 marks
	a) >7 years	10
	b) 5-7 years	08
	c) 5 years	05
3	Registered Office in Goa (A Self –certified document in support of this must be enclosed)	05 marks
4	Experience of handling similar work in IITs/IIITs/ NITs/ Central Universities/ Central Government funded Educational Institutions	25 marks
	(i) e-TDS Returns filing	4
	(ii) Preparation and Verification of Annual Accounts on Accrual basis	4
	(iii) Services related to GST Matters	4
	(iv) Filing of Annual Income Tax Returns/GST/E- Way Bill/ Income Tax Assessment etc.	4
	(v) Providing of opinions on various cases pertaining to taxation matters	4
	(vi) Auditing and Certification of Utilization Certificates/SE of various sponsored Research Projects as per the requirement of funding agencies	3
	(vii) Preparation and issuance of 15CA/15CB	2
5	Average Annual Professional receipts of the Firm (in the last 3 financial years) ended on March 2024	05 marks
	Rupees 20 Lakhs To 30 Lakhs	2
	More than 30 Lakhs And equal to 50 Lakhs	3
	Above 50 Lakhs	5
	Key Experts and Manpower	
6	Number of Chartered Accountants employed/Partners (full time) with the firm	05 marks
	1 to 3	2
	4 to 5	3
	More than 5	5
7	Number of paid staff (Full Time) on the rolls of firm	05 marks
	5 to 10	2
	11 to 20	3
	More than 20	5
	Technical Score (1 to 7)	60 marks
Step - II		
8	Presentation of Audit Plan & Interaction with Evaluation Committee	20 marks
	Total (Step-I + Step-II)	80 marks
Financial Evaluation		
9	Financial Score	x (maximum 20 marks)
	Total Score (Technical + Financial)	100 marks



*** Formula for calculation of Financial Proposal:**

The technically evaluated and accepted proposal with the least financial cost (i.e L1) will be assigned a score of 20. The score of other technically accepted firms will be evaluated as per the following formula;

$$x = (\text{L1 amount}) \times (20) / (\text{Financial amount of bid as quoted price})$$

Note:

1. The firm having score of less than 36 out of 60 in step I of the technical evaluation will be rejected. The firm having maximum total score i.e. Technical score *plus* financial score will be selected for the award of work.
2. If the final score comes out to be same for more than one firm, then the decision of the Competent Authority of the Institute shall be final.

17. Performance Security:

The firm should submit the performance security of 3% of the Order value in the form of FDR in the name of "Director NIT Goa Fees Account" for a validity of 60 days beyond the contract period.


Registrar

National Institute of Technology, Goa

PRE QUALIFICATION CUM TECHNICAL BID

Sr. No	Criterion	Particulars	Page No. of Technical Bid
1	The Firm must have its Registered Head Office in Goa (Submit copy of supporting document regarding address Record with ICAI for address with latest date)	Address of the Firm	
		Name and address of the authorized official	
		Telephone	
		No. Mobile	
		No	
2	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess Permanent Account Number (PAN) under Income Tax and registration under Goods and Service Tax (GST) (Provide copies of all registration certificates)	E-Mail	
		Registered with ICAI, then mention Registration Number (Date of Registration No.)	
		PAN of the CA Firm	
		GST Registration No.	
3	The CA Firm should be in operation for at least 10 years after its registration (Provide necessary evidence)	Year of Registration: Starting of operation: Nos. of years in operation after registration (in years):	
4	CA Firm should have minimum one Chartered Accountant employed/Partner (full time) with the firm. (Submit the proof of the Ownership pattern and the registration certificate of ICAI along with the details of the CA employed/partner (full-time) in PROFORMA A-1)	Nos. of Chartered Accountants employed/Partners (full- time)	

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5	<p>Average Annual Professional Receipts of the CA Firm for the last 3 (three) years i.e. (2021-22, 2022-23 & 2023-24) ending on 31st March, 2024 [Must be equal to or greater than 30 Lakhs]</p> <p><i>[Provide copies of the Audited Financial Statements & ITR for FY 2021-22 & 2022-23 FY 2023-24, sub-annexure, PROFORMA:A2]</i></p>	<p>Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last three years ending 31st March 2024</p>	<p>Rs..... (in figure)</p> <p>Rs..... (in words)</p>	
6	<p>The CA Firm should have experience of preparation of Annual Accounts of IITs/IIITs/NITs/ Central Universities/Central/State Higher Educational Institutions, filing of e-TDS returns (Income Tax) and GST matters of Central Autonomous Bodies</p> <p><i>(Details to be provided as per PROFORMA A-3. Attach copy of the satisfactory work completion certificate issued by the respective Institutes as evidence)</i></p> <p>(Please attach additional sheets, if required.)</p>	<p>Number of years of experience in IITs/IIITs/NITs/ Central Universities/Central Higher Educational Institutions where similar services were provided:</p>		
		<p>Name of such Institutes where similar services are provided:</p>		
7	<p>Numbers of staff on Payroll (Full Time) / Articleship incumbent / Apprentices (if any)</p> <p>(Submit the declaration on the letter head of the firm and signed by the Authorized Signatory)</p>	<p>No. of Payroll Staff (Full Time):</p> <p>No. of Article-ship Incumbent:</p> <p>No. of Apprentices:</p>		
8	Under Taking for Bid Security in lieu of the EMD (PROFORMA A4)			
9	Undertaking regarding not being blacklisted (PROFORMA A5)			

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Sub-Annexure**PROFORMA A1****Details of the Chartered Accountants employed/Partners (full time) with the firm**

Sl No	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1					
2					
3					
4					
5					

Furnish the copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

SEAL

Signature

Date

Name and Designation



Sub-Annexure

PROFORMA A2

Details of CA Firm's Professional Income (Gross Professional Fee earned)

Particular	Financial Year 2021-22	Financial Year 2022-23	Financial Year 2023-24	Average Annual Income
Annual Income* (Rs. in Lakhs)				

* Furnish the Audited Accounts of the Firm along with Copy of the acknowledgement of Income Tax return for FY 2021-22, FY 2022-23 and FY 2023-24

SEAL

Signature

Date

Name and Designation

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Sub-Annexure**PROFORMA A3****Details of CA Firm's Experience of Similar Services in IITs/IIITs/NITs/ Central Universities/ Central Government/State Government funded Educational Institutions**

Sl No	Name of the Assignment	Name of the Institute	Nature of the Assignments (Please specify whether the work involved all jobs as detailed in scope of work)	Start date/ end date	Nature of the Supporting Documents provided
1					
2					
3					
4					
5					

Furnish the copy of the satisfactory work completion certificate issued by the respective Institutes in support of the Information provided above. Please attach additional sheets, if required.

SEAL

Signature

Date

Name and Designation



UNDERTAKING FOR BID SECURITY
(To be issued by the bidder on company's
letterhead in lieu of EMD)

To,
The Registrar,
Administrative Building,
National Institute of Technology Goa,
Kottamol Plateau, Cuncolim,
South Goa – 403703 Goa.

We, M/s (name of the firm),
with ref. to enquiry no..... dtd hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period, submit performance guarantee within the stipulated period and honor the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honor the contract after final award or failure to submit performance guarantee, our firm may be debarred from participation in any tender/contract notified by National Institute of Technology, Goa for a period of one year.

Yours faithfully,
(Signature of the bidder with date and seal)



Sub-Annexure

UNDERTAKING REGARDING NOT BEING BLACKLISTED
(On the letterhead)

PROFORMA A5

It is hereby certified that, we M/s _____ are not blacklisted or barred by any of IITs/IIITs/NITs/ Central Universities/Central Government or State Government funded Institutions during the last five years.

Further certified that no disciplinary action has been taken against the partners/proprietor of this firm in the past and no disciplinary inquiry is pending against us during the last five years by the Institute of Chartered Accountants of India.

SEAL:

Signature: _____

Date:

Name and Designation: _____

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ANNEXURE-B**FINANCIAL BID**

Sr. No.	Scope of Work	Fees to be quoted in Rupees (excluding GST) for part A	
		Figures	In words
	Part A 20% weightage		
1	Assisting in processing International Payments and providing Form 15CA/15CB		
2	Filing of Annual Income Tax Return of the Institute		
3	Filing of Annual GST Return of the Institute		
4	Statutory Registrations of the Institute		
5	Preparation, Auditing and Certification of Statement of Expenditure and Utilization Certificate of various sponsored Research Projects		
	Total A (Sr. No. 1 – 5 Part A)		
	Part B 80% weightage	Annual Professional Fees to be quoted in Rupees (excluding GST)	
6	Other remaining matters, mentioned in scope of work		
	Total B (Sr. No. 6)		
	Quote amount = 20% of Total A + 80% of Total B		

The work will be awarded to the firm score the higher marks in total which includes technical and financial as per the table mentioned under Bid Evaluation Criteria.

Note:-

1. The rate must be quoted in view of the quantum of works for each job mentioned as per above Performa and the quoted fee should be all inclusive except GST. No other charges on account of travelling, accommodation, food and other expenses will be paid. However, the facility related to printing, stationery and computers etc. will be arranged by the Institute for the jobs being executed in the Institute premises.

2. The firm shall raise invoices on a quarterly basis for the fees quoted under Serial No. 6 of financial bid. Fees quoted under Serial Nos. 1 to 5 of the financial bid shall be payable upon completion of the respective assignments.

3. GST will be paid extra as applicable. Statutory changes in GST rate if any shall be borne by the Institute.

4. We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

SEAL:**Date:****Signature:** _____**Name and Designation:** _____

18/11/2020

ANNEXURE-C

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GOA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GOA OR ANY SCHEDULED BANK SITUATED AT GOA. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,
The Registrar,
Administrative Building,
National Institute of Technology Goa,
Kottamol Plateau, Cuncolim,
South Goa – 403703 Goa.

LETTER OF GUARANTEE

WHEREAS National Institute of Technology, Goa (Buyer) have invited
Tender vide Tender No..... Dt
.....for empanelment of Chartered Accountant Firm
AND

WHEREAS the said tender document requires that any eligible successful tenderer wishing to supply the service on contract, in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“Director, National Institute of Technology, Goa”** in the form of Bank Guarantee for Rs_____ (**3% (three percent) of the contract value**) and valid till **one year plus sixty days** from the date of award of contract. Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of the award of the contract.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in the tender document/work order / etc. this Bank shall pay to National Institute of Technology, Goa on demand and without protest or demur Rs. (Rupees.....).

This Bank further agrees that the decision of the National Institute of Technology, Goa (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in the tender document / purchase order shall be final and binding.

We,(name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or National Institute of Technology, Goa (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. , (Indian Rupees only).
2. This Bank Guarantee shall be valid up to.....(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank

14. Good

guarantee only and only if NIT Goa serve upon us a written claim or demand on or before (date).

4. This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Date:

Yours truly,
Signature and seal of the
Guarantor: Name of Bank:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

12 Oct

