



राष्ट्रीय प्रौद्योगिकी संस्थान पटना

National Institute of Technology Patna

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान

An Institute of National Importance under Ministry of Education, Govt. of India

अशोक राजपथ, पटना – 800 005, बिहार

Ashok Rajpath, Patna – 800 005 (Bihar)

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Tender Document for

Hiring of Chartered Accountant Firm

for Providing Works/Services

at NIT Patna

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राष्ट्रीय प्रौद्योगिकी संस्थान पटना / NATIONAL INSTITUTE OF TECHNOLOGY PATNA
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संदर्भ / Ref.: NITP/Proc/24-25/11

दिनांक / Dated: 10/12/2024

Notice Inviting Tender

Subject: Tender Document for Hiring of Chartered Accountant Firm for Providing Work/Services at NIT Patna for the Financial Year 2025-26 – Reg.

1. **National Institute of Technology Patna (NIT Patna)** is an Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Government of India and presently imparting high quality education & values at UG (B.Tech & B.Arch.), PG (M.Tech/MURP/MCA) & Ph.D. Programme in 10 different departments.
2. NIT Patna invites tenders under Two Bid System from eligible, experienced, financially sound and Indian registered Agencies/Firms in the prescribed format for **Hiring of Chartered Accountant Firm for Providing Work/Services** at National Institute of Technology Patna for the financial year 2025-26. The eligibility criteria for the agency/firm, procedure and instructions for submission of bid document and selection process are mentioned in this tender document.
3. Before submission of the bid, interested bidders are advised to go through the tender document carefully and fill in all relevant information and submit complete tender documents.
4. Sealed Tender document along with all relevant documents should be sent to “**The Registrar (For Procurement Section), NIT Patna, Mahendru, Ashok Rajpath, Patna – 800 005 (Bihar)** by Speed Post/Courier/by Hand or sealed tender document may be dropped in the tender box kept in the Main Administrative Building, 1st Floor of NIT Patna within the prescribed time limit. Tender documents received after prescribed time limit will not be considered under any circumstances and no correspondence in this regard will be entertained.
5. For any queries relating to the tender documents and the terms and conditions contained therein, bidders may seek clarification, within the stipulated time, by writing email to procurement@nitp.ac.in.

**REGISTRAR
NIT Patna**

Tender Schedule

Name of the Work	Hiring of Chartered Accountant Firm for Providing Work/Services at NIT Patna
Date of Issue/Publication of Tender	10/12/2024
Bid Submission Start Date	11/12/2024
Pre-Bid Meeting Date and Time	24/12/2024 (03:00 PM)
Last Date and Time for Submission of Bid (in hard copies only)	06/01/2025 (01:00 PM)
Technical Bid Opening Date and Time	06/01/2025 (03.00 P.M.)
VENUE for Pre-Bid Meeting and Technical Bid Opening	TEQIP Conference Room, Administrative Building of NIT Patna, Mahendru, Ashok Rajpath, Patna – 800 005 (Bihar)
Presentation Date and Time	Will be intimated to the eligible bidder through email
Address for Submission of Bid (Through Speed Post/Registered post/Courier)	To The Registrar (For Procurement Section) , NIT Patna, Mahendru, Ashok Rajpath, Patna – 800 005 (Bihar) OR Sealed tender document may be dropped in the tender box kept in the Administrative Building, 1 st Floor, NIT Patna.

MINIMUM ELIGIBILITY CRITERIA

1. Minimum Eligibility qualification for evaluation of Technical Score

- 1.1 The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and should have PAN Number and GST Registration Number. The CA Firm should also be empaneled with C&AG.
- 1.2 The Firm should have been in operation for at least 05 years after its registration.
- 1.3 The average Annual Turnover of the Firm during the last 3 financial years **(i.e. 2021-22, 2022-23 and 2023-24)** must be equal to or more than **Rs. 30.00 Lakh (Thirty Lakh)**. Must attach duly audited/certified copy of C.A. Firm (other than bidding C.A. firm) as per prescribed annexure – IV or its equivalent. **The firm should also be a profit making firm.**
- 1.4 The Firm should have experience of at least **Three Original Assignments Completed from the financial year started from 2019-20 in Preparation & Finalization of Annual Account, Internal Audit, Filing of Statutory Returns etc. in any Central Government Funded Educational Institutions or Central Government Funded Research Institutions or in any Govt. funded Educational Body or in any Institute whose National Institute Ranking Framework (NIRF) Rank is below 100 in any category in any year during 03 years i.e., 2022, 2023 and 2024. Must attach work completion certificate which substantiate the claim.**
It may please be noted that experience of NIRF ranking Institute, if any, will only be considered, if the ranking certificate/screenshot of rank is attached by the bidders.
- 1.5 **The Firm should have their registered head/branch office in Patna (Bihar) which should be operation during last Five Year. Must attach supporting document which substantiate the claim.**
- 1.6 The Chartered Accountant Firm should have **Full time FCA/ACA**. Details of the same should be attached.
- 1.7 An Affidavit Duly certified by a Notary in the prescribed Annexure –III regarding blacklisting/non-blacklisting of firm/agency must be attached. The said affidavit should be issued within 03 months from the last date of issue of tender.
- 1.8 Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.
- 1.9 Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company referring page numbers on which documents are placed.
- 1.10 Tender Fee of **Rs. 1180/-** (including 18% of GST) shall be submitted in the form of Demand Draft (*valid D.D.*) from any Nationalized/Scheduled Bank drawn in favour of **“Registrar, NIT Patna”** payable at **“Patna”**. The requisite amount of D.D. must be kept in a separate envelope

duly superscribed as “Tender Fee”. Bidders are advised to write their name, mobile number, email id and full address at the back of the Demand Draft. The tender fee is non-refundable.

- 1.11 **Earnest Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure – II. Tender without Bid Security Declaration from the Bidders will not be considered.
- 1.12 Exemption, if any, to comply with any of the above criteria should be duly supported by the Government orders. Non-compliance with any of the above conditions by the Service Provider will amount to non-eligibility for the services for which tender has been floated and its tender will be rejected being non responsive.

INSTRUCTIONS TO THE BIDDERS

2. Minimum Eligibility Criteria

2.1 Minimum Eligibility Criteria will be as per **Section – I**.

3. Scope Work/Services

3.1 Scope of work/services shall be as per **Section – III**.

4. EMD and Performance Security

4.1 **Earnest Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure – II. **Tender without Bid Security Declaration from the Bidders shall not be considered.**

4.2 **Performance Security** – Successful bidder has to deposit a sum of equivalent to **3% of total annual contract value**, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of **Registrar, NIT Patna**. The performance security shall be released after two months beyond date of all contractual obligations, without any interest. No exemption is allowed to NSIC/MSME registered firm.

5. Submission of Tender & Last Date of Tender

5.1 Interested bidder having the relevant experience as mentioned under Section – I and fulfilling minimum eligibility criteria, may send their sealed tender documents **(in hard copies only)** on the address mentioned at Sl. No. 5.7 of this tender document.

5.2 Each page of the tender document and enclosures should be signed and stamped by the bidder in acceptance of terms and condition, laid down by NIT Patna.

5.3 The language for all the correspondence and documents related to the tender will be in English.

5.4 All the column of the tender document will be duly and properly filled in. Any cutting/overwriting etc. in the tender must be authenticated by the authorized person.

5.5 The bidders should quote their offers/rates in clear terms without ambiguity. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature.

5.6 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.

5.7 The tender must be placed in a properly sealed bigger envelope address to **“The Registrar (For Procurement Section), National Institute of Technology Patna, Ashok Rajpath, Patna – 800 005 (Bihar)”** and the said bigger cover shall contain three separate sealed envelopes containing **(1) Tender Fee, (2) Technical Bid** and **(3) Financial Bid**. The bigger cover must be super-scribed as :

<i>Tender Document for Hiring of Chartered Accountant Firm for Providing Work/Services at NIT Patna</i>	
<i>Tender No.: NITP/Proc/24-25/11</i>	<i>Dated: 10/12/2024</i>
<i>(LAST DATE FOR SUBMISSION: 06/01/2025, UPTO 01:00 P.M.)</i>	
From: M/s _____ Address: _____ Contact No.: _____ Email ID: _____	To, The Registrar, (for Procurement Section), National Institute of Technology Patna, Ashok Rajpath, Patna – 800 005 Bihar

Envelope No. – 1: The said envelope is for “**Tender Fee**” and shall be super-scribed as:

<p><i>Tender Fee</i></p> <p><i>Tender Document for Hiring of Chartered Accountant Firm for Providing Work/Services at NIT Patna</i></p> <p><i>Tender No.: NITP/Proc/24-25/11 Dated: 10/12/2024</i></p> <p><i>(LAST DATE FOR SUBMISSION: 06/01/2025, UPTO 01:00 P.M.)</i></p> <p>From: M/s _____</p> <p>Address: _____</p>
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Envelope No. – 2: The said envelope is for “**Technical Bid**” and shall be super-scribed as:

<p><i>Technical Bid</i></p> <p><i>Tender Document for Hiring of Chartered Accountant Firm for Providing Work/Services at NIT Patna</i></p> <p><i>Tender No.: NITP/Proc/24-25/11 Dated: 10/12/2024</i></p> <p><i>(LAST DATE FOR SUBMISSION: 06/01/2025, UPTO 01:00 P.M.)</i></p> <p>From: M/s _____</p> <p>Address: _____</p>

Envelope No. – 3: The said envelope is for “**Financial Bid**” and shall be super-scribed as :

<p><i>Financial Bid</i></p> <p><i>Tender Document for Hiring of Chartered Accountant Firm for Providing Work/Services at NIT Patna</i></p> <p><i>Tender No.: NITP/Proc/24-25/11 Dated: 10/12/2024</i></p> <p><i>(LAST DATE FOR SUBMISSION: 06/01/2025, UPTO 01:00 P.M.)</i></p> <p>From: M/s _____</p> <p>Address: _____</p>

- 5.8 If the outer envelope is not sealed and not marked as required above, the NIT Patna will not assume any responsibility for the bid's misplacement or premature opening of the submitted bid.
- 5.9 Tender received in open covers/letter/fax/email will not be considered and summarily rejected.
- 5.10 The bidders should quote their offers/rates in clear terms without ambiguity. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents.
- 5.11 Sealed tender (**in hard copies only**) should be submitted to “**The Registrar, National Institute of Technology Patna, Ashok Rajpath, Patna – 800 005 (Bihar)** through speed

post/registered post/courier service/by hand so as to reach the Registrar, NIT Patna **upto 06/01/2025, 01:00 PM** or sealed tender may be dropped in the tender box placed at 1st Floor, Administrative Building of the Institute within the stipulated date and time. If the stipulated date is declared as a holiday, the tenders can be submitted up to 05:00 PM on the following working day. NIT Patna will not be responsible for delay in submission due to any reasons and bids received after the deadline as indicated above, will not be taken in to consideration and no correspondence in this regard will be entertained.

- 5.12 **Technical Bid** shall be submitted in the prescribed format as attached with this tender document along with requisite supporting documents duly signed and mentioning the page number. Technical bid should contain filled in all Annexures along with all supporting/essential documents/papers.
- 5.13 **Financial Bid:** The Price Bid/Financial Bid should be submitted in the prescribed format as attached with this tender document.
- 5.14 Incomplete Tenders in any form will be rejected outright; conditional offers will not be accepted.

6. **Cost of Bidding**

- 6.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Institute will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- 6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

7. **Language of Bid**

- 7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

8. **Period of Validity of Bids**

- 8.1 Bids shall remain valid for **180** days from the date of opening of technical bid. A bid valid for a shorter period shall be rejected as non- responsive.
- 8.2 In exceptional circumstances, the Institute may ask the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request. If extension is given, a Bidder will not be permitted to modify the bid during the extended bid validity period.

9. **Modifications and Withdrawal of Bids**

- 9.1 No bid will be modified after submission of bids. **No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.**
- 9.2 No bid will be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form. Withdrawal of a bid during aforementioned interval may result in blacklisting of firm.

10. **Right to accept or to reject any bid or all bids**

- 10.1 NIT Patna reserves the right to accept or to reject any bid or all bids, and to annul the bidding process at any time prior to award of contract, without assigning any reasons thereof and NIT Patna shall not bear any monetary liability incurred to the affected Bidder(s). Decision of NIT Patna in this regard shall be final and binding to all.

11. **Notification of Award**

- 11.1 Prior to the expiry of the validity period of bid, NIT Patna shall notify the successful bidder in writing that their bid has been declared qualified and award letter is being issued. The Bidder has to give his acceptance within 05 (Five) days from the date of issue of award letter.
- 11.2 Before commencement of work, successful bidder has to execute an agreement on a **Non-Judicial Stamp paper of Rs. 1000/- or above**. Cost of the stamp paper and other ancillary works for execution of agreement will be borne by the bidder.

12. **Period of Contract**

- 12.1 The contract period of Chartered Accountant firm, to provide the desired services, shall be initially **for a period of One F.Y. 2025-26** which may be extended for further period of maximum Two F.Y. (on yearly basis) upon satisfactory performance and recommendation of a duly constituted committee of the Institute.
- 12.2 However, assigned contract may be terminated with a notice of 15 days without assigning any reasons thereof. Decision of the Institute in this regard shall be final and binding. No correspondence in this regard shall be entertained.
- 12.3 Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the contract period.

13. **Termination of Contract**

- 13.1 If the services of the firm are not found satisfactory, they will be issued a written notice for improvement by the Institute Authority. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the Institute Authority to terminate the contract without prejudice to any rights or privileges accruing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligation.
- 13.2 The Institute also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the Institute in this regard shall be final and binding.
- 13.3 The Institute in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.

14. **Clarification of Bids**

- 14.1 During evaluation of the bids, the Institute may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing.
- 14.2 Any effort by a Bidder to influence the Institute's authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

TERMS OF REFERENCE

15. Scope of Work/Services

15.1 The work/services consist of following jobs (the bidder shall quote price for all of the jobs listed below:

- Job. 1-** Preparation of annual account as per format prescribed by Ministry of Education, Govt. of India from time to time along with all necessary reconciliations including preparation of bank reconciliation statement of approx. 25 bank accounts on monthly basis, student fee reconciliation as well as preparation of itemized fixed assets schedule for the purpose of charging depreciation on Straight Line Method basis for FY 2025-26 and other associated work including liaisoning with C&AG and preparation of reply to them.
- Job. 2-** Internal Audit on quarterly basis and submission of its report.
- Job. 3-** Physical verification of fixed assets as well as consumable stores and submission of its report on annual basis.
- Job. 4-** Preparation and filling of all statutory returns related to Financial Year 2024-25 (due in F.Y. 2025-26) and for F.Y. 2025-26, preparation of draft reply of notices received from different statutory authorities during the FY 2025-26 (related to any previous financial years) and its submission to statutory authorities. Necessary suggestions on applicability of any statutory amendments / changes notified by the Government time to time on NIT Patna.
- Job. 5-** Preparation, Auditing and Certification of Statement of Expenditure (SoE) and Utilization Certificate (UC) of various sponsored projects/schemes/conferences etc. as per the requirements of funding agencies (**approx. Quantity: 50**).
- Job. 6-** Reconciliation of bank account of sponsored projects/schemes on requirement basis (**approx. Quantity: 01**).
- Job. 7-** Submission of Form 15CA / 15CB (**approx. Quantity: 90**).
- Job. 8-** Providing opinion on specific matters as and when required.
- Job. 9-** Preparation of Annual Account of Hostel & Mess of NIT Patna including all types of reconciliation semester wise and submission of its audit report on biannual basis.

Remark: It may please be noted that the quantum of works mentioned above are tentative and estimated on last year's record which may increase or decrease during the contract period.

Note: *The Competent Authority of NIT Patna reserves the right to increase, decrease or did not assign any particular job as per the institute requirement. Any such variation has to be fulfilled by the firm with the same terms & condition.*

16. Essential Terms & Conditions for completion of the Works

16.1 The firm has to depute at least 01 (one) qualified staff, having adequate experience of handling the aforesaid job, on full time basis at the Institute. However, timely

completion of job to be awarded under this tender will be responsibility of the selected C.A. firm and will complete the assigned job by deploying more manpower as per the requirement. It may please be noted that the selected firm will nominate FCAs/ACAs in writing as a nodal contact person with their contact details who will visit NIT Patna frequently for supervision of the assigned work and report the status of assigned work to the authority of NIT Patna.

- 16.2 The work will be done at NIT Patna campus under supervision of the Institute Officials.
- 16.3 UCs & SoEs must be provided within 04 days from the date of request. No additional fee shall be paid for correction/re-issue of UCs & SoEs.
- 16.4 Reply of SAR/IR audit memos/reports of CAG office will have to be submitted by Firm to the Institute within two days from the date of receipt by them.

17. Support and Input to the Firm

- 17.1 The Institute shall provide working space, computer(s)/printers(s), to the selected Firm to perform their work/services. The Institute will also provide all primary data to the firm for carrying out the jobs listed in the scope of work.

18. Payment Terms

- 18.1 The payment shall be made on job basis against the services provided by firm, subject to the following terms and conditions:
 - i. The payment will be made after satisfactory completion of service/job by the firm as per payment term mentioned in the financial bid. No price variation would be allowed during the initial contract period
 - ii. Any increase in statutory taxes during the contract period will be borne by the Institute.
 - iii. TDS under Income Tax and GST or any other statutory levy will be deducted at applicable rates.
 - iv. All the payment shall be made on Job basis as per **Section-VI** upon submission of bills and work completion certificate(s) from the authorized official of the Institute.

19. Price Escalation

- 19.1 Based on performance and if the initial contract period is extended for the next two financial years, the Institute may consider giving increase of up to 5% each year on initial contract price.
- 19.2 Institute reserves the right to increase or not to increase the initial contract price and decision of the Institute in this regard shall be final and binding.

20. Penalty

- 20.1 The Institute reserves the right to deduct an amount of **Rs. 1,000/-** or as decided by the Institute against each default per day from the bill raised by the firm subject to maximum 10% of the contract value. Repeated default may lead to cancellation of the contract.
- 20.2 Further, unforeseen circumstances will be dealt separately and quantum of penalty

will be decided by the Institute. The decision of the Director, NIT Patna will be final and binding in this regard.

- 20.3 In case, the firm fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof NIT PATNA is put to any loss/obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills/PBG to the extent of the loss or obligation in monetary terms.

21. Arbitration Clause

21.1 In the event of any difference or dispute arising out of this contract, all efforts shall be made by the both Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award. The venue of arbitration, if any, shall be at Patna.

21.2 However, the legal jurisdiction for all matters would be Patna (Bihar) only.

22. Indemnity and Secrecy Clause

22.1 The selected firm must indemnify NIT Patna, from all Legal, Financial, Statutory, Taxation, and other associated liabilities, related to the assigned work.

22.2 The selected firm has to pay or compensate the Institute for the losses, damages or liabilities incurred by the firm during the course of completion of assigned work.

22.3 All information given to or made available to the selected C.A. firm by virtue of this tender, which is identified as proprietary or confidential information, will be safeguarded by the selected C.A. firm and shall not be disclosed to any individual or organization without the prior written permission of the Institute.

23. Any points that have not been specifically addressed/enumerated in this tender document or any points that need clarification at later stage, will be decided by the competent authority of NIT Patna and his decision in this regard shall be final and binding.

BID OPENING; EVALUATION PROCESS; AND SELECTION CRITERIA

22.1 Bidders who have submitted supporting documents and are meeting minimum eligibility criteria as mentioned in Section-I will only be considered for technical evaluation. Therefore, bidders are advised to attach required supporting documents along with their bid. Only qualified bidders will be awarded a Technical Bid Score on the following parameters tabulated below.

22.2 **No document will be accepted in support of minimum eligibility criteria after the last date of submission of bids.**

Sl. No.	Particulars	Max. Marks	Supporting documents are placed at page No.
Part: A			
1	Registration with the Institute of Chartered Accounts of India and having Registered Head Office /Branch Office in Patna and in operation since last 5 years (minimum)- Head Office- 6 Marks & Branch Office- 3 Marks <i>(must attach documentary evidence which substantiate the claim).</i>	06	
2.	No. of Full Time FCAs/ACAs 02 mark for each Full Time FCAs & 01 mark for each Full Time ACAs <i>(must attach documentary evidence which substantiate the claim).</i>	08	
3.	Average Annual Turnover during last three (03) financial years i.e., 2021-22, 2022-23 and 2023-24: <i>(Must attach duly audited copy of CA as per Annexure – IV or its equivalent)</i>		
	Above Rs. 50 Lakh – 08 Marks	08	
	Above Rs. 40 Lakh and upto 50 Lakh -05 Marks		
	Equal to or Above Rs. 30 Lakh and upto 40 Lakh -02 Marks		
4.	No. of Original Completed Assignment from the Financial Year started from 2019-20 for Preparation & Finalization of Annual Account, Internal Audit/Filling of Statutory Returns etc. in the relevant Institute as mentioned in Section – I : 03 Marks for each Completed ASSIGNMENT. <i>(Must attach Satisfactory/Work Completion Certificate which substantiate claim.)</i>	18	
5.	No. of Extended Work Order of Original Assignment (not covered under Sl. 4) from the Financial Year started from 2019-20 for Preparation & Finalization of Annual Account, Internal Audit/Filling of Statutory Returns etc. in the relevant Institute as mentioned in Section – I : 03 Marks for each Completed ASSIGNMENT. <i>(Must attach extension/equivalent letter which substantiate claim.)</i>	18	
6.	Number of ongoing Contracts (as on last date of submission of tender), not covered under Sl. 4 or 5, for relevant services in the relevant institutes (as mentioned in Section – I): 02 Marks for each running contract. Must attach documentary evidence/work order which substantiate the claim.	12	
Total Part [A]		70	
Part: B			
7.	Presentation Before the Committee/Institute Authority [B] Topic: Profile of Firm/Company; Experience of relevant jobs handled in similar Institutions; details of task handled; Availability of FCAs/ACAs; and Work Plan. Minimum Qualifying marks: 15	30	
Grand Total [A+B] Technical Bid Score (TBS)		100 Marks	

- Note:** Bidders have to attach all the relevant documents in support of their claims. Marks will be awarded for which relevant supporting documents found to be attached by the bidders.
Presentation: The bidders will be given 10 Minutes time to present themselves before the Institute Authority/Committee on the given topics. The presentation should be precise and to the point and all the points/presentation, related to the job as specified in the tender document, should be completed in the prescribed time limit of 10 Minutes.
- 22.3 Only those **bidders who achieve minimum 60% of total marks allotted to Part A, will be eligible for Presentation.** Date; time and mode of presentation will be notified to the eligible bidder through email. Bidders who do not participate in presentation on scheduled date and time will be not be considered for further evaluation.
- 22.4 **Final Selection of Bidders:** The bidders who achieve **highest combined technical score and financial score (70% of Technical score + 30% of Financial score)** will be awarded the work order for the purpose.
- 22.5 In case of Tie in combined technical score and financial score: **01st Preference** – Bidder with higher combined technical score (Part A + Part B) score may be awarded the contract.
02nd Preference – Bidder who has maximum number of ongoing contract for relevant work in relevant institutions may be awarded the contract.
- 22.6 NIT Patna shall not be under any obligation to furnish any information/explanation to the unsuccessful bidders. NIT Patna shall correspond only with the successful bidder.

Proforma for Technical Bid/Minimum Eligibility Criteria

Sl. No.	Criterion	Details		The supporting document is placed at Page No.
1.	Names & address of Regd. Office of bidding firm/Agency with telephone No./email Id			
	Name, Address, Telephone No. and Email Id of Authorized Person.			
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN), GST Registration and C&AG Empanelment. (must attach copies of all the registration certificates)	Registered with ICAI, then mentioned Registration Number (Date of Registration No.)		
		PAN of CA Firm		
		GST Registration No.		
		C&AG Empanelment No.		
3.	The CA firm should be in operation for at least 05 years after its registration (provide necessary evidence)	Year of Registration/ starting of operation		
		Nos. of years in operation after registration (in years)		
4.	Average Annual Turnover of the CA Firm for the last 3 (three) financial years i.e. 2021-22, 2022-23 and 2023-24 [must be equal to or greater than Rs. 30.00 Lakh (Rupees Thirty Lakh)] . Provide the details as per Annexure-IV or its equivalent .			
5.	The Firm should have experience of at least three Original assignments completed started from the Financial year 2019-20 in Preparation & Finalization of Annual Account, Internal Audit/Filing Statutory Return, etc. in any Central Govt. Funded Educational Institution or Central Govt. Funded Research Institutions or in any Govt. funded Educational Body or in any Institute whose National Institute Ranking Framework (NIRF) rank is below 100 in any category in any year during the 03 years (2022, 2023 and 2024). Must attach work completion certificate which substantiate the claim.	Please provide the details in the prescribed Annexure-V with all supporting documents		

6.	Registered head/branch office in Patna (Bihar) which should be in operation during last Five Year. Must attached supporting document in this regard.	YES / NO	
7.	The Chartered Accountant Firm should have Full time FCAs/ACAs. Details of the same should be attached.	YES / NO	
8.	Must attach Declaration in the prescribed Annexure – III.	YES / NO	
9.	Whether EMD declaration in lieu of EMD in the prescribed Annexure – III	YES / NO	

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by NIT, Patna and EMD/SD will be forfeited. In addition to the above, NIT Patna will not be responsible to pay the bills for any completed/partially completed work.

Date :

Signature.....

SEAL:

Name and Designation.....

Proforma for Financial Bid

[to be submitted in separate envelope]

Job No.	Description of Jobs	Payment Term	Unit	Professional Fees
				Rupees (in figure)
[1]	[2]	[3]	[4]	[5]
Job-1	Description of Job as per Section – III.	Yearly basis	Lump sum per year	
Job-2		Quarterly basis	Lump sum per year	
Job-3		Yearly basis	Lump sum per year	
Job-4		Quarterly basis	Lump sum per year	
Job-5		Quarterly basis/Case to case basis	Per UC & SoE*	
Job-6		Half Yearly/case to case basis	Per Bank Account*	
Job-7		Quarterly basis	Per Form*	
Job-8		Quarterly basis	Per Opinion	
Job-9		Per Semester basis	Lump sum per year	
Total				

Note:

- * The rate for Job – 5, Job – 6, and Job – 7 must be quoted as per row 4 of above table i.e., for One Unit. However, the amount for the purpose of evaluation of Financial Score, calculation of PBG amount etc. will be derived by multiplying quoted unit rate with approx. quantity mentioned at Section III. It may please be noted that payment will be made as per actual number of jobs assigned and completed, subject to fulfilment of other terms and conditions.
- The rate may be quoted in view of the quantum of works for each job mentioned at **Section-III** 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.
- GST will be paid extra as applicable.** Statutory changes in GST rate if any shall be borne by the Institute.
- Any other statutory deductions shall be made by the Institute as per prescribed rates and norms.

Date :

Signature.....

SEAL:

Name and Designation.....

(Undertaking from Bidder on their Letter Head)

To
The Registrar
National Institute of Technology Patna
Ashok Rajpath, Patna – 800 005 (Bihar)

Subject: Undertaking for the participation in the Tender Ref No.....

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in the Tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions/scope of work and all other instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/ We shall provide work/services, as mentioned in the said tender document, at NIT Patna, if work awarded.
4. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/We hereby declare that I/We am/are not a relative of any of the employees of the National Institute of Technology Patna. Nor do I/We have any relationship whatsoever with any of them.

Date:

Signature.....

SEAL:

Name and Designation.....

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidders Letter head)

Bid Security Declaration Form

Date: _____ TenderNo. _____

To
The Registrar
National Institute of Technology Patna
Ashok Rajpath - 800 005 (Bihar)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period as decided by you from the date of notification if I am /We are in a breach of any obligation/clause of bid documents and/or because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; and or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to submit the Performance Security/Bank Guarantee, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or(ii) thirty days after the expiration of the validity of my/our Bid.

Date: _____ **Signature.....**

SEAL: _____ **Name and Designation.....**

**DECLARATION REGARDING BLACKLISTING /NON-BLACKLISTING FROM
TAKING PART IN GOVT./PSU /CAB TENDER**

***(To be executed on Non Judicial Stamp paper of Rs. 100/-or above and duly attested
by a Public Notary/Executive Magistrate)***

I / We Proprietor/ Partner(s)/ Director(s) of M/s_____ hereby declare that the firm/company namely M/s_____ has not been blacklisted or debarred and no Police Case or Vigilance enquiry is pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration. Our firm has not been blacklisted in the past by NIT Patna or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/Central Autonomous Bodies/Central Research Organisation/ PSU/Central Autonomous Body from taking part in such tenders.

OR

I/We Proprietor/Partner(s)/Director(s) of M/s_____ hereby declare that the firm/company namely M/s_____ was blacklisted or debarred by NIT Patna or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/ Central Autonomous Bodies/Central Research Organisation/PSU/Central Autonomous Body from taking part in Government tenders for a period of_____ years w.e.f._____. The period is over on_____ and now the firm/company is entitled to take part in Government tenders. Further, no Police Case or Vigilance enquiry pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by NIT Patna and EMD/SD shall be forfeited. In addition to the above, NIT Patna will not be responsible to pay the bills for any completed/partially completed work.

Signature.....

Name.....

Address of the firm:

Date:.....

Details of CA Firm’s Turnover

[to be submitted on the letterhead of the CA Firm, other than bidding C.A. firm]

Particular	Financial year			Average
	2021-22	2022-23	2023-24	
Annual Turnover				

Duly audited copy of C.A. **(other than bidding CA firm)** for Annual Turnover in the prescribed format or equivalent must be attached along with copies of duly audited balance sheets.

Detail of auditing C.A. Firm

Date :

Signature.....

SEAL :

Name and Designation.....

Format for providing details of experience of works

Sl. No.	Name & Address of the Central Government Funded Educational Institutions/Research Institutions / any Govt. Funded Educational Institute / any Institute whose National Institute Ranking Framework (NIRF) rank is below 100 in any category in any year during the 03 years (2022, 2023 and 2024).	Number of years of Experience	Reference of page no. on which the Documentary evidence is attached	Whether NIRF ranking is applicable on Institute mentioned at col. 2. (if yes, please attached supporting document)
[1]	[2]	[3]	[4]	[5]
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Note: It may please be noted that only experience shall be considered for which supporting documents are attached.

Date: _____ **Signature**.....

SEAL: _____ **Name and Designation**.....

*******End of Document*******