TENDER DOCUMENT

Engagement of eligible Chartered Accountant firm for Accounting, Taxation, Auditing, Attesting and related Services

National Institute of Educational Planning and Administration
(Deemed to be University)
17-B, Sri Aurobindo Marg, New Delhi - 110016
Tel. No. - 011-26544824/821

email: fo@niepa.ac.in, so_ac@niepa.ac.in, finance@niepa.ac.in

(The tender document consists of 20 no. of pages including cover page)

Invitation for appointment of Chartered Accountant firm in the Institute

The National Institute of Educational Planning and Administration (NIEPA), (Deemed to be University), is an autonomous institution under the Ministry Education, Government of India, is a premier organisation dealing with capacity building and research in planning and management of education — not only in India but also in South Asia. NIEPA, like any other Central University is fully maintained by the Government of India. You can also visit our website www.niepa.ac.in for further details about the institution. Institute's Annual Reports are also available at link (https://www.niepa.ac.in/Annual%20Reports) for your reference about the Institute's structure and Annual Accounts etc.

Institute wishes to engage a reputed CA firm to take care of all the Accounting, Taxation, Auditing, Attesting and related Services of the Institute at least for two years for which sealed quotations are invited in two bid formats (technical bid and financial bid) from reputed CA firms suited with in NCT of Delhi as per terms and conditions. If your firm fulfils the required criteria and interested in providing the Accounting, Taxation, Auditing, Attesting and related Services to NIEPA, you may participate

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1. CRITICAL DATA SHEET

Date of Issue	25.11.2026
Last Date and Time for submitting e-mail queries regarding Institute's requirements and other conditions of limited tender document	04.12.2026 (Kindly note that all queries are to be sent on the e-mail address given at the bottom row of this sheet. No e-mail queries shall be entertained after the aforementioned date and time.)
Pre-Bid Meeting Date, Time & Venue (All E-Mail queries received shall be discussed in the Pre-Bid Meeting in the presence of prospective bidders)	07.12.2026 11:30 AM
Last Date and time for submission of tender document at NIEPA	16.12.2026 (05:30 PM)
Technical Bid Opening Date	17.12.2026 (Tentative)
Financial Bid Opening Date	22.12.2026 (Tentative)
Earnest Money Deposit (EMD)	Rs. 10,000/- **(To be transferred to/ deposited in NIEPA Account No. 34778757702 , SBI, NCERT Campus, IFSC Code:- SBIN0001690)**
Address For Communication	The Finance Officer, NIEPA, 17-B, NCERT Campus, Shaheed Jeet Singh Marg, New Delhi- 110016 Email: fo@niepa.ac.in; so_ac@niepa.ac.in
Contract Duration	Initially for two years (Extendable for next 01 year on satisfactory performance to be reviewed on half-yearly basis).

**Any change in date shall be intimated through email.*

2. Scope of Work

The Accounting, Taxation, Auditing, Attesting and related Services in general will include: -

1) Design, standardization, Scrutiny and monitoring accounting system and of day-to-day financial transactions so as to ensure compliances related to General Financial Rules (GFR), delegation of financial powers, Accounting Standards, Correct classification of expenses, use of correct ledger and cost centre in accounting, Arithmetical accuracy, Compliance related to various tax laws such as TDS, GST, Property Tax etc.

2) Preparation and updation of entries/Vouchers on SAMARTH Portal/ PFMS/ CMP Portal/ Salary Portal etc. on real time basis as per the requirements. All transactions shall be kept- in in tally software/any other software as required and report shall be generated on periodical intervals, month-wise, year-wise etc. and proper back-up of the records shall be maintained.

3) Mapping the expenditure as booked under Non-Plan/Plan (i.e OH-31, 35 and 36), Projects heads/ GPF etc. into different subheads as per nature of expenditure.

4) Scrutiny & Processing of all payments and receipts like LTC, TA, Honorarium, medical and other staff benefits bills including monthly salary, pension and other student related transactions while ensuring correct disbursement, correct deduction of NPS, Income Tax, recoveries and other statutory dues from payment/ salary/ remuneration etc.

5) Preparation & scrutiny of Bank Reconciliation Statement on monthly basis and to ensure that Bank Reconciliation Statement should not contain any long pending outstanding debit/credit entries. Scrutiny of Advances to suppliers, CA Firm and employees, release of security deposit and EMD.

6) 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 and other statutory deductions from the salary of the employees.

7) Preparation and maintenance of Cash Books/ Day books, Journal, Ledgers, Liability Register, Advance Register, Adjustment of income accrued etc.

8) Issue of Money Receipt and issuance of Invoice/ E-invoice as per the applicable law.

9) Generation of Trial Balance on or before 5th of every month along with Schedules of all Current Assets and Current Liabilities duly reconciled. Finalization of Trial Balance for the year ending 31st March along with all Schedules as per the Uniform Format for Autonomous Bodies issued by MoE.

10) Making provisions for depreciation and other heads as required by the Institution.

11) Preparation, finalization and Certification of Annual Accounts of NIEPA with Annual Utilization Certificate (UC) [Before 30th 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 MoE.

12) 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.

13) Preparation, maintenance, finalization, audit and Issuance/ Certification Certificate (UC), Statement of Expenditure (SoE), Receipt and Payment account with relevant

schedules of various Research Projects of the Institute according to the format of the Funding Agency.

14) Preparation and maintenance of Asset Registers in prescribed format, all additions in Assets should be properly recorded; depreciation to be provided at the prescribed rates and entries for dispose off of condemned assets should also be recorded in the assets register. Maintaining list/ register of Consumable and non-consumables items.

15) Conducting bi-annual physical verification of stocks.

16) Advising on preparation of Annual Budget and Controlling thereof. Preparation of UC w.r.t. Budget and various reports /information required by MoE/ other agencies.

17) Preparation of Monthly reports, MIS, other reports required by the management.

18) To prepare, finalize, certify and file Income Tax Returns, TDS Returns, Tax audit, GST Returns and other statutory returns/documents well within due dates and entire responsibility shall lie with the firm. NIEPA will not share any liability arising due to non-filing / late filing of any return / document.

19) To prepare and file the correction statements, whenever found necessary by Institute on detection of errors in the data maintained by the Institute and to pursue the refund/ adjustment, if any.

20) Preparation of GST statement and assist the Institute for timely payment of GST after taking into account the available input Credit.

21) Preparation/generation of TDS certificates in Form 130 and Form 140. Maintaining monthly TDS deduction details of Employees/Vendors. Validation of PAN number with PAN database of NSDL.

22) Any other matter related to the above work required under the Income Tax Act, 2025.

23) Appearing on behalf of NIEPA in all taxation proceeding by various Tax Authorities Income Tax, GST, etc.

24) Advising on applicability of any other tax, rules, laws, regulations which may be applicable on NIEPA and all matters/items covering its scope and applicability in case of agencies from which NIEPA is availing the services.

25) Preparation of 145 and 146 form(s) and other compliances under FEMA, 2000, if required.

26) Providing all required information and facilitating audit of accounts conducted by CAG, Internal Auditors and other agencies; supporting in furnishing reply with respect to statutory audit (Separate Audit Report-SAR and Audit Inspection Report-AIR/ transaction Audit) and helping in Implementing audit recommendations.

27) Providing Financial advice for creation of portfolio/investment of Institute funds and verification of investment of various funds (including Corpus) and helping in financial management of the Institute funds.

28) The 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 various relevant Software and all the financial transactions on weekly basis.

29) If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Management.

30) Any other work but not limited to Finance & Accounts, as assigned by the Competent Authority.

3. Minimum eligibility Criteria-cum-Technical bid

1. The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration.

2. The bidder should be in Auditing and Accounting service for not less than ten years before 31.03.2026.

3. The Firm must not have been convicted by the court of law (they must give a declaration).

4. The Firm should have a minimum annual turnover of Rs. 100.00 lacs during the last three financial years (i.e. 2023-24, 2024-25 and 2025-26).

5. The Firm should have experience of at least four years in performing similar works in the field of Accounting, Taxation, Auditing, Attesting and related Services in the Central/State Autonomous Educational Institutions/ Universities (i.e. in IITs, NITs, IISER, IIMs/CUs or other higher educational institutions) having an annual budget of min. Rs. 50 Crores/annum for last four years.

6. The firm should have been empanelled in the approved list of C&AG.

7. The Firm should have their registered head office in NCT of Delhi as per ICAI records.

8. The Firm should have a minimum of 7 (seven) partners as on 31.03.2026. Of these, at least 2 (two) partners should have been associated with the firm as partners for more than 07 (seven) years.

9. At least 2 (two) partners of the Firm must hold the DISA (ICAI) or CISA (ISACA) qualification.

10. The Firm should be in Category I as per the Reserve Bank of India categorization of audit firms.

11. The Firm will have to submit an undertaking regarding acceptance of all the terms & conditions mentioned in the tender document.

12. An affidavit, in original on a stamp paper of Rs. 100/-: Duly certified by a Notary that:-
    a. *The Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed.*
    b. *That there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Court.*
    c. *That there are no dues towards income tax as on the date of the affidavit.*

13. The bidder must participate in the scheduled pre-bid meeting. The bidders will be given an opportunity to understand the user requirement on ground, provide inputs and seek clarifications. All such clarifications and inputs are preferably to be sent in advance, before the scheduled date of the pre-bid meeting, to fo@niepa.ac.in, so_ac@niepa.ac.in

or finance@niepa.ac.in. A signed certificate to be collected during pre-bid meeting and to be submitted along with the documents. **Appendix - F**

14. Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process as and when sought for, failing which the bids are liable for disqualification.

15. Exemption to comply with any of the above criteria should be duly supported by the Government orders/ other Government documents. 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.

16. 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 and enclosed in a sealed cover, to be submitted with the technical bid.

4. Technical & Financial Evaluation Criteria

Both Technical Bid and the Financial Bid should be submitted in a separate sealed envelope. Financial bid of the firm(s) which are qualifying in the technical bid will be opened and the tender shall be awarded as per GFR guidelines.

5. Manpower requirement

Sl. No.	Position and number of persons required.	Qualification	Man-days
1.	Team Leader (01)	CA with post-qualification experience and having relevant experience of at least 5 years. in govt. organizations/ undertakings.	Min. 02 days per week
2.	Supporting Staff (05)	Any of either CA (Inter) or CMA (Inter) or Graduate in Commerce/ Management (03 years post- qualification experience) or Post- Graduate in Commerce/ Management (01 years post- qualification experience). The said experience should be in the area of Accounting, Taxation, Auditing, Attesting and related Services work only.	Full-time.
3.	Other additional supporting staff as per the requirement of the Institute.	Same as Sl. No.2 above	On requirement basis.

6. Terms & Conditions

1) The bidding CA Firms are advised to study the various clauses contained in the Terms and Conditions before submitting their bids carefully. CA Firms willing to participate in the tender must have to visit NIEPA and acquaint themselves with the nature and quantum of work involved before submitting the bids. A signed certificate to be collected during pre-bid meeting and to be submitted along with the documents.

2) The Applicant shall submit one copy of tender document and addendum thereto, if any, with each page of this document signed and stamped to as a proof to confirm the acceptance of tender document terms & conditions by Authorized signatory of the firm.

3) The firm should intimate their acceptance of the works assigned to them, within a week of receipt of the appointment letter from the Institute.

4) Complete functional transparency will be maintained with the Institute authorities and Institute authorized officials should have full access to it and they should be allowed to take monthly back up of the database in the Institute's server, if required. Institute has the sole right on the database. Authorized Officials of the Institute should be given adequate operational training from time to time.

5) NIEPA will not provide Transport or accommodation to the employees of CA Firm in any condition. If the applicant refuses/denies the assignment, after award of work, all the required actions will be taken by NIEPA to safeguard its interests.

6) NIEPA may have certain documents which are required to be signed by the ACA/FCA immediately on demand like Utilization certificates in case of Project Grants, hence the CA Firm must make enough arrangements that there is no delay in such cases.

7) The CA Firm shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time

8) The Responsibility of correctness and accuracy of Accounting Records will lie with the CA Firm.

9) A reasonable penalty may be imposed on the Firm by NIEPA, as deemed fit, if it is found that the Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Firm after giving a written notice.

10) The CA Firm will maintain high standards of integrity and professional ethics and morality while handling the work of NIEPA and dealing with NIEPA and its officials. If it is found that this condition of confidentiality is compromised by the Firm, then NIEPA will be at liberty to take further steps (e.g. cancel the service agreement with firm and/or requesting ICAI for cancellation of license etc.) against the Firm.

11) The accounting records and information related to NIEPA shall be handled by the Firm in a confidential manner and must not be shared with any unauthorized person/Institution.

12) Notwithstanding anything contained herein above NIEPA reserves the right to discontinue the services of the Firm in the event their services are evaluated as unsatisfactory at any time during the period.

13) Any losses sustained by NIEPA due to negligence of Firm's services in the form of any loss

/ damage of property (including those attributable to individual employees/ manpower engaged by the Firm) will be recoverable from the Firm, as the money value shall be estimated by NIEPA. The decision of NIEPA in this regard will be final and binding on the Firm.

14) The CA Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.

15) Any action on part of the CA firm to influence any Officer of NIEPA or canvassing in any form shall make the tender document liable for rejection.

16) **Jurisdiction:** The court(s) at New Delhi alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender document / contract. It is specifically agreed that no court outside and other than New Delhi court shall have jurisdiction in the matter.

17) 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 fulfil the objectives of the contract.

18) Maintaining proper coordination with all units/ stakeholders within NIEPA for timely disposal of all financial matters as per the requirements.

19) The persons deployed by the Firm for working in NIEPA, will have no right whatsoever to claim permanent/temporary employment in this organization. There will be periodical as well as surprise checking of the services provided by the Firm for the subject job by the representative of the institute. In case of default, the contract will be liable for short closure of contract order forfeiting the security deposit. **The personnel will have to mark attendance (offline or biometric as per NIEPA's requirement) and should abide by the Institute's rules and decorum. The firm must ensure that the number of personnel deployed should be present in the Institute as per contract, they will be allowed for offs only under non-pendency of work. For longer offs, alternative arrangements must be made by the CA firm.**

20) If any employee of the Firm is found to have committed misconduct or misbehaviour, the Institute at its sole discretion, may direct the Firm to remove such employee and the Firm shall remove such employee(s) without questioning the decision of the Institute.

21) The personnel deployed by the Firm will not become member of any trade union of the Institute. If the personnel employed by the Firm indulge in union activities which affect the service obligation of the Firm or safety and security of the Institute, the contract will be liable for termination. In the event of violation, they will be debarred from entering Institute premises and the contract can also be considered for termination.

22) Further, the personnel deployed by the Firm shall not engage themselves in any undesirable activities within the Institute premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with Institute or in trade union activities. In the event of violation, they will be debarred from entering the Institute and contract can also be considered for termination and forfeiture of the security deposit.

23) The personnel deployed by the Firm shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by Institute.

24) The firm would be required to share the details of the Point of Contact / Nodal Officer with the Institute for timely intimation and scheduling of all the necessary activities to be completed.

25) In case of any change in the constitution of the firm on account of merger, demerger or for any other reason the same would be brought to the notice of the Institute

immediately.

26) One meeting in a quarter with the CA firm and the Accounts Department is compulsory to discuss the problematic areas and its feasible solution so as to smoothen the accounting system. Besides, Chartered Accountant would be required to visit the Institute as and when required**.**

27) Fees charged by the Firm shall be including all charges i.e. GST/ TA / DA etc.

28) All the disputes between the CA firm and NIEPA shall be resolved by the Committee formed by Competent Authority of the Institute. The Firm if dissatisfied with the decision of the Committee may approach the Competent Authority of the Institute.

29) All the disputes will be subject to the territorial jurisdiction of district court, Saket.

30) **Performance Security**: - Successful Firm is required to deposit performance security **@5%** of annual contract amount, which will be valid for 02 years from the day of award of contract in the form of an Account Payee Cheque/ Demand Draft or through online transfer to the **NIEPA Account No. 34778757702, SBI, NCERT Campus, IFSC Code: - SBIN0001690**. The performance security is to be submitted within 15 days of award of the contract. No interest will be payable by the NIEPA on the performance security deposit. Refund of performance security shall be done after the engagement/ contract period is over upon proper and satisfactory discharge of works and handing over of charge.

31) **EARNEST MONEY DEPOSIT (EMD):** The tenderer should submit an EMD amount of Rs. 10,000/- (Rupees ten thousand only) through Demand Draft/RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of the contract. EMD is liable to be forfeited and bid is liable to be rejected, if the tendered withdraw or amends / impairs or derogates from the tender in any respect. EMD of unsuccessful bidders will be returned within one month of tender evaluation. EMD of the selected successful bidder will be refunded on after submission the performance security. No interest will be payable by the NIEPA on the Earnest Money Deposit. Withdrawal is not allowed after submission of tender. EMD of the successful bidders who fail to honour the exceptions of purchase order with prescribed terms & condition shall stand forfeited. No representation in this regard shall be entertained by this Institute. EMD exemption is applicable to MSME on producing certificates etc.

7. Contract Implementation

1) Sub-contracting of the work will not be allowed.
2) Persons below the age of 18 years shall not be engaged for the work.
3) The CA Firm will be accountable for any accident, injury and loss of life to the workers deployed by CA firm and shall be responsible for payment of compensation as per law. If need arises, the Institute will recover such amount form the CA Firm to effect payment to the affected person(s).
4) Institute reserves the right to terminate the contract at any time without assigning any reason. However, wherever feasible the Institute may consider notification of the annulment in advance to the CA Firm.

8. Security

1) The CA Firm and the persons engaged by the CA Firm should not have any adverse police record and should bear good character.

2) The CA Firm shall be bound by all security procedures followed at NIEPA and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the CA Firm persons shall be CA Firm responsibility.

3) The CA Firm will be responsible for good conduct of their workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the institute and replaced with a new person.

4) Institute reserves right to disallow any or all of the CA Firm staff from being deployed inside the Institute campus without assigning any reason.

5) In the event of any damage to the property of the Institute or life of its employees and/or their dependents the CA Firm shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the Institute will be as assessed by authorized representative(s) of the institute and shall be recoverable from the CA Firm at market value.

9. Statutory Obligations

1) The CA Firm shall abide by and comply with the provisions of all the Acts, Rules and notifications issued by Central/State Govt. as applicable from time to time in respect of the contracted work and all staff employed by him at his own cost and risk, including the following and those amended from time to time:
   (i) Payment of Wages Act 1936, Payment of Wages (Amendment) Act 2005
   (ii) Minimum Wages Act 1948
   (iii) Minimum Wages (Central) Rules 1950
   (iv) Employees' Compensation Act 1923
   (v) The E.P.F. and Miscellaneous Provisions Act 1952
   (vi) Employees State Insurance Act 1948
   (vii) Any other relevant Act/ Rule of Govt. of India/ Govt. of Delhi as amended from time to time

2) Liability arising due to failure to adhere to statutory or other legal provisions attributable to the CA Firm shall be borne by the CA Firm himself.

3) The CA Firm shall maintain up to date records required for compliance with the provisions of all the Acts and Rules made by Central/State Govt. as applicable from time to time in respect of the contracted work.

4) If a bidding firm/ CA Firm is found violating any statutory provisions concerning labour laws or has given incorrect/false/misleading information, affidavit or documents at any stage of tender or contract, necessary action as deemed fit, that may include debarring of the firm, shall be initiated.

5) The wages shall be paid by the CA Firm to their deployed staff to NIEPA should be as per ICAI norms, if applicable.

10. Payment to the CA Firm

1) Payment to the CA Firm will be made on monthly basis on submission of bills within 15 days and work completion certificate(s) from the authorized representative of the institute. In case of any discrepancy in service bill payment will be withheld till resolution of all issues.

2) Deductions shall also be made from CA Firm bills during implementation of the contract that may become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes.

11. Time-Period

1) The Chartered Accountant Firm will be required to provide the desired services initially for a period of two years which may be renewed for another period of one year on satisfactory performance to be reviewed on half-yearly basis.

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

12. Indemnity Clause

The Chartered Accountancy Firm (the "Firm") shall execute an Indemnity Bond in favour of NIEPA, undertaking to indemnify the Institute against direct financial losses, damages or statutory penalties arising from fraud, willful misconduct, gross negligence or material breach of contractual obligations by the Firm or its personnel in the discharge of assigned services.

13. Submission of Tender Documents at NIEPA

If you are interested to provide Accounting, Taxation, Auditing, Attesting and related Services to NIEPA at the terms and conditions mentioned in the tender document, you may please drop your sealed quotation(s) in two bid formats strictly in the enclosed proforma latest by **16.12.2026 (05:30 PM)**, in the Tender Box available at the ground floor in the office premises and should be addressed to:

The Finance Officer
National Institute of Educational Planning and Administration
(Deemed to be University)
17-B, Sri Aurobindo Marg, New Delhi – 110016

(Envelope containing the required quotations should be marked Engagement of eligible Chartered Accountant firm for Accounting, Taxation, Auditing, Attesting and related services and last date 16.12.2026

Appendix 'A'

Details about the bidder

1.	Name and address of bidder	
2.	Telephone No./Fax No./email address of the bidder	
3.	Legal status (Attach copies of original document defining the legal status). a) One Person Company b) A proprietary Firm c) A Firm in partnership d) A limited company or corporation.	
4.	Particulars of registration with registrar of companies ESI, EPF, Goods & Service Tax etc. (Attach attested photocopies) a) Registration Number b) Place of Registration	
5.	Name and title of Directors and officers with designation who will be directly concerned with this work.	
6.	Have you or your constituent partner(s) been debarred / black-listed from tendering in any organization at any time? If so, give details.	
7.	Any other information considered necessary but not included above.	

Complete detail of the bidder must be enclosed with the technical bid. Bidders' address, name of contact person(s) with phone numbers must be listed in the enclosure. The Tender Committee may carry out surprise visits to establishments/ facilities serviced currently by the tenderers for the short-listing process.

Date:

Place:

Signature with name of Authorized Signatory
Seal of the firm

Appendix 'B'

Information/ Documentary evidence should be provided with the Technical Bid

Sl. No.	Criteria	Document produced	Page No(s).
1.	The Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account No. and GST registration.		
2.	The Firm should be in Auditing and Accounting service for not less than ten years before 31.03.2026.		
3.	The Firm must not have been convicted by the court of law (Self declaration by the Firm).		
4.	The Firm should have a minimum annual turnover of Rs. 1.00 cr. during the last three financial years (i.e. 2023-24, 2024-25 and 2025-26).		
5.	The Firm should have experience of at least four years in performing similar works in the field of Accounting and Audit in the Central/State Autonomous Educational Institutions/ Universities (i.e. in IITs, NITs, IISER, IIMs/CUs or other higher educational institutions) having an annual budget of min. Rs. 50 Crores/annum for last four years.		
6.	The firm should have been empanelled in the approved list of C&AG.		
7.	The Firm should have their registered head office in NCT of Delhi as per ICAI records.		
8.	The Firm should have a minimum of 7 (seven) partners as on 31.03.2026 Of these, at least 2 (two) partners should have been associated with the firm as partners for more than 07 (seven) years.		
9.	At least 2 (two) partners of the Firm must hold the DISA (ICAI) or CISA (ISACA) qualification.		
10.	The Firm should be in **Category I** as per the RBI categorization of audit firms.		
11.	The Firm will have to submit an undertaking regarding acceptance of all the terms & conditions mentioned in the tender document.		

12.	An affidavit, in original on a stamp paper of Rs. 100/-: Duly certified by a Notary that: a) The Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed. b) That there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Court. c) That there are no dues towards income tax as on the date of the affidavit.		
13.	The bidder must participate in the scheduled pre-bid meeting. The bidders will be given an opportunity to understand the user requirement on ground, provide inputs and seek clarifications. All such clarifications and inputs are preferably to be sent in advance, before the scheduled date of the pre-bid meeting, to fo@niepa.ac.in, so_ac@niepa.ac.in or finance@niepa.ac.in. A signed certificate to be collected during pre-bid meeting and to be submitted along with the documents.		

Declaration

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be black-listed/debarred by NIEPA for at least 03 years.

Date:
Place:

Signature with name of Authorized Signatory
Seal of the firm

Appendix- 'C'

DETAILS OF PENALTIES

1. In case any of personnel deployed under the contract is (are) absent or fails to report in time and CA firm is unable to provide suitable substitute in time, a penalty of Rs. 1000/- for each absence on that particular day will be levied by NIEPA and the same shall be deducted from the CA Firm bill. *[ref. point 6 (19) pg. no. 10]*

2. In case any complaint is received attributable to misconduct/misbehaviour of CA firm personnel, a penalty of Rs. 1,000/- for each such incident shall be levied and the same shall be deducted from CA Firm bill. Further the concerned CA Firm personnel shall be removed from NIEPA immediately.

3. In case the CA Firm fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, NIEPA reserves the right to impose the penalty as detailed below: -
   (i) 20% of cost of order/agreement per week, up to four weeks of delay.
   (ii) After a delay of four weeks, NIEPA reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other CA Firm. The defaulting CA Firm shall be blacklisted for a period of 3 years and his earnest money/security deposit may also be forfeited, if so warranted.

4. The personnel engaged have to be disciplined yet courteous in dealing with the Faculty/ Officers/ Staff/ Students etc. NIEPA shall have the right to have any person removed in case of tenable complaints from Faculty/ Officer /Staff/ Students. The CA firm shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by NIEPA, failing it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by NIEPA will be imposed.

5. That in the event of any loss, theft or robbery inside the campus or damage occasioned to the Department, as a result of any lapse on the part of the CA firm or its personnel deployed in NIEPA, which would be established after an enquiry conducted by NIEPA, the said loss can be claimed from the CA firm up to the value of the loss. The decision of the NIEPA will be final and binding on the CA Firm.

6. In case of breach of any terms and conditions attached to this contract, the performance Security Deposit of the CA firm will be liable to be forfeited to NIEPA besides annulment of the contract.

7. The manpower found drunk, in possession/consumption of tobacco, alcohol, drugs or sleeping on duty or any misconduct in the workplace is to be removed by the CA Firm and no payment for that day on account of that person will be made.

8. Any liability arising out of any litigation (including those in consumer courts) due to any act of CA firm personnel shall be directly borne by the CA Firm including all expenses/fines.

9. Competent authority of NIEPA shall be entitled to impose any penalty to the extent of Rs. 10,000/- upon the CA firm in the event of breach, violation or contravention of any of the terms and conditions.

Signature with name of Authorized Signatory
Seal of the firm

Appendix- 'D'

Self-declaration – No Blacklisting
(on letter head of the CA firm)

(Date)

The Finance Officer
National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg,
New Delhi – 110016s

Dear Sir,

Ref: Tender for Providing Accounting, Taxation, Auditing, Attesting and related services at NIEPA – reg;

1. In response to the Tender Document for Providing Accounting, Taxation and related Services at NIEPA, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/PSE/PSB/PFI/Autonomous Body etc.

2. We further declare that presently our Company/ firm _____is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/PSE/PSB/PFI/Autonomous Body etc. on the date of Bid Submission including violation of relevant labour laws.

3. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security deposit may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Place:

Date:

Signature with name of Authorized Signatory
Seal of the firm

Appendix- 'E'

Price bid / Schedule for providing Accounting, Taxation and related services at NIEPA

Sl. No.	Description	Price (Rs.)
1.	**Monthly cost** for hiring chartered accountancy firm for **Providing Accounting, Taxation and related Services at NIEPA** as per the scope of work as defined in tender document. **(For 01 CA+ five supporting staff)**	In Word- In Figure

***** The cost is exclusive of GST rates. The bidder must note that GST shall be admissible extra on applicable rates.

Note:

- The bidder is requested to acquaint himself with the scope of work, all terms and conditions & penalty details etc. of the complete tender document before quoting the rates.
- As provided in the price bid format above, the bidders have to quote the price as per above format only and the L-1 firm shall be decided on the basis of lowest quoted monthly cost.
- No ambiguity should be there in the quoted price and the rate must be as per the price bid format.

Date:
Place:

Signature with name of Authorized Signatory
Seal of the firm

Appendix- 'F'

This certificate shall be furnished in original duly signed & stamped with **Technical Bid**

Certificate / Undertaking for Attending Pre-Bid meeting at NIEPA

This is to certify that we have attended pre-bid meeting for "Accounting, Taxation, Auditing, Attesting and related Services" at National Institute of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi 110016, on …….. (Date of visit) and gone through for all the terms and conditions and clarified ourselves for the requirements and nature of work before submitting our quotations.

Signature of NIEPA official(s) with date

Signature with name of Authorized Signatory from CA Firm
Seal of the firm