



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

राष्ट्रीय महत्व का एक संस्थान An Institution of National Importance

जायस, अमेठी-229304 Jais, Amethi- 229304

उत्तर प्रदेश, भारत Uttar Pradesh, India

वेबसाइट Website: www.rgipt.ac.in

e-TENDER NOTICE

For

Hiring of CA Firm

Tender Ref No:

RGIPT/Jais/Admin/2022-23/01 Dated: 10-02-2023

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institution of National Importance)
Jais, Amethi- 229304, Uttar Pradesh, India

e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

IMPORTANT DATES AND INFORMATION

1	Name of the Work	Hiring of a CA Firm
2	Tender No.	RGIPT/Jais/Admin/2022-23/01 Dated: 10-02-2023
3	Date of Issue/publication of Tender	10-02-2023
4	Bid Submission Start Date & Time	10-02-2023 from 04:00 PM
5	Pre-Bid Meeting (Online)	17-02-2023 from 11:00 AM
6	Last Date of Submission of Bids	03-03-2023 by 06:00 PM
7	Opening of Technical Bids	04-03-2023 at 03:00 PM
8	Interaction with CA Firm	11-03-2023 (Time will be intimated later)
9	Opening of Financial Bids	15-03-2023 at 11:00 AM
10	Award of job to Successful Bidder	18-03-2023
11	Commencement of Contract	01-04-2023
12	Contact person & address for communication	Assistant Registrar (Accounts) RGIPT, Jais, Amethi Uttar Pradesh Phone No. +91-95548-93195 e-mail: admin@rgipt.ac.in
13	Address to send the Hard Copy of Submitted Tender documents along with necessary documents and payment proof	Envelope should be superscribed as- “e-Tender for Hiring of a CA Firm.” Tender Ref No: RGIPT/Jais/Admin/2022-23/01 To Registrar Rajiv Gandhi Institute of Petroleum Technology, Admin Block, 2 nd Floor, Post- Harbanshganj, Bahadurpur, Jais, Amethi- 229304, Uttar Pradesh e-mail: admin@rgipt.ac.in

Authorized Signatory (signature in full) :-----

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INSTRUCTIONS FOR ONLINE SUBMISSION OF BID:

- i. The bidders shall submit their bid in soft copies electronically on the CPP Portal, using valid Digital Signature Certificates (DSC).
- ii. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
- iii. More information about submitting online bids on the CPP Portal may be obtained from- <http://eprocure.gov.in/eprocure/app>

(A) Registration

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be required in future for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India (e.g. Sift/ nCode / eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC to others which may lead to misuse.
- vi. Bidder then logs into the CPP Portal through the secured log-in by entering their User ID/Password and the password of the DSC/ e-Token.

(B) Searching the Tender Document

- i. There are various search options built in the CPP Portal.
- ii. To facilities bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, location, Date Value, etc.
- iii. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- iv. Once the bidders have selected the tender, they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'my Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- v. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

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(C) Preparation of Bids

- i. Bidder should take into account any corrigendum published on the tender document before submitting bid.
- ii. Bidders are advised to go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. Bidder should keep ready the bid documents to be submitted in advance as indicated in the tender to avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid.
- iv. A provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to the bidders.
- v. Bidders can use “My space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My space” area while submitting a bid and need not be upload again and again. This will lead to a reduction in the time required for bid submission process.

(D) Submission of Bids

- i. Bidder should log into the CPPP website well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as
- iii. indicated in the tender document.
- iv. Bidders are required to submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be download and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- v. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc the bidders should follow this time during bid submission.
- vi. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.

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Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- vii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- viii. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and date & time of submission of the bid with all other relevant details.
- ix. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid, this acknowledgement may be used as an entry pass for any bid opening meetings.
- x. Bidders are requested to visit the websites regularly to keep themselves updated. Any Addendum/ Corrigendum will be displayed on the aforesaid websites only.

UPLOADING OF FINANCIAL BID/BOQ THROUGH CPP PORTAL:

- i. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees only.
- ii. In preparing the financial bids, bidders are expected to consider the requirements and conditions laid down in this Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- iii. The Financial bid should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws.
- iv. Bidders should submit their Technical & Financial Bids strictly in the format given in Annexure 3 and Annexure 4, respectively.

(E) Assistance to Bidders

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk.

(F) Submission of Hard Copy

- i. The **HARD COPY** of original Bid documents (Only Technical Bid documents) along with payment proof pertaining to EMD to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in Important Date sheet.
- ii. Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

DON'T SEND FINANCIAL BID WITH HARD COPY. ONLY UPLOAD ON CPP PORTAL

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(G) Earnest Money Deposit (EMD): An EMD of Rs. 25,000/- (Exempted in case of MSME) in the form of NEFT/Demand Draft, Fixed Deposit Receipt issued by any Nationalized Bank in favour of “Rajiv Gandhi Institute of Petroleum Technology, payable at Jais”. **Bank Account Details of the Institute are as under:**

1. **Name** : Rajiv Gandhi Institute of Petroleum Technology
2. **Bank** : Bank of Baroda
3. **Address** : RGIPT Campus, Bahadurpur, Jais, Amethi
4. **Account No** : 59480100000001
5. **IFSC Code** : BARB0JAICAM (5th Character is ZERO)

I. ABOUT THE RGIPT/INSTITUTE

The Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi, Uttar Pradesh has been established through an Act of the Parliament in 2008 by the Ministry of Petroleum and Natural Gas (MoPNG), Government of India. The Institute is situated at Jais, Amethi, UP.

The Institute offering Undergraduate, Postgraduate and Doctoral programme from its main campus at Jais, Amethi and Diploma and Postgraduate programmes from its Assam Energy Institute (AEI), Sivasagar and Energy Institute, Bengaluru (EIB) centres respectively.

II(A) DESCRIPTION OF ASSIGNMENT

The Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais, Amethi, an Institution of National Importance (hereinafter referred to as the “RGIPT” or ‘The Institute’) invites **ONLINE BIDS** from well-established reputed Chartered Accountancy Firms (Hereinafter called ‘Firm’ / ‘Contractor’) having relevant experience in finalization of Annual Accounts & Preparation of Balance Sheet, auditing, attesting, statutory compliance and the areas concerning the Higher Educational Institutions of India, at RGIPT, Jais, Amethi, UP. The CA firm should have sound exposure in following areas to opine and guide the Institute:

- i. Accounting Standards (AS) of India applicable to Autonomous Institutions like RGIPT
- ii. Format of Financial Statements for Central Higher Educational Institutions
- iii. Income Tax Act
- iv. GST Act
- v. Professional Tax
- vi. National Pension System
- vii. General Finance Rules
- viii. Certification and Compliance Audits conducted by C&AG
- ix. Procurement through Letter of Credit (LC), Swift Payment, etc.
- x. Other rules applicable to Central Higher Educational Institutions of India

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II(B) SCOPE OF WORK

- i. Scrutiny/ verification of Trial Balance and scrutiny of Ledger Accounts.
- ii. Assessment and provisioning of liabilities against POs and other payments and adjustment of previous year liabilities provided.
- iii. Identification and Capitalization of Fixed Assets and reconciliation with Stores.
- iv. Inter-Account Reconciliation.
- v. Preparation of investment chart
- vi. Preparation, finalization and Certification of Annual Accounts of RGIPT with Annual computation of income, (Before 30th May of every year for the last preceding financial year), Balance Sheet, Income & Expenditure Account, Receipt & Payment Account with relevant Schedules, according to the Uniform Format for Autonomous Bodies issued by Ministry of Education.
- vii. Preparation, finalization and Certification of Utilization Certificate (UC), Statement of Expenditure (SoE) of various Projects according to the format of the Funding Agency.
- viii. Quarterly scrutiny of monthly salary bills and payment of various allowances to ensure correct disbursement, deduction of NPS, Income Tax and other statutory dues from salary as per the Government of India norms.
- ix. Scrutiny of Fixation of Pay at the time of appointment/promotion of employees.
- x. Calculation of Income Tax liabilities of the employees after considering the declaration and proof of Investment submitted by employees, and correct deduction of Income Tax from the salary of the employees.
- xi. Scrutiny of Bank Reconciliation statement, Advances to suppliers, contractors and employees, release of Security Deposit, Retention Money, and EMD.
- xii. Verification of investment of various funds (including Corpus) and financial management.
- xiii. Reconciliation of all receipts with various Bank Statements.
- xiv. Reconciliation of fees received with fees dues statement.
- xv. Reconciliation of FDRs along with the calculation of actual interest due and received.

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- xvi. CA firm shall be responsible for ensuring accuracy of account books, files, bank reconciliation statements, stock register, assets register (consumable and non-consumable), salary register, investment register, Grant Register, entries in various relevant software and all the financial transactions on quarterly basis.
- xvii. Preparation of Annual Variance Statement
- xviii. Preparation of Asset Register with depreciation following Straight Line Method (SLM)
- xix. Providing all required information and facilitating audit of accounts conducted by C&AG, Internal Audit Wing of RGIPT and other agencies.
- xx. Preparing the reply of Draft SAR issued by C&AG.
- xxi. CA firm shall be responsible for ensuring compliances of various tax laws.
- xxii. CA firm shall prepare, finalize, certify and file Income Tax Returns, TDS Returns, GST Returns, Professional Tax and other statutory returns/documents well within due dates and entire responsibility shall lie with the firm. RGIPT will not share any liability arising due to non-filing / late filing of any return/document.
- xxiii. Preparing of the replies of notices received from Income Tax Department and appearing on behalf of RGIPT in all taxation proceedings before various Tax Authorities i.e. Income Tax, GST, etc. for contract period as well as previous years also.
- xxiv. Providing written opinion/advise with respect to taxation and other statutory rules applicable to RGIPT and all matters/items covering its scope and applicability in case of agencies from which RGIPT is availing the services.
- xxv. Preparation of Form 15 CA and 15 CB and other compliances under FEMA, 2000.
- xxvi. Any other statutory tasks as required by the Institute from time to time.

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III. STATEMENT OF ASSIGNMENTS OUTCOMES & TIMELINE

The Scope of Work as mentioned at Point-II(b) above shall essentially be completed as per following timeline:

Sl. No.	Task	Expected Date of Completion
1	JOB-1: Finalization of Annual Accounts & Balance Sheet	15 th May
2	JOB-2: 1st Quarterly Scrutiny of Ledger Account (April-June) for- i. Reconciliation of Bank Accounts ii. Reconciliation of Statutory Payments- GST, TDS, Professional Tax, NPS, etc iii. Reconciliation of FDRs iv. Issuance of Form-16A v. Reconciliation of Sundry Debtors and Advances vi. Management Reporting on Financial Status of Institute vii. Compliance of previous year Management Letter viii. Any other task as required for the betterment of Finance and Accounts of Institute.	July 30
3	JOB-3: 2nd Quarterly Scrutiny of Ledger Account (July-September) for- i. Reconciliation of Bank Accounts ii. Reconciliation of Statutory Payments- GST, TDS, Professional Tax, NPS, etc iii. Reconciliation of FDRs iv. Issuance of Form-16A v. Reconciliation of Sundry Debtors and Advances vi. Management Reporting on Financial Status of Institute vii. Compliance of previous year Management Letter viii. Any other task as required for the betterment of Finance and Accounts of Institute.	October 31

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4	JOB-4: 3rd Quarterly Scrutiny of Ledger Account (October-December) for- i. Reconciliation of Bank Accounts ii. Reconciliation of Statutory Payments- GST, TDS, Professional Tax, NPS, etc iii. Reconciliation of FDRs iv. Issuance of Form-16A v. Reconciliation of Sundry Debtors and Advances vi. Management Reporting on Financial Status of Institute vii. Compliance of previous year Management Letter viii. Any other task as required for the betterment of Finance and Accounts of Institute.	January 31
5	JOB-5: 4th Quarterly Scrutiny of Ledger Account (January-March) for- i. Reconciliation of Bank Accounts ii. Reconciliation of Statutory Payments- GST, TDS, Professional Tax, NPS, etc iii. Reconciliation of FDRs iv. Issuance of Form-16A v. Reconciliation of Sundry Debtors and Advances vi. Management Reporting on Financial Status of Institute vii. Compliance of previous year Management Letter viii. Prior Period Adjustment ix. Unpaid liabilities, asset and pre-paid expenditure x. Any other task as required for the betterment of Finance and Accounts of Institute.	April 30
6	JOB-6: Fees Reconciliation (Half Yearly)	
	Reconciliation of Students' Fees (January-June)	August 20
	Reconciliation of Students' Fees (July-December)	February 20
7	JOB-7: Annual Works	
	i. Preparation of Variance Statement	April 30
	ii. Filing of Annual TDS Return	May 15
	iii. Issuance of Form-16 annually	May 30
	iv. Filing of Audit Report	September 30
	v. Filing of Annual Income Tax Return	October 15
vi. Filing of Annual GST Return (Form- 9 & 9C)	November 30	

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8	JOB-8: Preparation and issuance of Form 15-CA/CB for Forex Remittance through Letter of Credit (LC) and Wire Transfer against procurement and other services taken by the Institute.	Within 3 working days
9	Assisting the Institute in compliance of: a. Audit observations related to the Balance Sheet and its entries. b. Observation of Tax authorities for providing information related to their queries on balance sheet figures. c. Any other works as assigned by the Institute from time to time.	Within Schedule Timeline

IV. ELIGIBILITY CRITERIA

A CA Firm should-

- i. Registered as Chartered Accountancy Firm under relevant rules of Government of India and having at least 10-years of experience in the profession. **(Enclose copy of certificate issued by the ICAI)**
- ii. Be empaneled with C&AG **(Enclose copy of certificate issued by the C&AG)**
- iii. Have Average Annual Turnover of ₹50.00 (Fifty) lakhs or more in preceding 5 (Five) Financial Years (2021-22 and before). **(Enclose Certified copies of Audited Financial Statements for these years along with ITRs Acknowledgements)**
- iv. Be registered under the Goods & Services Tax (GST) Act and Income Tax Act. **(Enclose copies of PAN and GST)**
- v. Not be blacklisted by any Central/ State Government organizations/PSUs. **(Enclose Non-Blacklisting Certificate)**
- vi. Submit an EMD of Rs. 25,000/- (MSME firm and CA Firm headed by Female is exempted for submission of EMD on production of valid certificate).
- vii. Have tender's terms and conditions acceptable. **(Enclose Acceptance Letter)**
- viii. Have at least 10-years of experience in the finalization/preparation of Annual Accounts & Balance Sheet of RGIPT, IITs, IIMs, NITs, IISERs or any Central Universities of Government of India on Accrual Accounting Principles, audited by the C&AG. **(Enclose job completion certificate)**

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- ix. Have prepared/finalized Annual Accounts & Balance Sheet of any 3 (Three) institutions i.e. RGIPT, IITs, IIMs, NITs, IISERs or any Central Universities of Government of India during last 5-years (2021-22 and before). **(Enclose copy of job completion certificate being issued by an officer of Deputy Registrar or above level)**
- x. Have independently prepared at least 3 (Three) Balance Sheet of Institution/ University having annual turnover of Rs. 100.00 crore or above during last 5-year. **(Enclose job completion certificate)**
- xi. The Partner of CA Firm, who will carry out the work of RGIPT should have at least 10-years of experience in the preparation of Annual Accounts & Balance Sheet of the Institution as mentioned at point-ix above. **(Enclose Biodata & CA qualifying certificate)**

V. SELECTION CRITERIA

a. STAGES OF EVALUATION

Stage- 1	Confirmation/receipt of EMD/ Exemption Certificate	If EMD or Exemption Certificate is not found with bid, then bid shall be rejected at this stage and no further evaluation of Bid shall be done.
Stage- 2	Evaluation of Technical Bids	Technical Bids shall be evaluated based on information provided in Tender and documents submitted by bidders in their claims.
Stage-3	Presentation by Bidder	Bidder shall be invited for online presentation on 11-03-2023.
Stage-4	Opening of Financial Bids	Financial Bids of only those bidders shall be opened, who have scored at least 60% marks in Technical Evaluation stage including presentation.
Stage-5	Award of Job	Job shall be awarded to the bidder, who have scored composite highest marks in Technical and Commercial Bids.
Stage-6	Submission of Performance Security by Successful Bidder	Successful Bidder shall deposit the Performance Security within 10-days of receipt of Purchase Order (PO) at the rate of 10% of Annual Quoted Price in the form of DD/Bank Guarantee.
Stage-7	Commencement of Work	Assigned job will commence w.e.f. 01-04-2023

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b. WEIGHTAGE TO DIFFERENT PARAMETERS:

Sl. No.	Particulars	Weightage
1	Technical Bid	50%
2	Presentation	10%
3	Financial Bid	40%
	Total	100%

c. Phase-I: Technical Evaluation

- i. Technical evaluation will be done based on the information provided by the bidder in Technical Bid and followed by presentation by the Bidder.
- ii. Bid containing partial, incomplete, uncleared and irrelevant information will be summarily rejected.
- iii. Technical declaration must be supported with relevant documents. Discrepancy in relevant supporting documents & technical compliance sheet shall lead to rejection of technical bids.

d. Phase-II: Financial Evaluation

- i. If a firm quote Nil charges/ considerations, the bid shall be treated as unresponsive and will not be considered under Rule- 173(h) of General Finance Rules, 2017.
- ii. Bidders should quote their rates/prices in Indian Rupees only, which shall be exclusive of all applicable taxes for entire scope of work as per Price Bid Format, enclosed with tender document.
- iii. Financial bids of only technically qualified bidders shall be opened.
- iv. Financial evaluation is purely done on the total financial implication.

e. Evaluation of Technical and Financial Bids:

- i. Selection of the successful bidder shall be based on techno-commercial combined score. The weightage of 60% shall be given to Technical Standing (including presentation) and remaining 40% to Financial Bid.
- ii. A minimum of 60% score would be required in Technical Standing by a bidder to qualify for next round of evaluation i.e. Financial Evaluation. Any bidder scoring technical score of less than 60% will not be considered for financial evaluation. However, Institute reserves the right to relax the qualifying marks, if the sufficient number of bidders have not been found suitable for next round of evaluation, i.e. Financial Evaluation.
- iii. Technical Bids shall be opened first and evaluated for the bidder's eligibility criteria, bid completeness, bid conformity, bid responsiveness, before opening of Financial Bid.
- iv. The final score shall be calculated for all technically qualified bidders using the formula: $[(\text{Technical score} / \text{Highest Technical Score}) \times 60\%] + [(\text{Minimum Financial quote} / \text{Quoted Price of the Bidder}) \times 40\%]$.
- v. The bidder with the highest Overall/Combined Score as computed above will be considered for the award of job.

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- vi. The decision of RGIPT shall be final and binding on all the Bidders. RGIPT reserves the right to accept or reject any offer without assigning any reason whatsoever.
 - vii. In case of tie, preference will be given to bidder who have secured higher technical score.
 - viii. In order to understand profile of the firm and to have a clear understanding of the areas in which, firm is having requisite expertise, RGIPT may at its absolute discretion invite one or more or all the bidders for further presentation.
 - ix. RGIPT reserves all rights to engage more than one CA Firm/agency for subject job.

f. Bid Evaluation Criteria & Award Criteria:

- i. After the opening of the technical bid, the same will be evaluated by a committee. In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. The bids of those bidders, who found technically qualified as per Eligibility Criteria as mentioned at Para-IV above, the Commercial bid of such qualified bidders will be opened on a specified date and time.
- ii. EMD of technically unsuccessful bidders will be returned to the bidders.
- iii. The date and time of opening of Commercial bids will be intimated to the bidders well in advance through phone/email and uploading the same on CPP Portal.
- iv. Any conditional bids received shall not be considered and will be rejected summarily in very first instance without any recourse to the bidder and shall not be evaluated.
- v. After the Financial Evaluation, in case two or more agencies have scored equal marks, then contract will be awarded to that bidder who have scored higher mark in Technical Bid and whose bid has been found to be responsive, eligible and qualified as per the tender's terms and conditions.

g. PRE-QUALIFICATION CRITERIA

Sl. No.	Essential Requirements	Documents to be submitted
1	Be registered under the Goods & Services Tax (GST) Act and Income Tax Act.	Copies of PAN and GST)
2	Not be blacklisted by any Central/ State Government organizations/PSUs.	Enclose Non-Blacklisting Declaration
3	Submit an EMD of Rs. 25,000/- (MSME firm/CA Firm headed by Female is exempted for submission of EMD on production of valid certificate)	Enclose proof of payment or MSME Registration Certificate
5	Have acceptable the tender's terms and conditions.	Enclose Declaration Form
6	Be empaneled with C&AG	Certificate issued by the C&AG

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institution of National Importance)
Jais, Amethi- 229304, Uttar Pradesh, India

e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

h. Marking Parameters

The marking for the parameters as mentioned at Para-IV above shall be done as under:

Sl. No.	Pre-qualification Criteria	Documents to be Submitted	Marking Pattern	Maximum Marks
1	Registered as Chartered Accountancy Firm under relevant rules of Government of India and having at least 10-years of experience in the profession.	Certificate issued by the ICAI	10-15 years exp: 07 16-20 years exp: 10 Above 20 years exp: 15	15
2	Have Average Annual Turnover of ₹50.00 (Fifty) lakhs or more in preceding 5 (Five) Financial Years (2021-22 and before).	Certified copies of Audited Financial Statements for these years along with ITRs Acknowledgements)	Rs. 50-75 Lakhs: 07 Rs. 76-100 Lakhs: 10 Above Rs. 100 Lakhs: 15	15
3	Have at least 10-years of experience in the preparation of Annual Accounts & Balance Sheet of RGIPT, IITs, IIMs, NITs, IISERs or Central Universities of Government of India on Accrual Accounting Principles, audited by the C&AG.	Enclose copies of PO or job completion certificate	10-15 years exp: 10 16-20 years exp: 15 Above 20 years exp: 20	20
4	Have prepared/finalized Annual Accounts & Balance Sheet of any 3 (Three) institutions i.e. RGIPT, IITs, IIMs, NITs, IISERs or Central Universities of Government of India during last 5-years (2021-22 and before).	Enclose copies of PO or job completion certificate	Annual Accounts of 3-5 institutions: 07 Annual Accounts of 6-10 institutions: 10 Annual Accounts of 11 & above institutions: 15	15

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

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5	Have independently prepared at least 3 (Three) Balance Sheet of Institution/ University having annual turnover of Rs. 100.00 crore or above during last 5-year.	Enclose copies of certificates issued by respective Institutions	Annual Turn over- Rs. 100 -150 crore: 07 Annual Turn over- Rs. 151 -200 crore: 10 Annual Turn over- above Rs. 200 crore: 15	15
6	The Partner of CA Firm, who will handle the work of RGIPT should have at least 10-years of experience in the preparation of Annual Accounts & Balance Sheet of the Institution as mentioned at point-ix above.	Enclose the Biodata of Partner & CA qualifying certificate	10-15 years exp: 10 16-20 years exp: 15 Above 20 years exp: 20	20
Total				100

VI. GENERAL INSTRUCTIONS FOR BIDDER

- 1. Financial Bid:** All bidder shall quote the price in Financial Bid BOQ Form (Sample at Annexure-VII) considering the 'Description of Assignment' and 'Statement of Assignments Outcomes and Timeline' given at Para-II and III above.
- 2.** RGIPT is located at Jais, Amethi, Uttar Pradesh. RGIPT will provide lodging and boarding facilities to CA team at Institute's Guest House during official tour free of charges. CA Firm invited on campus for official assignment shall also be reimbursed the cost of to and fro travel by road/train from their place to RGIPT, Jais, Amethi on shortest route as per Institute's rules on the production of duly certified GST bill.
- 3. Nil Charges:** If a firm quote Nil charges/ considerations, the bid shall be treated as unresponsive and will not be considered under Rule- 173(h) of General Finance Rules, 2017.
- 4.** Any Incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the Bidder/Contractor and shall not be evaluated.
- 5.** RGIPT reserves all rights to engage more than one CA Firm for subject job on QCBS basis.

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

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6. **Price Preference:** MSEs quoting price within price band L-1 + 15%, when L1 is from someone other than MSE, shall be allowed to supply at least 25% of tendered value at L-1 subject to lowering of price by MSEs to L-1.
7. **Eligibility Criteria:** The RGIPT has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet all criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal as mentioned at Para-V(g) & (h) above, failing which their bids will be summarily rejected and will not be considered any further.
8. **Bid Validity:** The proposals shall be remained valid till 60 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, RGIPT may ask for extension of the period of validity and such a request shall be binding on Bidders. RGIPT's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.
9. The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested Bidders are advised to ready two separate bids, technical and commercial in prescribed format and upload on CPP portal. Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is uploaded well in time.
10. No other method/means of submission of bid except as stated above shall be acceptable. All entries in the bid form should be legible and filled clearly. Otherwise, the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Commercial Bid Form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
11. Duly filled Tender for qualification shall be uploaded/submitted in proper format and incomplete offers shall be liable for rejection. Copy of each required documents should be submitted with technical bid for assessment.
12. If the employer desires any clarification/ verification for any ambiguity or difference found in the documents/statistical details submitted by the Bidder/Contractor, the same shall be furnished within stipulated time otherwise further processing will be carried out in absence of above and the Bidder/Contractors shall be liable for any consequence.
13. Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

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e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

- 14. Earnest Money Deposit (EMD):** The interested Bidders may put the tender document complete in all respects along with mandatory Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty-Five Thousand) in the form of Online Payment/ Demand draft being issued by any scheduled bank and drawn in favor of “Rajiv Gandhi Institute of Petroleum Technology” payable at RGIPT Jais Campus, Amethi. Firm registered as MSME are exempted for submission of EMD.
- 15.** The bid securities of unsuccessful Bidder shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the purchase order. No interest shall be payable by the Institute on EMD. The bid security is normally to remain valid for a period of Forty-Five days beyond the final bid validity period.
- 16.** The bid shall be written in English only.
- 17.** EMD made by Bidder/Contractor may be forfeited under the following conditions:
- a. If Bidder/Contractor withdraw the proposal before the expiry of validity period.
 - b. If Bidder/Contractor violates any of the provisions/terms and conditions of this proposal or indulges any such activities as would jeopardize the tendering process.
 - c. In case of a successful Bidder/Contractor, fails to submit the PBG in accordance with terms and conditions of tender.
 - d. Submitting false/ misleading information/ declaration/documents/proof/etc.
 - e. In the event of the successful Bidder/Contractor failing to comply with any provision of the contract.
- 18.** The decision of RGIPT regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances.
- 19.** Any effort by a bidder or his representative, whosoever described to influence the RGIPT in any way concerning scrutiny/consideration/evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- 20.** The Bidder/Contractor shall not be allowed to withdraw or modify the offer on his own after the last date of submission of bid. If any Bidder/Contractor withdraws or makes any modifications or additions in the terms and conditions of his tender not acceptable to the RGIPT, then the Institute shall without prejudice to any other right or remedy, be at liberty to forfeit the entire Earnest Money absolutely.
- 21.** In case of forfeiture of earnest money as prescribed above, the Bidder/Contractor shall not be allowed to participate in the retendering process of the work, if carried out.

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institution of National Importance)

Jais, Amethi- 229304, Uttar Pradesh, India

e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

-
- 22. Pre-Bid Meeting:** An online Pre-Bid Meeting will be held online on 17-02-2023 at 11.00 AM to clarify the scope of work or any doubt regarding tender terms and conditions of bidders. The interested bidder may send their request on e-mail- **ADMIN@RGIPT.AC.IN** to get the web-link. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. Bidder can send their queries on above-mentioned e-mail id.
- 23. Performance Security Deposit:** The successful Bidder shall have to deposit a Performance Security at the rate of 10% of quoted rate, immediately after the receipt of the Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Fixed Deposit Receipt (FDR) of any scheduled bank drawn in favour of “Rajiv Gandhi Institute of Petroleum Technology” payable at RGIPT Jais Campus, Jais, Amethi.
- 24.** The performance security should be valid for Sixty days (60-days) beyond the date of completion of all contractual obligations of the service provider under the agreement to be executed by and between RGIPT and the service provider.
- 25.** Deductions may also be made from Contractor’s PBG/ bill during implementation of the contract that may become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes.
- 26.** Bid security (EMD) shall be refunded to the successful Bidder/Contractor on receipt of performance security. The performance security will be renewed, if the contract is extended further.
- 27. Contract Execution:** The contractor is required to sign the agreement and furnish performance bank guarantee immediately from the date of receipt of LOI/Work order. In case of default of any condition, RGIPT reserves the right to cancel the contract and apply all remedies as per the terms & conditions of contract.
- 28. Termination of the Contract:** The RGIPT, however, reserves right to terminate this initial contract at any time after giving one month’s notice to the selected service provider with or without assigning any reasons.
- 29.** Where a contract terminated by RGIPT on account of the fault committed by the Contractor, it shall have the right to award the contract to 2nd Highest Scoring Bidder on the rate of original work was awarded.
- 30. Terms of Payment:** Payment to the contractor will be made after completion of all contractual obligations under the agreement to be executed by and between RGIPT and the service provider on presentation of bills and work completion certificate(s) from the authorized representative of the RGIPT. In case of any discrepancy in service, bill payment will be withheld till resolution of all issues. No advance payment will be made.
- 31.** The GST payment shall be admissible extra as applicable.

Authorized Signatory (signature in full) :-----

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e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

32. Taxes as per income tax Act/rules will be deducted at applicable rates from all payments made by RGIPT.
33. The RGIPT will be deduct income tax at source under section under section 194-J of income tax Act from the tenderer at the prevailing rates of such sum as income tax on the income comprised therein.
34. No claim for interest will be entertained by the RGIPT in respect of any payment/deposit which will be held with the Institute due to dispute between the RGIPT and contractor or due to admin delay for the reasons beyond the control of the Institute.
35. **Amendment of Bid Document:** At any time, prior to the deadline for submission of proposals, RGIPT reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website/ CPP Portal. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
36. **RGIPT's right to reject any/or all bids:** The Competent Authority of RGIPT reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.
37. **Resolution of Disputes:** If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably.
38. In the case of such failure of resolution of dispute, the matter shall be referred to the Director, RGIPT and his decision shall be binding on both the parties.
39. **Price Bid:** The bidders will have to quote the price as per the format provided at Form--- and the firm scored highest marks shall be awarded the work. The successful bidder shall be decided on the basis of the conditions as mentioned at Para-V above.
40. The Commercial bid of only those bidders will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid. The date of opening of Commercial Bid shall be uploaded on CPP Portal. All eligibility conditions have to be satisfied on the respective dates in such conditions and not on a later date. The commercial bid shall be opened online on the scheduled time and date.

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institution of National Importance)
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e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

- 41. Relaxation of Terms and Conditions:** The Director, RGIPT is empowered to relax any term or condition mentioned herein.
- 42. Agreement:** The contractor will have to enter into a written Agreement with RGIPT immediately of intimation of acceptance of Order/LOI.
- 43. Compensation clause:** In case the contractor fails to commence/ execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirement of the contract, RGIPT reserves the right to impose the penalty as detailed below:
- a. 10% of cost of order/agreement per week, up to four weeks of delay
 - b. After a delay of four weeks, RGIPT reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other contractor(s). The defaulting contractor shall be blacklisted for a period of 3-years and his earnest money/security deposit may also be forfeited, if so warranted.
 - c. In case of breach of any terms and conditions attached to this contract, a penalty of Rs.1,500/- for each such incident shall be levied.

VII. CONDITIONS OF CONTRACT

- 1. Contract Period:** The Contract shall initially be awarded for a period of One (1) Financial Year (2023-24). However, the contract may be extended further two financial years at one stretch as per the requirements of Institute based on the mutual consent, if the performance/services is found satisfactory in the discretion of RGIPT. The RGIPT reserves the right to curtail or extend the validity of Contract. It may extend for further period also, if the requirement of the Institute continues to.
- 2.** The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/ firm/ agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 3.** Any person who is in Government service or an employee of this Institute shall not be made partner to the contract by the tenderer directly or indirectly in any manner whatsoever.
- 4.** The tenderer shall indemnify the Institute against all other damages/charges and expenses for which this Institute may be held liable or pay on account of the negligence of the tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institution of National Importance)

Jais, Amethi- 229304, Uttar Pradesh, India

e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

executing the work or otherwise and against all claims and demand thereof. The RGIPT shall not be responsible financially or otherwise for any injury to the worker or person deployed by the tenderer during the course of performing duties.

5. Minor variations in the terms & 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.
6. During the period of contract, the rates will be revised with the revision of any taxes by the Government of India.
7. The RGIPT will be under no legal obligation to provide employment to any of the personnel of the tenderer during/ expiry of agreement period and the RGIPT recognizes no employer-employee relation between the RGIPT, and the personnel deployed by the tenderer/agency.
8. The Contracting Agency shall render the services as mentioned in the scope of work.
9. The working hours of the Institute is 9:00AM to 6.00 PM from Monday to Friday. Saturday and Sunday are holiday on account of being weekend days. They may also be called on Saturdays/Sundays/Gazettes holidays as and when required.
10. The personnel deployed shall be healthy, active. Nobody shall have any communicable diseases.
11. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the CA firm.
12. That CA firm's authorized representative (Owner/Director/Partner/Manager) shall personally contact Registrar/ Assistant Registrar (Accounts) at RGIPT at least once a month to get a feedback on the services rendered by the Contractor vis-a-vis corrective action required to make the services more efficient.
13. In the event of person deputed by CA firm being on leave/ absent, the CA firm shall ensure suitable alternative arrangement to make up for such absence.
14. If any of the personnel of the contractor indulges in theft or any illegal activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed at RGIPT.

Authorized Signatory (signature in full) :-----

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15. If the contractor refuses/denies the assignment, after award of work, all the required actions will be taken by RGIPT to safeguard its interest.
16. It shall be the responsibility of the bidders to be fully informed/ acquainted / familiarized with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract.
17. This contract provides that the ACA/FCA shall visit RGIPT at least once in a quarter. The ACA/FCA shall resolve all relevant issues pertaining to the transactions for that quarter to the satisfaction of RGIPT authorities. It must be noted that in case the resolution is not found satisfactory, the ACA/FCA shall pay as many additional visits as required for satisfactory resolution of such issues. It is further informed that in case of a deviation, adequate penalty shall be levied on firm out of contract value.
18. RGIPT 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 Contractor / Firm must make enough arrangements that there is no delay in such cases.
19. The Contractor / 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. The Contractor / Firm shall indemnify RGIPT from any claims in this regard.
20. The Responsibility of correctness and accuracy of Accounting Records will lie with the Contractor / CA Firm.
21. A reasonable penalty may be imposed on the Firm by RGIPT as decided, 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.
22. Contractor/ Firm will maintain high standards of integrity and professional ethics and morality while handling the work of RGIPT and dealing with RGIPT and its officials. If it is found that this condition of confidentiality is compromised by the Contractor / Firm, then RGIPT will be at liberty to take further steps (e.g. requesting ICAI for cancellation of license) against the Contractor /Firm.
23. Any action on part of contractor to influence any Officer of RGIPT canvassing in any form shall make the tender document liable for rejection.
24. RGIPT is an Institute of National Importance and hence, the accounting records and information related to RGIPT shall be handled by the Contractor / Firm in a confidential manner and must not be shared with any outsider.

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

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25. Notwithstanding anything contained herein above, RGIPT reserves the right to discontinue the services of the Contractor/ Firm in the event, their services are evaluated as unsatisfactory at any time during the period.
26. Any losses sustained by RGIPT due to negligence of Contractor/ Firm's services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the Contractor / Firm) will be recoverable from the Contractor / Firm, as the money value shall be estimated by RGIPT. The decision of RGIPT in this regard will be final and binding on the Contractor / Firm.
27. **Jurisdiction:** The court(s) at Amethi/ Rae Bareli, Uttar Pradesh 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 Amethi/ Rae Bareli, Uttar Pradesh court shall have jurisdiction in the matter.
28. These terms and conditions mentioned above shall be made part to the Contract/Agreement between RGIPT and the CA Firm and any non-compliance shall be deemed as breach of the Contract/Agreement.

***** **END OF THE TENDER** *****

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

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e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

ANNEXURE-I

GENERAL INFORMATION ABOUT BIDDER

(Tender Ref No- RGIPT/Jais/Admin/2022-23/01 Dated: 10-02-2023)
(On Company Letterhead)

1	Name of the Firm/ Company	
2	Firm Registration No and Date	
3	C&AG Empanelment No & Date	
4	Nos of CA in the Firm	
5	Total staff strength of the Firm	
6	Name and Designation of Authorized Signatory	
7	Registered Office Address: Office Phone No: Mobile No: e-mail:	
8	Office Address in Uttar Pradesh or NCR	
9	PAN	
10	GST Registration Number:	
	Bank Details	
11	Name of the Bank	
12	Bank's branch address	
13	Bank Account No.	
14	IFSC Code	
15	Type of account	

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

ANNEXURE-II

TENDER CONDITIONS ACCEPTANCE LETTER

(Tender Ref No- RGIPT/Jais/Admin/2022-23/01 Dated: 10-02-2023)

(To be submitted on Company's Letter Head)

Date: -----

1. I/ We have downloaded the above-mentioned tender document from Institute's website- <https://www.rgipt.ac.in> or CPP Portal as the per advertisement.
2. Certify that I/ we have read the entire terms and conditions of the tender from Page No. 01 to 31 (including all Annexures-I to VII, etc.), which form part of the contract agreement and I/ we hereby declare to abide by the terms and conditions contained therein.
3. The corrigendum issued from time to time by the Institute too have been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender's terms and conditions mentioned in tender document in its totality/ entirety.
5. I/ We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Government Organization/ Public Sector Undertaking, etc.
6. I/We certify that all the information furnished by our Firm is true and correct. If at any stage, supplied information is found to be incorrect, then Institute shall without giving any notice or reason therefor, summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit (EMD) absolutely.

(Signature)

(Name of the Authorized Signatory)

Designation -----

Seal of the company

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

ANNEXURE-III

WORK COMPLETION CERTIFICATE

(To be issued by Institution/ University by an Officer of Deputy Registrar or above)

Certify that M/s ----- (a CA Firm)
has been engaged at ----- (Name of the Institution/ University) for a
period from ----- to ----- for the preparation of Annual Accounts and
Balance Sheet of FY -----.

The services proved by CA Firm M/s ----- has been found Very Good/
Good/ Satisfactory.

(Signature of the Officer)

Name : -----

Designation : -----

Date : -----

Seal of the Institution/University

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

ANNEXURE-IV

DECLARATION

(Tender Ref No- RGIPT/Jais/Admin/2022-23/01 Dated: 10-02-2023)
(On Company Letterhead)

I, ----- Son/Daughter/Wife of Shri -----
Proprietor/Director, authorized signatory of the Service Provider, mentioned above, is competent to sign this declaration and execute this tender document.

I/we agree that the decision of RGIPT, Jais, Amethi in selection of Bidder shall be final and binding on me/us.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

I/we agree that we have No Objection, if inquiries are made about our works, its related areas and any other inquiry regarding all contracts listed by us in the bid.

I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of RGIPT, Jais, Amethi.

The information/ documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Person)

Place:

Name:

Date:

Designation:

Seal of the Company

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

(An Institution of National Importance)
Jais, Amethi- 229304, Uttar Pradesh, India

e-Tender for Hiring of a CA Firm (RGIPT/Jais/Admin/2022-23/01)

ANNEXURE-V

NON-BLACKLISTING DECLARATION

(Tender Ref No- RGIPT/Jais/Admin/2022-23/01 Dated: 10-02-2023)
(On Company Letterhead)

In response to the Tender document for Hiring of CA Firm by RGIPT, Jais, Amethi, I/ we hereby declare that our company/ firm have been unblemished record and has never been declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body/Private Organization.

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 Govt/ PSU/ Autonomous Body/Private Organization on the date of Bid submission including violation of any government laws.

We declare that our firm is not involved in any major litigation that may have an impact of affection or compromising the delivery of service as required under this tender.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our performance security 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. Also, our firm shall not make any claim in this regard.

(Signature of Authorized Person)

Place:

Name:

Date:

Designation:

Seal of the Company

Authorized Signatory (signature in full) :-----

Name and Title of Signatory :-----:

Company Rubber Stamp :-----

Annexure-VI

e-Tender for Hiring of a CA/CMA Firm (RGIP/T/Jais/Admin/2022-23/01)

Self Evaluation Sheet (As per parameters mentioned at Para-IV)

Sl. No.	Pre-qualification Criteria	Documents to be Submitted	Marking Pattern	Maximum Marks	Particular			Evaluated Marks
1	Registered as Chartered Accountancy Firm under relevant rules of Government of India and having at least 10-years of experience in the profession.	Certificate issued by the ICAI	10-15 years exp: 07 16-20 years exp: 10 Above 20 years exp: 15	15	Total Experience			
2	Have Average Annual Turnover of ₹50,00 (Fifty) Lakhs or more in preceding 5 (Five) Financial Years (2021-22 and before).	Certified copies of Audited Financial Statements for these years along with ITRs Acknowledgements)	Rs. 50-75 Lakhs: 07 Rs. 76-100 Lakhs: 10 Above Rs. 100 Lakhs: 15	15	Year	Turnover	Marks	
					2021-22			
					2020-21			
					2019-20			
					2018-19			
2017-18								
3	Have at least 10-years of experience in the preparation of Annual Accounts & Balance Sheet of RGIP, IITs, IIMs, NITs, IISERs or Central Universities of Government of India on Accrual Accounting Principles, audited by the C&AG.	Enclose copies of PO or job completion certificate	10-15 years exp: 10 16-20 years exp: 15 Above 20 years exp: 20	20	Total Experience			

Self Evaluation Sheet (As per parameters mentioned at Para-IV)

Sl. No.	Pre-qualification Criteria	Documents to be Submitted	Marking Pattern	Maximum Marks	Particular	Evaluated Marks
4	Have prepared/finalized Annual Accounts & Balance Sheet of any 3 (Three) institutions i.e. RGIP, IITs, IIMs, NITs, IISERs or Central Universities of Government of India during last 5-years (2021-22 and before).	Enclose copies of PO or job completion certificate	Annual Accounts: 3-5 Institutions: 07 6-10 Institutions: 10 11 & above Institutions: 15	15	No. of Institutions	
5	Have independently prepared at least 3 (Three) Balance Sheet of Institution/ University having annual turnover of Rs. 100.00 crore or above during last 5-year.	Enclose copies of certificates issued by respective Institutions	Annual Turn over: Rs. 100 -150 crore: 07 Rs. 151 -200 crore: 10 above Rs. 200 crore: 15	15	BS Year	
					Turnover	
					Marks	
6	The Partner of CA Firm, who will carry out the work of RGIP should have at least 10-years of experience in the preparation of Annual Accounts & Balance Sheet of the Institution as mentioned at Para-II and III in the Tender Document.	Enclose the Biodata of Partner (CA qualified)	10-15 years exp: 10 16-20 years exp: 15 Above 20 years exp: 20	20	Total Experience	
Total				100		

Signature: _____
 Name of the Authorised Signatory: _____
 Name & Stamp of the Firm: _____

Validate

Print

Help

Item Wise BoQ

15

Tender Inviting Authority: < RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY>

Name of Work: < Preparation of Annual Financial Statements and Income Tax related works of the Institute >

Contract No: <09616746222 >

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE
(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)
 (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	Item Description	TEXT #	Item Code / Make	NUMBER #	Quantity	TEXT #	Units	NUMBER #	Estimated Rate in Rs. P	NUMBER #	BASIC RATE in Figures To be entered by the Bidder in Rs. P	NUMBER #	GST Amount in INR Rs. P	NUMBER #	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	NUMBER #	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TEXT #	TOTAL AMOUNT In Words	
1	2	Financial Items :	3		4		5		6		7		9		13		14		15		
1.01		Financial quote for Job 1		Job 1		1.00		Yearly		0.00						0.00					INR Zero Only
1.02		Financial quote for Job 2		Job 2		1.00		Rate Item Wise		0.00						0.00					INR Zero Only
1.03		Financial quote for Job 3		Job 3		1.00		Yearly		0.00						0.00					INR Zero Only
1.04		Financial quote for Job 4		Job 4		1.00		Quarterly Basis and Correction/revision as required.		0.00						0.00					INR Zero Only
1.05		Financial quote for Job 5		Job 5		1.00		On requirement Basis		0.00						0.00					INR Zero Only
1.06		Financial quote for Job 6		Job 6		1.00		Requirement Basis		0.00						0.00					INR Zero Only
1.07		Financial quote for Job 7		Job 7		1.00		Monthly		0.00						0.00					Zero Only
1.08		Financial quote for Job 8		Job 8		1.00		Monthly		0.00						0.00					INR Zero Only
Total In Figures										0.00					0.00						0.00
Quoted Rate in Words																INR Zero Only					INR Zero Only