NITM.2/(120-Acctt)/Intl.Ar/2023/R-1424 Imphal, the 13th October, 2025

NOTICE INVITING QUOTATION (NIQ) FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR PREPARATION OF THE ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR 2025-26, 2026-27 & 2027-28 IN RESPECT OF NATIONAL INSTITUTE OF TECHNOLOGY (NIT) MANIPUR

NIT Manipur invites Tenders from Chartered Accountant Firms having Registered Office or one of the Branch Offices located in Imphal for "**Preparation of the Annual Accounts for the Financial Year 2025-26, 2026-27 & 2027-28"**. The firms should have experience of doing similar kinds of work for Centrally Funded Technical Institutes/ IIT's/ NIT's/ IIM's/ Central Universities.

Prescribed Tender documents, detailed fees and requirements, bid instructions and Terms & Conditions can be downloaded from the Institute website (http://www.nitmanipur.ac.in/).

LAST DATE OF SUBMISSION : 12/11/2025 (3:00 p.m.)
BIDS WILL BE OPENED ON : 14/11/2025 (2:00 p.m.)

The Chartered Accountant Firms are required to submit two separate Bids i.e. Technical and Financial, as per prescribed proforma. Separately sealed envelopes of the technical bid & financial bid should be placed in third envelope to be sealed and **superscribed** as '**Tender for preparation of the annual accounts for the financial year 2025-26, 2026-27 & 2027-28' along with Advt. No. in bold letters at the top of the envelope** should reach to '**The Registrar, National Institute of Technology Manipur, Langol – 795004'** on or before the **last date of submission** mentioned above.

Incomplete or those received without Tender Fee, EMD and after due date and time shall be summarily rejected. National Institute of Technology Manipur reserves the right to extend the date, or cancel the tender, accept or reject any/all quotations without assigning any reason thereof.

Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand) only refundable (without interest) and a non-refundable Tender Fee of Rs. 1,000/- (Rupees one thousand) only should necessarily be accompanied with the Technical Bid in the form of Demand Draft/Banker's Cheque in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal failing which the tender shall be rejected summarily.

Bidders are advised to read the NIQ document carefully before participating. It shall be deemed that submission of bid by the bidder has been done only after their careful study and examination of the NIQ terms with full understanding of their implications. Any lack of information shall not in any way relieve the bidder of their responsibility to fulfill their obligations at any stage under the Bid.

BASIC REQUIREMENTS:

1. The Registered Office or one of the Branch Offices of the firm must be located in Imphal, failing which the quotation shall not be considered.
2. The bidding firm should have Income Tax account (PAN), GST Registration Certificate, and other statutory registration.
3. The firm should be empanelled with Comptroller and Auditor General of India (C&AG) of India.
4. The firm should have a minimum of 5 (five) years' experience in preparation of Annual Accounts, Balance Sheets, etc. for centrally funded Technical Institutes/ IIT's/ NIT's/ IIM's/ Central Universities.
5. The firm should have satisfactory Completion Certificates or valid Work Orders / Contracts of at least 5 (five) similar works.
6. The firm should not have been blacklisted in the past 05 (five) years by any Government and Non- Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings.
7. The Agency should have no vigilance/CBI case pending against it. Firms having the above basic requirements may submit tenders.

TERMS & CONDITIONS:

1. The offer must be submitted in a Single Packet on consisting of both technical and financial bids.
2. The scope of work and the schedule of delivery of the service are given in **Annexure-I.**
3. Quotations must be submitted in Indian Rupees (INR) only. Bidders shall not quote an amount less than ₹ 3 lakhs (inclusive of all taxes). No additional TA/DA will be paid.
4. **Submission of Compliance Certificate:** Duly filled in and signed Compliance Certificates (as per format at Annexure-III) must be submitted along with the technical bid, failing which the bid shall not be considered.
5. **Submission of affidavit**: The firm shall have to submit an affidavit stating that it has not been blacklisted in the past 05 (five) years by any Government and Non-Government organization(s)/ Autonomous Institutes/ Public Sector and Private Sector Undertakings and also to state that there is no vigilance/CBI case pending against the Firm. The affidavit shall be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only.
6. Price bid shall be quoted in the BOQ in the format given at **Annexure-IV.**
7. Failure to furnish all information and documents sought by the bidding documents or submission of a bid not responsive to the bidding requirements in every respect will be at the bidder's risk and may result in rejection of bid.
8. **Validity of Quotation**: Quoted rates must be valid for 90 (ninety) days from the date of quotation.
9. **Payment**: 100% Payment within 30 days from the date of submission of the invoice after completion of the work to the full satisfaction of the Institute.
10. Payment will be made through PFMS. Bidders are required to furnish complete and correct bank details on their letterhead along with the technical bid. A scanned copy of a cancelled cheque may also be attached for verification of the IFSC code.
11. **Penalty for delay completion of the work**: As preparation of the Annual Accounts is a time bound activity, the firm is expected to comply with the schedule as specified in **Annexure-I**. A reasonable penalty may be imposed on the firm by NIT Manipur, as decided by the Competent Authority, if there is a delay in completion of the work or it is found that the firm has 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.

12. It is imperative to note that all the accounting records and information related to NIT Manipur shall be handled by the firm in a confidential manner and must not be shared with any outsider without permission from the Competent Authority of the Institute. The firm will maintain high standards of integrity and professional ethics and morality while handling the work of the Institute and dealing with its officials. If it is found that this condition of confidentiality is compromised by the firm, then NIT Manipur will be at liberty to take further necessary steps against the firm.
13. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firms must appear on all the papers and envelopes submitted.
14. **Conditional tenders not acceptable**: All the terms and conditions mentioned herein must be strictly adhered to by all the bidding firms. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Manipur.
15. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in and digitally signed by the bidder or his authorized representative.
16. **Late and delayed tender**: Late and delayed tender will not be considered under any circumstances.
17. **Enquiry during evaluation not allowed**: After opening the bids no enquiry from the bidder(s) shall be entertained during the evaluation of the tender till the final decision is conveyed to the successful bidder. However, the Tender Evaluation Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full cooperation.
18. At any time before the date of submission of the bid, NIT Manipur may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment/corrigendum. Any such amendment/corrigendum will be duly notified through the Institute website only. Prospective bidders are advised to check the Institute's website every now and then for any amendment/corrigendum. To provide reasonable time to take the amendment into account in preparing the bid, NIT Manipur shall extend the date and time for the submission of bids.
19. The acceptance of the quotation will rest solely with the Competent Authority of NIT Manipur, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.
20. **Force Majeure**: If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
    a. Any law, statute or ordinance, order action or regulation of the Government of India,
    b. Any kind of natural disaster, and
    c. Strikes, acts of the public enemy, war, insurrections, riots, lockouts, sabotage.
21. **Termination for default**: Default is said to have occurred if the firm fails to perform any or all of the services specified in the order within the stipulated time period, or any extension thereof granted by NIT Manipur. Under such circumstances, NIT Manipur may terminate the contract in whole or in part and may, at its discretion, make alternate arrangements with another qualified firm in such manner as it deems appropriate and the defaulting firm shall be liable to compensate NIT Manipur for any extra expenditure involved towards services obtained.

22. **Applicable Law**:

a. The contract shall be governed by the laws and procedures established by Govt. of India and subject to the exclusive jurisdiction of the Competent Court and Forum in Manipur / India only.

b. Any dispute arising out of this purchase shall be referred to the Director, NIT Manipur, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-
Registrar, NIT Manipur

ANNEXURE-I

SCOPE OF WORK AND SCHEDULE OF DELIVERY OF THE SERVICE

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

i. Preparation and Verification of Annual Accounts on an accrual basis as per format applicable to Central Higher Education Institutions, latest by **15th of April of the next financial year.** The certificate regarding the accuracy of accounts being maintained at the Institute is to be given at the end of the Financial Year.

ii. Tally configuration as per MoE format (if required).

iii. Compilation of supporting statements and working sheets in respect of all the Schedules (including R&D) and in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet to facilitate Audit.

iv. Assistance in framing reply to Audit matters/paras including the old CAG audit paras.

v. Advisory regarding any other related queries by the Institute.

vi. The Chartered Accountant Firm will depute full time dedicated personnel(s) at site during its tenure depending upon the volume of work involved and shall report to the Assistant Registrar (Finance & Accounts) as and when needed.

Evaluation Procedure (QCBS):

1. Technical Evaluation will carry 30% weightage, Financial Evaluation will carry 70% weightage.
2. Only technically qualified bidders in all respect and with a minimum 60 out of 100 marks will be considered for financial evaluation

Technical Evaluation Criteria (Total 100 Marks)

Sl. No	Technical Evaluation Criteria	Max Mark	Marking Scheme
1	Existence of the firm from the year of establishment of the firm/ limited liability Partnership Firm	20 Marks	- 3 years: 10 marks - 4 years: 12 marks - 5 years: 14 marks - 6 years: 16 marks - 8 years: 18 marks - ≥ 8 years: 20 marks
2	Experience of the firm for auditing of Central or State Govt. PSUs/banks/ Government Bodies/Autonomous bodies	20 Marks	- Central or State Govt. PSUs/ Govt. Bodies/ autonomous bodies having a turnover of Rs.50 crores to Rs.200 crores – **02 marks per assignment/Institute audited.** - Central or State Govt. PSUs/ Govt. Bodies/ autonomous bodies having a turnover of above Rs.200 crores – **04 marks per assignment/Institute audited.**
3	Experience of the firm for accounting/ book keeping and P&L and/or Preparation of accounts of Central or State Govt. PSUs/Government Bodies/ central autonomous bodies	20 Marks	- Central or State Govt. PSUs/ Govt. Bodies/ autonomous bodies having a turnover of Rs.50 crores to Rs.200 crores – 02 marks per assignment - Central or State Govt. PSUs/ Govt. Bodies/ autonomous bodies having a turnover of above Rs.200 crores – **04 marks per assignment**
4	No. of qualified Assistant Chartered Accountants/ Accountants, employed with the firm	20 Marks	FCA- **03 marks per person**, ACA- **02 marks per person, and** Accountant**-01 mark per person**
5	Average Turnover (FY 23-24 to 24-25)	20 Marks	- Rs.6–10L : 10 marks - above Rs.10–20L : 12 marks - above Rs.20-30L : 14 marks - above Rs.30-40L : 16 marks - above Rs.40-50L : 18 marks - above Rs.50L : 20 mark

Financial Evaluation:

- L1 (lowest bid)
- Financial bid scores = (L1 price / Bidder's Price) x 100
- Final Score Calculation:

Total Score = (Technical Score x 0.70) + (Financial Score x 0.30)

ANNEXURE-II

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

1. Proof of address of the Registered Office/ Branch Office in Imphal.
2. Copy of PAN card.
3. Copy of GST Registration.
4. Copy(ies) of any other statutory registration.
5. Copy(ies) of Certificate for empanelled with C & AG, Government of India
6. Proof of the firm having minimum five years' experience in preparation of Annual Accounts, Balance Sheets, etc. for Centrally funded Technical Institutes/ IIT's/ NIT's/ IIM's/ Central Universities.
7. Proof of the firm having satisfactory Completion Certificates or valid Work Orders / Contracts of at least 5 (five) similar works.
8. Affidavit stating that the firm has not been blacklisted in the past 05 (five) years by any Government and Non-Government organization(s)/ Autonomous Institutes/ Public Sector and Private Sector Undertakings and also to state that there is no vigilance/CBI case pending against the Firm, duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only.

ANNEXURE-III

FORMAT OF COMPLIANCE CERTIFICATE

Sl. No.	Particulars	Yes/ No	Documentary Proof enclosed with the tender papers at Page No.
1	Does the firm have a Registered Office or a Branch Office in Imphal? (PLEASE ENCLOSE PROOF OF ADDRESS)		
2	Does the firm have Income Tax account (PAN)?		
3	Does the firm have GST registration?		
4	Does the firm have empanelled with C & AG, Govt of India		
5	Does the firm have any other statutory registration?		
6	Does the firm have minimum five years' experience in preparation of Annual Accounts, Balance Sheets, etc. for Centrally funded Technical Institutes/ IIT's/ NIT's/ IIM's/ Central Universities? (PLEASE ENCLOSE A COPY OF THE EARLIEST WORK ORDER/ CONTRACT AGREEMENT/ COMPLETION CERTIFICATE ISSUED TO THE FIRM)		
7	Does the firm have satisfactory Completion Certificates or valid Work Orders / Contracts of at least 5 (five) similar works? (PLEASE ENCLOSE COPIES OF WORK ORDERS/ CONTRACT AGREEMENTS/ COMPLETION CERTIFICATES ISSUED TO THE FIRM)		
8	Has the firm been blacklisted in the past 05 (five) years by any by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings?		
9	Does the firm have vigilance/CBI case pending against it?		
10	Details of Tender Fee		
11	Details of EMD		

Signature and Seal of bidder

ANNEXURE-IV

FORMAT OF PRICE BID

Sl. No.	Particulars	Period	Rate
1	Preparation and Verification of Annual Accounts on an accrual basis as per format applicable to Central Higher Education Institutions	per year	
2	Compilation of supporting statements and working sheets in respect of all the Schedules (including R&D) and in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet to facilitate Audit.	per year	
3	Expenses for deputation of a full-time dedicated personnel(s) at site during the tenure of preparation of the Annual Accounts.	per year	
4	Tally configuration as per MoE format (if required)	per year	
		Total	

Rupees……………………………………………………..………………(in words)

- **Amount should be quoted inclusive of all taxes.**

Signature and Seal of bidder