



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

**KALYANPUR, KANPUR – 208 016**

**UTTAR PRADESH, INDIA**

**TENDER REFERENCE NO.: RD/IITK/2026-27/003**

**DATED: 02/03/2026**

**BID SUBMISSION END DATE – 23/03/2026**

**TENDER DOCUMENT**

For

**PREPARATION OF ANNUAL FINANCIAL STATEMENTS  
AND OTHER ANCILLARY SERVICES OF THE  
*OFFICE OF DEAN OF RESEARCH AND DEVELOPMENT-IIT KANPUR*  
FOR THE FINANCIAL YEAR 2026-2027**

## **BID DOCUMENT**

The Indian Institute of Technology Kanpur (“IITK”) invites Bids (“Bids”) from eligible, qualified, and capable Chartered Accountancy firms for rendering of “the Service” and provision of associated services (“Ancillary Services”) according to the requirements as defined in the Tender document.

<b>Name of Work</b>	<b>Preparation of Annual Accounts and Other Ancillary Services of the Office of the Dean of Research and Development IIT Kanpur for the Financial Year 2026-2027 ending on 31.03.2027 (with annual extension up to a maximum of 04 more years i.e. for FY: 2027-28, 2028-29, 2029-30 &amp; 2030-31)</b>
<b>Date of Publishing</b>	02/03/2026 (18:00 hrs)
Clarification Start Date and Time	02/03/2026 (18:00 hrs)
Clarification End Date and Time	09/03/2026 (16:00 hrs)
Queries (if any)	No queries will be entertained after the date and time declared as the end date for clarification.
<b>Bid Submission Start Date</b>	02/03/2026 (18:00 hrs)
<b>Last Date and time of submission of Bids</b>	23/03/2026 (16:00 hrs)
Date and time of opening of Technical Bids	27/03/2026 (16:00 hrs)
Date and time of opening of Financial Bids	Will be separately notified for technically shortlisted/qualified bidders.
Earnest Money Deposit (EMD)	₹30,000/- (in form of demand draft/bank guarantee/fixed deposit favouring “Registrar, IIT Kanpur”)

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <https://www.iitk.ac.in/tenders-notice>

**PART-A**  
**INSTRUCTION TO BIDDERS**

**1. PREPARATION AND SUBMISSION OF BIDS:**

- a. The detailed tender Document may be downloaded from <https://www.iitk.ac.in/tenders-notice> till the last date of submission of the tender.
- b. The bidder should submit the bid in two parts, viz. Technical Bid and Financial Bid. The Technical Bid should be provided in Envelope-1, titled as 'Technical Bid', and the Financial Bid should be provided in Envelope-2, titled as 'Financial Bid'. Both envelopes must be sealed and kept in the Main Envelope with the following details mentioned on it:

**Tender Reference No.: RD/IITK/2026-27/003 dated 27/02/2026**  
**Preparation of Annual Financial Statements and other ancillary services of the Office of Dean of Research and Development-IIT Kanpur for the Financial Year 2026-2027.**

**2. SUBMISSION OF THE BID**

All interested and eligible bidders are requested to submit their bids addressed to **Officer In-charge (R&D)** at the below mentioned address during office hours from 09:30am-05:30pm by 23/03/2026 as per the criteria given in this document.

**Address:**

**Officer In-charge (R&D)**  
**Purchase Section, R&D Office, 1<sup>st</sup> Floor New Faculty Building Annexe,**  
**IIT Kanpur, Kanpur-208016**

**3. TECHNICAL BID**

Signed copies of the following documents must be provided in an envelope- 1 marked as Technical Bid.

**List of Documents to be signed and kept in envelope-1 within the period of bid submission:**

- (i) Signed copy of Bank details.
- (ii) Signed copy of work experience.
- (iii) Signed copy of the certificate of GST and PAN.
- (iv) Signed copy of firm registration certificate issued by ICAI as on 01.01.2026.
- (v) Signed copy of work completion certificate/PO as mentioned under Appendix 2-3 & all other Appendix except Appendix 6.
- (vi) Signed copy of any other document(s) mentioned in the tender document.
- (vii) Signed copy of audited financial statements of the firm for the last 3 financial years, i.e., 2022-23 to 2024-25.
- (viii) Earnest Money Deposit (EMD) of ₹30,000/- in form of demand draft/bank guarantee/fixed deposit favouring "Registrar, IIT Kanpur"

**NOTE - No indication of the rates/amounts should be made in any of the documents submitted with the Technical Bid envelope-1.**

**4. FINANCIAL BID**

- a. The currency of all quoted rates shall be Indian Rupees. All payments shall be made in Indian Rupees.
- b. In preparing the financial bids, bidders are expected to consider the requirements and conditions laid down in this Tender document. The financial bids should be submitted in Envelope-2 titled '**Financial Bid**' in Appendix-6 and based on the scope of work, service conditions, and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- c. The Financial Proposal should include all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws.

**5. LAST DATE FOR SUBMISSION OF BID:**

- a. Bids complete in all respects must be submitted on or before the last date and time specified in the schedule of events.
- b. IIT Kanpur may, at its own discretion, alter/extend the last date for submission of bids.

**6. BID VALIDITY**

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the bid for execution of the Contract. However, the quoted rates should be valid for the initial/extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, before expiry of the original time limit, IITK may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing to such extensions, will be allowed to withdraw their bids without forfeiture of their Bid Security.

**7. MODIFICATION / SUBSTITUTION/ WITHDRAWAL OF BIDS:**

- a. No bid shall be modified, substituted, or withdrawn by the Bidder after the bid's due date of submission.
- b. Any alteration/modification in the bid or additional information supplied after the bid's due date of submission, unless the same has been specifically sought for by the Authority, shall be disregarded.

**8. REJECTION OF THE BID:**

The bid submitted shall become invalid if: -

- a. The bidder is found ineligible.
- b. The bidder does not submit all the documents as stipulated in the bid document.

## **9. SELECTION CRITERIA:**

### **Phase I: Technical Evaluation**

Technical evaluation will be done based on the information given by the technical bid submitted by the bidders. A bid containing partial, incomplete, uncleared and superfluous, and unwanted information will be summarily rejected.

The technical declaration must be supported with a relevant document. Discrepancy in the relevant supporting document and technical compliance sheet shall lead to rejection of technical bids.

### **Financial evaluation**

Financial evaluation is purely done on the financial implications. Any superfluous, unreasonable asset rate quotes will be summarily rejected.

### **To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology, as mentioned below, shall be adopted:**

- a. An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 70 (seventy) in 'Quality' Evaluation Criteria, using the following formula to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$B = (C_{\text{Low}}/C) \times 100 \times X + (T/T_{\text{High}}) \times 100 \times Y$$

where,

C = Evaluated Bid Price of the bidder

C<sub>Low</sub> = The lowest of the evaluated bid prices among the responsive bids

T = The total marks obtained by the bidder against the "Quality" criteria

T<sub>High</sub> = The highest mark scored against "Quality" criteria among all responsive bids

X = 0.3 (The weightage for 'Quoted price' is 30 %)

Y = 0.7 (The weightage for 'Quality' is 70 %)

Note: The Evaluated Bid Score (B) shall be considered up to two decimal places.

- b. Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B).

In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against 'Quality' criteria will be recommended for award of contract. Even if there is a tie, preference will be given to the firm which is having local permanent establishment.

## **PART-B**

### **COMMERCIAL TERMS AND CONDITIONS OF THE CONTRACT**

#### **1. DEFINITIONS**

These Commercial Terms and Conditions shall constitute the General Conditions of Contract, where no separate contract is signed with the selected Bidder(s), and the Bidders, by putting their signature and stamp on each page of this Section, are binding themselves to these Terms and Conditions. In the Commercial Terms and Conditions as defined below, words and expressions shall have the following meanings assigned to them:

- a. "Contract" means the agreement of the Parties relating to the procurement of Goods and Services / or the IITK's Purchase Order (PO), and all attachments incorporated by reference, which shall form an integral part of the Contract. In the event of any discrepancy, the documents to prevail shall be given precedence in the following order: (i) the Contract (where separately signed), (ii) the IITK's Purchase Order, (iii) its attachments, and (iv) these Commercial Terms and Conditions.
- b. "Contractor" refers to the individual or organization identified in the 'CONTRACTOR' field of the IITK's Purchase Order, as well as any party approved in writing by the legal successor(s) of IITK.
- c. "Day" means any calendar day.
- d. "Delivery Date" refers to the deadline by which the Contractor is required to deliver the Goods/Service to IITK. The specific date is indicated in the 'DELIVERY DATE' field of the IITK's Purchase Order.
- e. "Force Majeure" shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under the Contract, was not attributable to error or negligence on their part (or of their partners, contractors, agents or employees), and could not have been avoided by the exercise of due diligence. Defects in equipment or material or delays in making them available, labour disputes, strikes, or financial problems cannot be invoked as Force Majeure by the defaulting Party. Neither of the Parties shall be held liable for breach of its obligations under the Contract if it is prevented from fulfilling them by Force Majeure. The Party invoking Force Majeure shall notify the other without delay, stating the nature, likely duration, and foreseeable effect, and take any measure to minimize possible damage.
- f. "Goods" means all of the goods to be supplied to IITK by the Contractor under the Contract. "Services" means all kinds of services, Consultancy/Non-Consultancy under the contract.
- g. "IITK" means the Indian Institute of Technology Kanpur.
- h. "IITK's Purchase Order" means the IITK's official Purchase Order document.
- i. "Party" means IITK or the Contractor, and "Parties" means IITK and the Contractor; and
- j. "Place(s) of Delivery/Execution" means the location(s) or place(s)

where the Goods/Services are to be delivered, as specified in the 'SHIP TO' named field of the IITK's Purchase Order.

## **2. CONCLUSION OF THE CONTRACT**

- 2.1. The Contract is made between IITK and the Contractor. The Contractor is engaged as an independent contractor for the sole purpose of executing the Services.
- 2.2. The Contract shall be concluded upon the Contractor duly following the counter-signing.

## **3. FUNDING**

This Contract will only become and stay effective if IITK issues an official Purchase Order after completing the tender process. If this does not happen or stops being the case, IITK shall promptly notify the Contractor.

Any continuation of the Contractor's performance under this Contract after being notified by IITK shall be at the Contractor's risk and expense.

## **4. DELIVERY AND TAKE-OVER OF SERVICES**

The Contractor shall provide Services at IITK. On behalf of IITK, a duly authorized representative(s) shall monitor and/ or receive services. Takeover of services by IITK shall not be deemed acceptance of the service by IITK. The timelines of delivery as specified in the contract/ PO with the scope of work specified shall be strictly adhered to, and time shall be of the essence.

## **5. QUALITY OF SERVICE**

- 5.1 The contractor must ensure that services provided are:
  - a. of the quality, quantity, and description as required by the contract/ PO;
  - b. free from any right or claim of the third party, including rights based on industrial property or other intellectual property;
  - c. not of such kind that shall indulge in any activities which may go contrary to the interests of IITK after collecting the information from various sources of IITK and its units.

## **6. INSPECTION AND ACCEPTANCE**

- 6.1 The duly authorized representative(s) of IITK shall have the right, before payment, to inspect the Services received. The Contractor shall provide all facilities for such inspection. IITK may issue a written waiver of inspection. Any inspection carried out by representative(s) of IITK or any waiver thereof shall be without prejudice to other provisions of the Contract concerning obligations assumed by the Contractor, including specifications of the Services.
- 6.2 Upon delivery and inspection of the Services, IITK shall inspect the Services as soon as possible and complete the Services Receiving Document. Should any Services fail to conform to the technical specifications, codes, and standards under the Contract, IITK may reject the Services. The Contractor shall, at no cost to IITK, replace the rejected Services or rectify the non-conformity.

6.3 In case of Services ordered based on specifications, IITK shall have the right to reject the Services or any part thereof and terminate the Contract if the Services do not conform to the specifications. Nothing in this clause shall in any way release the Contractor from any warranty or other obligations under the Contract.

**7. PRICE**

The price of the Goods/Services shall be as stated in the Purchase Order and may not be increased.

**8. PAYMENT**

8.1 Unless otherwise stipulated in the Purchase Order, the IITK shall make payment within forty-five (45) Days after the submission of the Invoice on completion of services in a phased manner as contained in the PO.

8.2 All invoices shall be in original form and shall contain the IITK's Purchase Order number, a description, the quantities, unit, and total price(s) of the Goods/services delivered. The currency of the invoice and payment shall be in INR. Unless otherwise authorized by IITK, a separate invoice shall be submitted for each service under the Contract / PO.

8.3 Payments shall be made in INR and paid directly into the nominated bank account.

8.4 IITK shall not pay any charge for late payments.

**9. OBSERVANCE OF LAW AND LICENSES**

9.1 The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the Contract. If any license or any other governmental authorization is required for the Services, it shall be the obligation of the Contractor to obtain such license or governmental authorization. In the event of the Contractor's failure to obtain such license or authorization within a reasonable time, IITK may immediately terminate the Contract. Where the award procedure or execution of the Contract is vitiated by substantial errors or irregularities or by fraud, IITK shall suspend execution of the Contract.

9.2 Where such errors, irregularities, or fraud are attributable to the Contractor, IITK may also refuse to make payments or may recover amount already paid, in proportion to the seriousness of the errors, irregularities, or fraud. The purpose of suspending the Contract shall be to verify whether presumed substantial errors and irregularities or fraud have actually occurred. If they are not confirmed, execution of the Contract shall resume as soon as possible. A substantial error or irregularity shall be any infringement of a contract or regulatory provision of India, resulting from an act or an omission that causes or might cause a financial loss.

**10. TAX EXEMPTION**

The Contractor's price shall reflect any tax exemption to which IITK is entitled. If it is subsequently determined that any taxes that have been included in the price are not required to be paid or if, having been paid, any such taxes are subject to refunding, IITK shall deduct the amount

from the Contract price. Payment of such adjusted amount shall constitute full payment by IITK. If any taxing authority refuses to recognize IITK's exemption from taxes, the Contractor shall immediately consult with IITK to determine a mutually acceptable procedure for settling the applicable amount.

## **11. WARRANTY**

- 11.1 The Contractor warrants that the Services furnished under the Contract shall conform to the technical specifications, description, and standards specified in the Contract, and shall be free from any defects and deficiencies.
- 11.2 The Contractor shall continue to remain responsible for the accuracy and quality of the Services provided for a period of two years from the date of acceptance of the Services by IITK, unless the law-mandated period is longer, in which case the longer period shall apply.
- 11.3 Should any portion of the Services, at any time, not comply with the clause 5.1 herein or otherwise prove to be deficient and/or defective, the Contractor shall, upon written notification from IITK, make good/replace that portion of the Services and bear all costs associated with the making good/replacement of the same.

## **12. DELIVERY OF SERVICES**

- 12.1 The Services shall be provided in a proper manner and in accordance with the Contract and any statutory requirements and any requirements of the law, Government of India (GOI), and the Comptroller and Auditor General (CAG) of India.
- 12.2 The Contractor shall provide a copy of all relevant working papers in soft (Excel as well as PDF with all annexures and working sheets), Tally Data and hard copy (3 sets). All pages of the hard copy sets shall bear the signature with date and seal of the Contractor.
- 12.3 A full copy set of all working sheets relating to the calculation of Input Tax Credit availed and not availed, along with the calculation of tax liability, shall also be handed over to IITK along with the monthly/quarterly and annual returns.

## **13. DEFAULT AND DAMAGES**

- 13.1 If due to reasons attributable to the Contractor, the Contractor fails or refuses to:
  - a. provide all or any of the Goods/services under the Purchase Order.
  - b. comply with any or all the terms and conditions set out in the Purchase Order; or
  - c. Provide any or all of the Services under the Purchase Order on or before the Delivery Date.IITK may hold the Contractor in default under the Purchase Order.
- 13.2 When the Contractor is thus in default, IITK may, by written notice to the Contractor, immediately terminate the Purchase Order in whole or in such part or parts thereof in respect of which the Contractor is in default.
- 13.3 Alternatively, to clause 13.1, when the Contractor is thus in default, IITK may, at its own discretion, set a reasonable period for the Contractor to remedy its default. Any new Delivery Date shall be specified in a

written amendment to the Purchase Order, duly countersigned by the Contractor.

- 13.4 IITK may, at its discretion, impose penalties upon the Contractor calculated in accordance with clause 14 for each week the Contractor is late in delivering the Services past the Delivery Date initially specified in the Purchase Order.
- 13.5 If the Contractor does not remedy its default within the period of time as communicated, IITK may, by written notice to the Contractor, terminate the Purchase Order with immediate effect.
- 13.6 Upon any termination of the Purchase Order, in whole or such part(s) thereof in respect of which the Contractor is in default, IITK may engage another Contractor to deliver the Services and recover any difference in price and any additional costs from the Contractor.
- 13.7 The Contractor shall indemnify IITK for all losses, charges, costs, and expenses, which IITK may suffer or incur as a result of the Contractor's default, including those resulting from engaging another Contractor pursuant to this clause 13.

#### **14 PENALTIES**

If, in accordance with clause 15, the IITK imposes penalties on the vendor, such penalties shall amount to zero-point five percent (0.5%) of the total Purchase Order price for each week following the initial Delivery/Service Date specified in the Purchase Order to a maximum of ten percent (10%) of the total Purchase Order value. The penalties for the delay may be deducted by IITK from any sum(s) due, or to become due, by the IITK to the Contractor. In case of non-performance of any such services mentioned in the Scope of Work, IITK is liable to forfeit the Security Money Deposit in whole or in part (if applicable).

#### **15 DELAY NOT ATTRIBUTABLE TO THE CONTRACTOR**

If the Contractor delays at any point of time in the delivery of the Services or fulfillment of any other of the Contractor's obligations by any act or omission of IITK, or by any of its officials, or by any separate Contractor(s) contracted by IITK, or by changes ordered in the type and/or quantity of the ordered Services, or the Place(s) of Delivery, or any causes beyond the Contractor's reasonable control, or by any other cause, which IITK determines may reasonably justify the delay, the Delivery Date of the Services, or fulfillment of any other of the Contractor's applicable obligations shall be extended for such reasonable period of time as IITK and the Contractor mutually determine. The set reasonable period and any amended delivery date shall be specified in a written amendment to the Contract / PO, duly countersigned by the Contractor.

#### **16 FORCE MAJEURE**

As soon as possible after the occurrence of any event constituting Force Majeure, but no later than three (3) Days, the Contractor shall give notice

and full particulars in writing to IITK of the Force Majeure. If the Contractor is thereby rendered unable, wholly or in part, to meet its obligations under the Contract, IITK may terminate the Contract/Purchase Order with immediate effect by providing written notice to the Contractor.

## **17 INDEMNITY**

17.1 The Contractor shall indemnify, hold and save harmless and defend at its own expense IITK, and all of the foregoing's officials, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses, arising out of acts or omissions of the Contractor or its employees, agents or subcontractors in the performance of the Contract.

17.2 Clause 17 shall include, without limitation, claims and liabilities like workmen's compensation and claims and liabilities arising out of the use of patented inventions or devices.

## **18 ASSIGNMENT**

18.1 The Contractor shall not assign, transfer, pledge, or make other disposition of the Purchase Order or any part thereof or of any of the Contractor's rights, claims, or obligations under the Purchase Order except with the express written consent of IITK. Any assignment made without such consent shall be void and of no effect.

18.2 The Contractor shall not subcontract any of its obligations under the Contract/Purchase Order without the express written consent of IITK. IITK may require the Contractor to furnish particulars of the proposed subcontract as IITK deems necessary.

18.3 IITK's approval of any subcontracting shall not relieve the Contractor from any liability or obligation under the Contract. In any subcontract, the Contractor agrees to bind the subcontractor by the same terms and conditions by which the Contractor is bound under the Contract/Purchase Order.

## **19 INSOLVENCY AND BANKRUPTCY**

19.1 Should the Contractor become insolvent or should control of the Contractor change by virtue of insolvency, IITK may with immediate effect and without prejudice to any other right or remedy available to it, suspend the performance of the Contractor's obligations or terminate the Purchase Order with immediate effect, by providing the Contractor with written notice thereof.

19.2 Should the Contractor be adjudged bankrupt, or should the Contractor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Contractor's insolvency, IITK may, without prejudice to any other right or remedy available to it, terminate the Purchase Order with immediate effect by providing the Contractor with written notice thereof.

## **20 TERMINATION**

IITK shall have the right to terminate the Purchase Order or any of the provisions thereof at any time by serving a three-day notice to the Contractor.

**21 WAIVER**

A waiver of any breach of or default under the Contract/Purchase Order shall not constitute a waiver of any other breach or default and shall not affect the other terms of the Contract/Purchase Order. The rights and remedies provided by the Purchase Order are cumulative and are not exclusive of any other rights or remedies.

**22 ADVERTISING**

The Contractor shall not advertise or otherwise make public the fact that it is a contractor to IITK. The Contractor shall not in any way use the name, emblem, logo, official seal, or any abbreviation of IITK.

**23 DISCRETION AND CONFIDENTIALITY**

The Contractor is required to exercise the utmost discretion in all matters relating to the Contract/Purchase Order. Unless required in connection with the performance of the Purchase Order or expressly authorised in writing by IITK, the Contractor shall not disclose at any time to any third party any information which has not been made public and which is known to the Contractor by reason of its association with IITK. The Contractor shall not, at any time, use such information to any private advantage. These obligations do not lapse upon any completion, expiration, cancellation or termination of the Contract/Purchase Order.

**24. NOTICES**

Any notice given in connection with the Contract shall be given in English and in writing and shall be deemed to be validly given if sent by registered mail or by fax, or by email to the other Party at the following:

- a. for IITK: the contact details set out in the 'IITK BUYER' name field of the Purchase Order; and
- b. for the Contractor: the contact details set out in the 'CONTRACTOR' named field of the IITK Contract/Purchase Order.

**25 STAFF MEMBERS NOT TO BENEFIT**

The Contractor shall not grant to any official of IITK any direct or indirect benefit or preferential treatment based on the Purchase Order or the award thereof. Any breach of this provision shall constitute a fundamental breach of the Purchase Order.

**26 GOVERNING LAW**

The Contract shall be governed by and construed in accordance with the substantive laws of the Republic of India.

**27 SETTLEMENT OF DISPUTES**

27.1 The Parties shall use their best efforts to negotiate and amicably settle any disputes, controversies, or claims arising out of, or in connection with, the Contract/Purchase Order or its interpretation.

27.2 If the Parties fail to settle the dispute amicably within thirty (30) Days of commencement of the negotiations, the dispute shall be settled through arbitration. One (1) sole arbitrator shall be appointed by the Director of IITK, who shall have full powers to make final and binding decisions subject to the prevailing laws of India. The appointing authority shall be the Director of IITK. The place of arbitration shall be Kanpur, and the language used in the arbitration proceedings shall be English.

27.3 All disputes are subject to the jurisdiction of the Kanpur courts.

## **28 PRIVILEGES AND IMMUNITIES**

No provision of the Contract/Purchase Order shall be deemed, or interpreted as, a waiver of the privileges and immunities enjoyed by IITK.

## **29 AMENDMENTS**

No modification, amendment, or change to the Contract/Purchase Order, or waiver of any of its provisions, or any additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to the Contract/Purchase Order, signed by a fully authorized representative of each Party.

## **30 VALIDITY**

The invalidity in whole or part of any condition of the Contract / Purchase Order or clause thereof shall not affect the validity of the remainder of such condition or clause.

## **31 ENTIRE AGREEMENT**

The Contract/Purchase Order constitutes the entire agreement and understanding of the Parties and supersedes any previous agreement, whether orally or in writing, between the Parties relating to the subject matter of the Contract.

## **32 GOVERNING LANGUAGE**

The Contract / Purchase Order shall be executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning and interpretation of the Contract/Purchase Order.

## **33. EXTENSION CLAUSE**

The Contract shall be initially for the period 01.04.2026-31.03.2027. However, it may be extendable for up to 4 more years, i.e., 2030-31, upon satisfactory completion of the services after each financial year.

**34.** Firms registered under the MSME Act will receive all relaxation norms except the experience criteria mentioned in the tender document.

**PART-D**  
**Tender document**

Sealed quotations are invited from the reputed Chartered Accountant Firms by the undersigned, for

**“Preparation of Annual Accounts and Other Ancillary Services of the Office of the Dean of Research and Development IIT Kanpur for the Financial Year 2026-2027 ending on 31.03.2027 (with annual extension up to a maximum of 04 more years i.e. for FY: 2027-28, 2028-29, 2029-30 & 2030-31)**

The quotation should be physically submitted on or before 16:00 hrs, 23/03/2026, at Purchase Section of R&D Office, Faculty Building Annexe, First Floor, IIT Kanpur-208016, Uttar Pradesh.

Enquiry No. : RD/IITK/2026-27/003  
Name of Tender: **“Preparation of Annual Accounts and Other Ancillary Services of the Office of Dean of Research and Development-IIT Kanpur for the Financial Year 2026-2027”**

Bid publishing date : 02/03/2026

Bid submission closing date : 23/03/2026

Bid opening date : 27/03/2026

**Details of required Items**

<b>SL. No.</b>	<b>Specifications</b>	<b>Quantity In No.</b>
<b>1</b>	Preparation of half-yearly and annual financial statements of the R&D for the year 2026-27	<b>1</b>
<b>2</b>	Consolidation of accounts of individual accounting units as listed in the Scope of work to prepare consolidated annual financial statements of the Office of Dean of Research and Development- IIT Kanpur	<b>1</b>

## **PART-E**

1. General Instructions to the Bidder
2. Bidder should sign and seal properly every paper of the tender documents as a token of acceptance.
3. Bidder should quote the rate only in the format provided in Appendix 6. Rates should be in Rupees.
4. Earnest money of ₹30,000/- must be deposited in the form of DD/FDR in favor of “Registrar IIT Kanpur” of Nationalized bank/Reputed Bank payable at Kanpur or electronic transfer to A/C no.10426002126 State Bank of India.
5. Security money @ 5% of the Contract value must be deposited in the form of DD/FDR in favor of “Registrar IIT Kanpur” of Nationalized bank/Reputed Bank payable at Kanpur or electronic transfer to A/C no.10426002126 State Bank of India. IIT Kanpur, IFSC code: SBIN0001161, by the bidder within 15 days of issue of LOI/PO/WO to the lowest bidder; followed by execution of the Contract on a ₹100/- non-judicial stamp paper mentioning the agreement to be made, which shall include all the terms and conditions mentioned in the tender document. The contractor has to sign on each and every page along with his official seal, while the Institute shall sign as the other party.
6. Bidder should submit self-attested credentials in support of qualifications.

### **Pre-qualification & Technical Qualification**

1. The firm must be a chartered accountancy firm having continuous experience of a minimum of 10 years, supported by a certificate issued by the Institute of Chartered Accountants of India to that effect.
2. The firm must have a head office situated at Kanpur; those firms that have their Head offices situated in any other district within UP shall also be considered, subject to it having an office in Kanpur (must be evident from the Firm registration certificate issued by ICAI).
3. The bidder must have a minimum of 10 years’ experience in accrual accounting, providing satisfactory similar service, i.e., preparation of financial statements of any government establishment/public sector undertaking/autonomous body/educational institute of repute, on accrual accounting principles, whose accounts are audited by C&AG. Experience with accounts prepared on a cash basis alone shall not be counted.

The firm must have completed any assignment mentioned above whose value (based on a single PO) must be at least ₹30.00 lacs or more in the past 10 years (Copy of PO/Work order should be enclosed).

Cases where the value of the original PO issued for the above work is less than ₹30.00 lacs, but the same has been extended over the years, amounting to more than ₹30.00 lacs when taken in totality, shall not be considered while computing said condition.

In support of the above, a list of the clients (please refer to Appendix 3), copies of Work/Purchase Orders received, and a certificate of satisfactory completion of the assignment(s) are to be enclosed. Preference will be given to those firms that have experience in the preparation of accounts of reputed educational institutes/autonomous bodies that are funded from the Central

Government, State Government, or their agencies like IITs, NITs, IIMs, and other state-level universities.

4. The bidder should have qualified human resources for executing the services successfully. The bidder should enclose a list of the numbers of fellow and associated partners with their name, designation, qualifications/certificates, number of years with the firm, and present place of posting. A one-page resume of each of the employees/fellows/partners who will be specifically assigned to the contract with IITK should also be enclosed.
5. The bidder should be competent to comply with all legal obligations in connection with the contract without letting or subcontracting the service.
6. Average annual financial turnover of the bidder should be ₹60 lakh or above during the preceding 3 (three) years, i.e., 2022-23, 2023-24 and 2024-25. Certified copies of audited financial statements for these years should be enclosed.
7. The bidder must have registered under the Goods & Services Tax (GST) Act and the Income Tax Act. Certified copies of PAN, GST registration certificates should be enclosed.
8. The bidder must have a registration/code no from the Kanpur offices of the EPF and ESI departments, if applicable. However, in case of not being so, the successful bidder to whom the contract is finally awarded shall, within a reasonable time but not exceeding 30 days from the date of Purchase Order, obtain the said code numbers as above from the appropriate authority, if applicable.

**TECHNICAL EVALUATION CRITERIA**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Marks Allocation</b>	<b>Max. Marks</b>	<b>Marks Obtained</b>
1	The Chartered Accountant firm must be registered with ICAI for more than 10 years	10-15 years – 5 marks 15-20 years – 7 marks More than 20 years – 10 marks	10	
2	The firm should have at least 2 full-time FCA partners.	2 full-time FCA partners – 5 marks Plus additional 1-2 partners – 2 marks 2-5 partners – 3 marks More than 5 partners – 5 marks	10	
3	The firm should have financial standing with an average turnover of 50 lacs and above in the last 5 financial years	Upto 50 lacs – 5 marks 50 lacs -1.5 crore – 7 marks More than 1.5 crore – 10 marks	10	
4	The firm should preferably have an HO at Kanpur, and if not, it should have a branch office in Kanpur (on the date of floating of tender)	HO in Kanpur – 10 marks HO outside Kanpur, but the branch office in Kanpur – 7 marks No office in Kanpur – 3 Marks	10	
5	The firm must be empanelled with the Comptroller and Auditor General of India	05 Marks	05	
6	No. of years of experience in preparing annual accounts of PSU/ Listed Entities/ Autonomous bodies of the Govt. of India and Institutes of national importance	3 – 5 years – 5 marks 5-10 years – 7 marks More than 10 years – 10 marks	10	
7	Experience of handling PFMS related entries and corresponding books of accounts	1-2 years - 2 marks More than 2 years – 5 marks	05	
8	Number of assignments of the preparation of annual accounts of entities mentioned in point 6	1-5 assignments – 5 marks 5-10 assignments – 7 marks More than 10 assignments – 10 marks	10	
9	Understanding of Scope, Deliverables Approach and Methodology (to be evaluated on the basis of presentation)	Presentation showing understanding of the Institute's requirement (Scope of work and deliverables), detailed approach & methodology for addressing the Institute's requirements, plan to meet quality, timeliness of deliverables & value proposition	30	

A contractor obtaining less than 70 marks as per the matrix given below will not be considered for further evaluation.

**Terms & Conditions of the quotations are as under:**

1. Enquiry may be sent to the email id **officer1\_rnd@iitk.ac.in**.
2. The Bid should be submitted as per the instructions given in the tender document.
3. The Services mentioned in the enquiry are and shall be deemed to be only approximate and will not in any manner be binding on IITK.
4. Other charges, duties, and taxes should be clearly mentioned.
5. The rates offered should be exclusive or inclusive of taxes. The rates applicable should clearly be specified.
6. Quotation should have validity of at least 90 days from the date of opening.
7. The rates quoted should be in metric units/Nos; otherwise, your quotation is liable to be ignored.
8. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
9. The bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it, should not have been blacklisted due to default in the performance of a contract for any purposes, and should not have any investigation pending against it or against the Principal Officer of the bidder.
10. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IIT Kanpur, detailing the conflict in writing as an attachment to this Bid.
11. **Filling up the 'Tender acceptance letter' on the company letterhead is mandatory.**
12. Bidder should submit **(With ENVELOPE I)** details of Bank Account for the electronic transfer of Payment/Refund of the Security Money, well typed in letterhead of the firm with signature and seal of an authorized person.
13. Any dispute is subject to Kanpur jurisdiction

**Scope of work:**

The contract is essentially for providing services as mentioned below:

**1. Annual Accounts**

**1.1 Preparation of Annual Accounts for the year 2026-27 of the Office of Dean of Research and Development-IIT Kanpur, which includes the following:**

- a. Verification of all entries passed during the period, conforming to the dual entry system.
- b. Verification of entries in Project Accounts.
- c. Verification of Interest-bearing advances of staff.
- d. Verification of other staff advances.
- e. Verification of Realization and payment of statutory dues like GST, TDS, etc.
- f. Assessment and provisioning of liabilities both against POs and other payments.
- g. Adjustment of previous year liabilities provided.
- h. Identification and Capitalization of Fixed Assets and reconciliation with Stores & Purchase.

- i. Inter-Account Reconciliation.
- j. Checking of bank Reconciliation.
- k. Reconciliation of Treasury Single Account (TSA), CNA, ZBSA, and SA's bank accounts with all books related to PFMS.
- l. Reconciliation Statement of Salary.
- m. Preparation and verification of Trial Balance.
- n. Interest accrual working in R&D Fund books.
- o. Income tax, TDS, and other tax-related advice.
- p. Preparation of financial statements comprising Significant Accounting Policies, Statement of Income & Expenditure, Balance Sheet, Cash Flow Statement, Receipts and Payments Account, and Schedules & Annexures forming part thereof (based on data that is being maintained by individual units as mentioned below), and Notes on Accounts, in the format presently followed by IITK or as suggested by the Ministry of Education (MoE); please refer to Institute's audited consolidated accounts for the FY 2022-23 as well as for individual accounting units available at the following link: <http://www.iitk.ac.in/new/annual-accounts>
- q. Calculation of depreciation of assets and other requisite items as per MoE guidelines.

The financial statements so prepared shall reflect a true and fair view of the financial position as at 31<sup>st</sup> March 2027 and of its financial performance and its cash flows for the half-year then ended. The Office of Dean of Research and Development-IIT Kanpur presently comprises the following Accounts:

- (i) Projects [*also called Account II*] Account
- (ii) R&D Fund Account
- (iii) If any other account(s) added during the year shall also be included

- r. In the future, if there is any change in the structure (Administrative/accounting) of IITK, the Contractor shall also abide by that.
- s. Presently, two software programs are running to record the accounting transactions, i.e., TELNET & DORD Online. These are capable of recording single book entries only. Adopting the accrual accounting (double book entry) concept, another accounting book has to be prepared by a Chartered Accountant firm in different ERP Software in parallel to the above-mentioned two software.
- t. Verification/certification of UCs.

Consolidation of accounts of individual accounting units as listed above to prepare consolidated Annual financial statements of the Office of the Dean of Research and Development, Kanpur.

**1.2 Assist IITK in compliance with:**

- (i) All audit observations related to the balance sheet and its entries.
- (ii) Tax authorities for providing information related to their queries on balance sheet figures.

## 2. Half-Yearly Accounts

### 2.1 Preparation of FY 2026-27 Half-yearly Financial Statements of the Office of Dean of Research and Development-IIT Kanpur, which includes the following:

- a. Verification of all entries passed during the period, confirming the dual entry system.
- b. Verification of entries in Project Accounts.
- c. Verification of Interest-bearing advances of staff.
- d. Verification of other staff advances.
- e. Verification of Realization and payment of statutory dues.
- f. Assessment and provisioning of liabilities both against POs and other payments.
- g. Adjustment of previous year liabilities provided.
- h. Identification and Capitalization of Fixed Assets and reconciliation with Stores & Purchase.
- i. Inter-Account Reconciliation.
- j. Checking of bank Reconciliation.
- k. Reconciliation of Treasury Single Account (TSA), CNA, ZBSA, SA's bank accounts with all books related to PFMS.
- l. Reconciliation of Salary.
- m. Preparation and verification of Trial Balance.
- n. Interest accrual working in R&D Fund books.
- o. Income tax, TDS, and other tax-related advice. Preparation of financial statements comprising Significant Accounting Policies, Statement of Income & Expenditure, Balance Sheet, Cash Flow Statement, Receipts and Payments Account, and Schedules & Annexures forming part thereof (based on data that is being maintained by individual units as mentioned below), and Notes on Accounts, in the format presently followed by IITK or as suggested by the Ministry of Education (MoE); please refer to Institute's audited consolidated accounts for the FY 2021-22 as well as for individual accounting units available at the following link: <http://www.iitk.ac.in/new/annual-accounts>
- p. Calculation of depreciation of assets and other requisite items as per MoE guidelines.

The financial statements so prepared shall reflect a true and fair view of the financial position as on 30<sup>th</sup> September 2026 and of its financial performance and its cash flows for the half-year then ended. DoRD office presently comprises the following Accounts:

- (i) Projects [*also called Account II*] Account
  - (ii) R&D Fund Account
  - (iii) If any other account(s) added during the year shall also be included
- q. In the future, if there is any change in structure (Administrative/ accounting

- r. Presently, two software programs are running to record the accounting transactions, i.e, TELNET & DORD Online. These are capable of recording single book entries only. Adopting the accrual accounting (double book entry) concept, another accounting book has to be prepared CA FIRM in different ERP Software in parallel to the above-mentioned two software.

**2.2 Assist IITK in compliance with:**

- (i) All audit observations (transitional audit as well) related to the balance sheet and its entries.
- (ii) Tax authorities for providing information related to their queries on balance sheet figures.

**3. Consolidation of accounts of individual accounting units as listed above to prepare the consolidated:**

- a. Half-yearly financial statements of the Office of Dean of Research and Development-IIT Kanpur; and
- b. Annual financial statements of the Office of the Dean of Research and Development, Kanpur.

**4. For the timely completion of works as mentioned under “Brief Description of Services” above, the Contractor shall employ suitable and adequate manpower who can coordinate with the functionaries of the Account No-II and shall provide support wherever necessary from time to time to complete the works within the delivery schedule. *No additional cost, under any circumstances in any form will be borne by the institute.***

**Delivery terms:**

The services mentioned above must be completed by the timeline mentioned below:

Service # 1.1 – by 30 April 2026

Service # 1.2 (i) – within 02 days of the receipt of audit query/ observation/ objection  
Service # 1.2 (ii) – As and when required

Service # 2.1 – by 31 October

Service # 2.1(i) – within 02 days of the receipt of audit query/observation/objection

Service # 2.2 (i) – As and when required

Service # 3a – by 31 October 2026

Service # 3b – by 30 April 2027

Service # 4 – As and when required

*The above dates will be same for each financial year in case of extension, if granted.*

**Payment terms:**

**1. IITK shall make payment on the following grounds:**

- a. Successful delivery of the services to IITK as confirmed by the consignee: Deputy Registrar (R&D) for services #1.1, 2, 3, 4a, and approved by In-Charge of the Finance & Accounts Cell of the Office of Dean of Research and Development – IIT Kanpur.
- b. Receipt of final CAG report on annual financial statements (applies to service# 1.2 and 4b only); and
- c. Receipt of the original invoice(s) issued by the Contractor.

2. All invoices shall be in original form and shall contain the IITK's Purchase Order number, a description, the quantities, unit, and total price(s) of the Services delivered. The currency of the invoice and payment shall be as specified in the Purchase Order. Unless otherwise authorized by IITK, a separate invoice shall be submitted for each service under the Contract/ PO. Subject to Clause 11 of Section V ("Tax Exemption"), if applicable, the GST amount shall be separately identified in the invoice.
3. Payments shall be made in the currency stated in the Contract/Purchase Order, based on the equivalent value of INR on the day of payment, and paid directly into the nominated bank account.
4. IITK shall not pay any charge for late payments.

**TENDER ACCEPTANCE LETTER**  
**(To be given on the Firm's Letter Head)**

Date: \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender/Work: -

\_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the Tender document(s) for the above-mentioned 'Tender/Work' from the website (s), namely:

as

per your advertisement, given in the above-mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_ to \_ (including all documents like annexure(s), schedule(s), etc.), which form part of the Contract agreement, and I/we shall abide by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization have also been taken into consideration while submitting this acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions mentioned in Tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred/terminated/banned by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by our Firm is true & correct and that in the event, the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or 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 absolutely.

**Yours Faithfully,**  
**(Signature of the Bidder, with Official Seal)**

**QUALIFICATION INFORMATION FORM (BIDDER TO SIGN WITH THE DATE AND PUT HIS/HER SEAL ON THIS FORM)**

**General Information**

1. Name of the Bidder:			
2. Address:			
3. P.O. box and mailing address:	Postal Code:	City:	Country:
4. Telephone No.:			
5. Fax Number:			
6. Email Address:			
7. www Domain:			
8a. Contract Name:			
8b. Contract Title:			
9. Parent Company, if any (Full legal name)			
10. Principal subsidiaries, associates, and/ or representative(s), if any, and relevant to the services:			
11. Corporate Seal:			
12. Type of Business:			
13. Year of Establishment:			
14. Number of staff employed:			
15. Bank Account details (Bank name, branch, and address, Account number and IFSC code)			

**Financial information**

<b>Turnover of the last three financial years of the bidder:</b>			
<b>Year</b>	<b>Net Worth (In Rs. at the end of the period)</b>	<b>Revenue</b>	<b>Net Profit (In Rs.)</b>
2022-2023			
2023-2024			
2024-2025			

**Yours Faithfully,  
(Signature of the Bidder, with Official Seal)**



**Bid Security Declaration**  
**(To be given on Company Letter Head)**

Date: \_\_\_\_\_

To,  
The Deputy Registrar  
R&D Office  
IIT Kanpur-208016

**Sub: Certificate for bid security declaration**

Tender Reference No. : \_\_\_\_\_  
Tender ID : \_\_\_\_\_

Name of Tender / Work: -  
\_\_\_\_\_

"I/We have read the clause regarding Bid Security Declaration/Earnest Money Deposit, and I/We are fully aware that if I/We withdraw or modify the bid during the period of validity, I may be suspended for a period of 3 years."

**Yours Faithfully,**  
**(Signature of the Bidder, with Official Seal)**

**Appendix - 5****TECHNICAL BID****[Bearing 70% weightage in overall evaluation]**

A contractor obtaining less than 70 marks as per the matrix given below will not be considered for further evaluation.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Marks Allocation</b>	<b>Max. Marks</b>	<b>Marks Obtained</b>
1	The Chartered Accountant firm must be registered with ICAI for more than 10 years	10-15 years – 5 marks 15-20 years – 7 marks More than 20 years – 10 marks	10	
2	The firm should have at least 2 full-time FCA partners.	2 full-time FCA partners – 5 marks Plus additional 1-2 partners – 2 marks 2-5 partners – 3 marks More than 5 partners – 5 marks	10	
3	The firm should have financial standing with an average turnover of 50 lacs and above in the last 5 financial years	Upto 50 lacs – 5 marks 50 lacs -1.5 crore – 7 marks More than 1.5 crore – 10 marks	10	
4	The firm should preferably have an HO at Kanpur, and if not, it should have a branch office in Kanpur (on the date of floating of tender)	HO in Kanpur – 10 marks HO outside Kanpur, but the branch office in Kanpur – 7 marks No office in Kanpur – 3 Marks	10	
1005	The firm must be empanelled with the Comptroller and Auditor General of India	05 Marks	05	
6	No. of years of experience in preparing annual accounts of PSU/ Listed Entities/ Autonomous bodies of the Govt. of India and Institutes of national importance	3 – 5 years – 5 marks 5-10 years – 7 marks More than 10 years – 10 marks	10	
7	Experience of handling PFMS related entries and corresponding books of accounts	1-2 years - 2 marks More than 2 years – 5 marks	05	
8	Number of assignments of the preparation of annual accounts of entities mentioned in point 6	1-5 assignments – 5 marks 5-10 assignments – 7 marks More than 10 assignments – 10 marks	10	
9	Understanding of Scope, Deliverables Approach and Methodology (to be evaluated on the basis of presentation)	Presentation showing understanding of the Institute's requirement (Scope of work and deliverables), detailed approach & methodology for addressing the Institute's requirements, plan to meet quality, timeliness of deliverables & value proposition	30	

**Note- Bidder must ensure to submit all the documentary evidence to justify the above marking points**

**Yours faithfully,  
(Signature of the Bidder, with Official Seal)**

**(To be given on Company Letter Head)**

**FINANCIAL BID**

**[Bearing 30% weightage in overall evaluation]  
(To be given on the Firm's Letter Head)**

Date: \_\_\_\_\_

To,  
The Officer-In-charge  
R&D Office  
IIT Kanpur-208016

**Sub: Financial Bid**

Sr. No.	Nature of Service	No.	Rate (excl. GST)	GST	Total Amount (In INR)	Total Amount (In Words)
1	Preparation of half-yearly Financial Statements	1				
2	Preparation of Annual Financial Statements	1				
3	Maintenance of Accounts on ERP Software, preferably on Tally	1				
<b>TOTAL</b>						

**\*\*NOTE : In case of extension the annual cost will be liable for enhancement by 5% \*\***

**Declaration for Local Content**

**(To be given on Company Letter Head - For tender value below Rs. 10 Crores)  
(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value  
above Rs. 10 Crores)**

Date: \_\_\_\_\_

To,  
The Officer-In-Charge  
R&D Office  
IIT Kanpur-208016

Sub: Declaration of Local content

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_

1. Country of Origin of Service being offered: \_\_\_\_\_
2. We hereby declare that the services offered have \_\_\_\_% local content.
3. Details of location(s) at which the local value addition is made: \_\_\_\_\_

*“Local Content”* means the amount of value added in India, which shall be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

*“\*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”*

**Yours faithfully,  
(Signature of the Bidder, with  
Official Seal)**

**Certificate of Tender**  
**(To be given on Company Letter Head)**

Date: \_\_\_\_\_

To,  
The Officer-in-charge  
R&D Office  
IIT Kanpur – 208016

Sub: Certificate of compliance as per Rule 144 (xi) GFRs 2017

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

1. “ I have read the clause regarding restrictions on procurement from a bidder of a country that shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

2. “I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all the requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

**Yours faithfully,**  
**(Signature of the Bidder, with**  
**Official Seal)**

**Appendix - 9**

**Non-Blacklisting declaration**  
**(To be given on Company Letter Head)**

Date:

To,  
The Officer In-charge  
R&D Office  
IIT Kanpur-208016

**Sub: Declaration for Non-Blacklisting**

Tender Reference No :

Tender ID :

Name of Tender / Work: -

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

**Yours faithfully. (Signature of the Bidder. with Official Seal)**