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 16 Hall Accounts and merge them into the Main Hall account of the Institute for the financial year ending 31.03.2026"**

The quotation should be physically submitted on or before 16.07.2026 at 4:00 pm in drop box at Level 4, Faculty Building Annexe, DoSA office, IIT Kanpur.

Tender No. : **IITK/DOSA/HM/2026-27/02**

Description of item :**"Preparation of annual accounts and other ancillary services of 16 Hall Accounts and merge them into the Main Hall account of the Institute for the financial year ending 31.03.2026"**

Bid Submission Start Date & Time : 06.07-2026 at 6:00 pm

Bid Submission End Date & Time : 16.07.2026 at 4:00 pm

Bid Opening Date : 17.07.2026 at 12:00am

Details of required Items

Sl. No.	Specifications	Quantity In No.
1	Reconciliation of Banks, FDs Interest & Inter Hall Accounts.	**1**
2	Preparation of yearly financial statements of the 16 Hall Accounts and marge the Main Hall account.	**1**
3	Consolidation of yearly accounts of individual 16 Halls as listed in the Scope of work to prepare consolidated annual financial statements of the Hall Account	**1**
4	The CA team must visit all hall offices for the preparation of the balance sheet. No bills, vouchers, or any other official documents are to be taken outside the institute.	**1**
5	**The work shall be completed within 45** days **from the date of acceptance of the tender**	**1**

General Instructions to the Bidder

1. Bidder should sign and seal properly every paper of the tender documents as a token of acceptance.
2. Bidder should quote the rate only in the format provided in Appendix 6. Rates should be in Rupees.
3. Bidder should submit self-attested credentials in support of qualifications.

Sealed quotations are invited for the above items in the two-bid system. Both the Technical bid and the financial bid in separate envelopes must be kept in an envelope, which must be superscribed by Tender Reference number, Item Description and the bid submission end date. The sealed copy of bids must reach the above-mentioned address on or before the last date of Bid Submission.

Phase I: Technical Evaluation

Sr. No.	Particulars
1	The Chartered Accountant firm must be registered with ICAI for more than 10 years
2	The firm should have at least 2 full-time FCA partners provide the detail.
3	The firm should have financial standing with an average turnover of 50 lacs and above in the last 5 financial years
4	The firm should preferably have a Head Office at Kanpur, and if not, it should have a branch office in Kanpur (on the date of floating of tender)
5	The firm must be empaneled with the Comptroller and Auditor General of India
6	Minimum of 3 years of experience in Institutes Accounting and Preparing Annual accounts of PSU/ Listed Entities/ Autonomous bodies of the Govt. of India and Institutes of national importance
7	Minimum of 3 years' Experience in preparing annual accounts of Educational bodies of the Govt. of India

Phase II : Financial Bids

a. The Financial Bids of only those bidders who are found technically qualified shall be opened.

b. The financial evaluation shall be carried out based on the total financial implication quoted by the bidder.

c. Financial Bids containing any superfluous, unreasonable, or unjustified rates shall be summarily rejected.

Terms & Conditions of the quotations are as under:

1. Any query may be sent to the email id officer1_sa@iitk.ac.in.
2. **The work shall be completed within 45** days **from the date of acceptance of the tender**.
3. The Bid should be submitted as per the instructions given in the tender document.
4. The Services mentioned in the enquiry are and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
5. Other charges, duties, and taxes should be clearly mentioned.
6. The rates offered should be exclusive or inclusive of taxes. The rates applicable should clearly be specified.
7. Quotation should have validity of at least 90 days from the date of opening.
8. The rates quoted should be in metric units/Nos; otherwise, your quotation is liable to be ignored.
9. 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.
10. 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.
11. 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.
12. **Filling up the 'Tender acceptance letter' on the firm's letterhead is mandatory.**
13. Bidder should submit **(With COVER I)** details of Bank Account for the electronic transfer of Payment/Refund of the Security Money, well typed in the letterhead of the contractor with signature and seal of an authorized person.
14. Any dispute is subject to Kanpur jurisdiction.

Scope of work:

The contract is essentially for providing services as mentioned below:

1.1 Preparation of Annual accounts and other ancillary services of 16 Hall Accounts and marge the Main Hall account of the Institute:

a. Verification of all entries passed during the period, confirming the dual entry system.
b. Verification of entries in Ledger Accounts.
c. Verification of Interest-bearing advances of staff/Students.
d. Verification of other staff/Students' 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, and providing depreciation on the same.
i. Inter-Account Reconciliation.
j. Bank account Reconciliations.
k. Verification of Trial Balance.
l. Preparation of financial statements comprising Significant Accounting Policies, Statement of Income & Expenditure, Balance Sheet, Cash Flow Statement, Receipts and Payments Account, and Schedules.
m. The financial statements so prepared shall reflect a true and fair view of the financial position as at 31st March-26.

1.2 Consolidation of accounts of individual accounting Halls as listed above to prepare consolidated Annual Main Hall Account of Institute.

1.3 Assist the Institute 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 the balance sheet figures

1.4 The bidder shall be responsible for any query, etc., raised by the income tax department, till the assessment of the years 2026-27, and refund, if any, is received by the Institute. Reply to any query must be shared with the CA of the institute's main account.

For the timely completion of works as mentioned under "Brief Description of Services" above, the contractor shall employ educated and adequate manpower who can coordinate with the functionaries of the Institute Hall Account and other units and shall provide support wherever necessary from time to time to complete the works within the delivery schedule.