



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR GT ROAD,  
KALYANPUR, KANPUR – 208 016 UTTAR PRADESH, INDIA**

**TENDER REFERENCE NO.: RD/IITK/2026-27/002**

**DATED 27/02/2026**

**BID SUBMISSION END DATE- 20/03/2026**

**TENDER DOCUMENTS**

For

**ENGAGEMENT OF INCOME TAX CONSULTANT AND  
PREPARATION & FILING OF MONTHLY TDS RETURNS OF ALL  
UNITS OF THE INSTITUTE FOR THE PERIOD (01.04.2026 -  
31.03.2027)**

## **BID DOCUMENT**

Indian Institute of Technology Kanpur (“IITK”) invites Bids (“Bids”) from eligible, qualified, and capable 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>“Engagement of Income Tax consultant and preparation &amp; filing of monthly TDS returns of all units of the institute for the period 01.04.2026-31.03.2027” Extendable up to 4 more years (i.e., for F.Y. 2030-31)</b>
<b>Date of Publishing</b>	27/02/2026 (18:00 hrs)
Clarification Start Date and Time	27/02/2026 (18:00 hrs)
Clarification End Date and Time	06/03/2026 (16.00 hrs)
Queries (if any)	No queries will be entertained after the clarification end date and time
<b>Bid Submission Start Date</b>	27/02/2026 (18:00 hrs)
Last Date and time of submission of Bids	20/03/2026 (16:00 hrs)
Date and time of opening of Technical Bids	23/03/2026(16:00 hrs)
Date and time of opening of Financial Bids	Will be separately notified for technically shortlisted/qualified bidders.
Earnest Money Deposit (EMD)	₹20,000/- (in the form of a 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>.

## **INSTRUCTION TO BIDDERS**

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

a. The detailed tender documents may be downloaded from <https://www.iitk.ac.in/tender-notice>, till the last date of submission of 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/2026-27/002 dated 27/02/2026  
Engagement of Income Tax consultant and preparation & filing of  
monthly TDS return of all units of the institute for period ended  
01.04.2026 - 31.03.2027**

**Date of Opening: 23/03/2026**

### **2. SUBMISSION OF THE BID**

All interested and eligible bidders are requested to submit their bids in the Finance & Accounts Section, Faculty Building Annexe, Ground Floor IIT Kanpur-208016 Uttar Pradesh, during office hours from 09:30 am to 05:30 pm by 20/03/2026, as per the criteria outlined in this document.

### **3. TECHNICAL BID**

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

**List of Documents to be signed, stamped, and placed under Envelope-1 within the period of bid submission:**

- (i) Signed copy of Bank details.
- (ii) Signed copy of work experience.
- (iii) Signed copy of certificate of GST, 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.
- (vi) Signed copy of audited financial statements of the firm for the last 3 financial years, i.e., 2022-23 to 2024-25.
- (vii) Signed copy of Tender acceptance letter (Appendix 1), Local content (Appendix 5), certificate of tender (Appendix 6), Bid Security (Appendix 7), and Non-Blacklisting (Appendix 8).
- (viii) Signed copy of any other document(s) mentioned in the tender documents
- (ix) Hard copy of the Earnest Money Deposit (EMD) of ₹ 20,000/- in the 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.**

**4. FINANCIAL BID**

- a. The currency of all quoted rates shall be Indian Rupees. All payments shall be made in Indian Rupees.
- b. While preparing the financial bids, bidders should review the requirements and conditions outlined in this tender document. Financial bids must be submitted in Envelope-2, labeled "Financial Bid," and should accurately reflect the scope of work, service conditions, and other terms specified in the Tender document. All costs related to the Terms of Reference or Scope of Work must be included. The format provided in Appendix 4, on the firm's letterhead, must be used for submitting the bid. Any other format will be automatically rejected.
- c. The Financial Proposal should include all applicable taxes, duties, fees, levies, and other charges imposed as per the applicable laws.

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

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

**6. BID VALIDITY**

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the tender 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.
- b. Alterations or modifications in the Bid or additional information provided after the Bid's due date, unless specifically requested by the Authority, shall be ignored.

**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.
- c. The bid is not found in the proper format.
- d. The bidder falls under the condition of Rule 151 of GFR17.

**9. SELECTION CRITERIA:**

**Phase I: Technical Evaluation**

The technical evaluation will be based on the information given by the technical bids 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.

**Phase-II: Financial Evaluation**

- a. Financial bids of technically qualified bidders shall be opened.
- b. Financial evaluation is purely done on the total financial implication.
- c. Any superfluous, unreasonable asset rate quotes will be summarily rejected.

**10. Late Delivery:**

Not Applicable in case of a Service Contract.

**(B)**  
**COMMERCIAL TERMS AND CONDITIONS**

**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 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 Purchase Order, (iii) its attachments, and (iv) these Commercial Terms and Conditions.
- b. "Contractor" means the person or entity named in the 'CONTRACTOR' named field of the IITK Purchase Order and any agreed in writing by the IITK legal successor(s) in title;
- c. "Day" means any calendar day;
- d. "Delivery Date" means the latest possible date by which the Goods/ Service shall be delivered by the Contractor to IITK, as specified in the 'DELIVERY DATE' named field of the IITK 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 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 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 countersigning.
- 2.3. 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.

## **3. EFFECTIVE**

This Contract shall become and remain effective only on the condition that an official Purchase Order is issued by IITK following the conclusion of the tender exercise. In the event this is not or no longer shall be the case, IITK, without unreasonable delay, shall notify the Contractor thereof.

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 firm shall provide services at IIT Kanpur. 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. Shall not indulge in any activities that may go contrary to the interests of the Institute after collecting the information from various sources of the Institute 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 Firm 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 Firm, 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 Firm shall, at no cost to IITK, replace the rejected Services or rectify the non-conformity.

6.3 In the 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 Firm from any warranty or other obligations under the Contract

#### **7. PRICE**

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

#### **8. PAYMENT**

8.1 Unless otherwise stipulated in the Purchase Order, IITK shall make payment after the submission of the Invoice quarterly.

8.2 All invoices shall be in original form and shall contain the IITK 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 shipment 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 Firm 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 Firm to obtain such license or governmental authorization. In the event of the Firm'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 Firm, IITK may also refuse to make payments or may recover the 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. In case 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. DELIVERY OF SERVICES**

- 11.1 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.
- 11.2 The Firm shall provide a copy of returns filed and other relevant working papers in soft (Excel as well as PDF) and hard copy (3 sets). All pages of the hard copy sets shall bear the signature with date and seal of the Firm.
- 11.3 A full copy set of all working sheets relating to the calculation of ITC availed and not availed, along with the calculation of tax liability, shall also be handed over to IITK along with the monthly/ quarterly returns.

## **12. DEFAULT AND DAMAGES**

- 12.1 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 of 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.
- 12.2 When the Firm is thus in default, IITK may, by written notice to the Firm, immediately terminate the Purchase Order in whole or in such part or parts thereof in respect of which the Firm is in default.
- 12.3 Alternatively, to clause 13 when the Firm is thus in default, IITK may, at its own discretion, set a reasonable period of time for the Firm to remedy its default. Any new Delivery Date shall be specified in a written amendment to the Purchase Order, duly countersigned by the Firm.
- 12.4 IITK may, at its discretion, impose penalties upon the Firm calculated in accordance with clause 14 for each week the Firm is late in delivering the Services past the Delivery Date initially specified in the Purchase Order.
- 12.5 If the Firm does not remedy its default within the period of time as communicated, IITK may, by written notice to the Firm, terminate the Purchase Order with immediate effect.
- 12.6 Upon any termination of the Purchase Order, in whole or such part(s) thereof in respect of which the Firm is in default, IITK may engage another firm to deliver the Services and recover any difference in price and any additional costs from the Firm.
- 12.7 The Firm shall indemnify IITK for all losses, charges, costs, and expenses, which IITK may suffer or incur as a result of the Firm's default, including those resulting from engaging another firm pursuant to this clause 13.

### **13. PENALTIES**

If, in accordance with clause 15, IITK imposes penalties on the Contractor, 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, but shall not amount to more than 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 IITK to the Contractor. In addition to the above, in case of late filing, due to the fault of the CA firm, penalty or interest shall be borne by the firm, as per the actual reflected on the portal or as per the provisions of the act.

### **14. DELAY NOT ATTRIBUTABLE TO THE CONTRACTOR**

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

### **15. 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/PO with immediate effect by providing written notice to the Contractor.

### **16. INDEMNITY**

- 16.1 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.
- 16.2 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.

### **17. ASSIGNMENT**

- 17.1 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.

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

17.3 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/PO.

## **18. INSOLVENCY AND BANKRUPTCY**

18.1 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.

18.2 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.

## **19. 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.

## **20. WAIVER**

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

## **21. 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.

## **22. 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 authorized 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/PO.

## **23. 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.

## **24. 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.

## **25. GOVERNING LAW**

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

## **26. SETTLEMENT OF DISPUTES**

26.1 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.

26.2 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.

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

## **27. 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.

## **28. 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.

## **29. 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.

## **30. 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.

**31. 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.

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

### **Tender document**

Sealed quotations are invited from the reputed Chartered Accountant Firms by the undersigned, for **“Providing Income Tax Consultancy, preparation and filing of monthly TDS return of all units of the Institute for the period 01.04.2026 - 31.03.2027”, extendable up to 4 more years (i.e., for F.Y 2030-2031).**

The quotation should be physically submitted on or before 16:00 hrs., 20/03/2026, in the drop box at the Finance & Accounts Section, Faculty Building Annexe, Ground Floor, IIT Kanpur-208016, Uttar Pradesh.

Enquiry No. : **RD/IITK/2026-27/002**

Description of item: **“Engagement of Income Tax Consultant and preparation & filing of monthly TDS return of all units of the institute for the period 01.04.2026-31.03.2027”**

Bid publishing date: **27/02/2026**

Bid submission closing date: **20/03/2026 at 16:00 hrs.,**

Bid opening date: **23/03/2026 at 16:00 hrs.,**

### **Details of required Items**

<b>Sl. No.</b>	<b>Specifications</b>	<b>Quantity In No.</b>
1	Verification of records before depositing of monthly TDS, proper reconciliation of monthly TDS deposited, and filing of the quarterly and annual TDS return for all units of the Institute for the period 01.04.2026 to 31.03.2027, and consultancy thereon required from time to time, of the updates on policies by the GoI to be implemented in the Institute	As statutorily required or as amended from time to time
02	Filing of 15 CA/CB	
03	Filing of 10BD/BE	

### **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 4. Rates should be in Rupees.
3. Performance Security @ 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 Rs. 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.
4. Bidder should submit self-attested credentials in support of qualifications.

### **Pre-qualification:**

1. The firm must be a chartered accountancy firm, must be located at Kanpur, having continuous experience of a minimum of 5 years supported by a certificate issued by the Institute of Chartered Accountants of India to that effect.
2. The bidder must have a minimum of 5 years of proven experience in the field of Income Taxation, including representation before the Assessing Officer (Income Tax Officer/Deputy Commissioner/Joint Commissioner/Commissioner / PCCIT/ Tribunal, etc.). The firm should have provided similar services to at least one government establishment/ public sector undertakings/ autonomous bodies/ educational institutes of repute (having an aggregate turnover of 75 crore and above).  
In support of the mentioned experience, a list of the clients (please refer to Appendix 3), copies of Work / Purchase Orders received (for appearing before Assessing Officer as mentioned in point 3, on behalf of client PO/work order and a copy of the judgement), and a certificate of satisfactory completion of the assignment(s) are to be enclosed. Preference shall be given to those firms that have provided/ or are providing similar services to reputed educational institutes/ autonomous bodies that are funded from the Central Government, State Government, or their agencies like IITs, NIITs, IIMs, and other state-level universities.
3. The bidder should have qualified human resources for executing the services successfully. The bidder should enclose a list of the numbers of fellow and associate partners competent with the required services, with their name, designation, qualifications/ certificates, number of years with the firm, and present place of posting. A brief profile of the firm, along with a one-page resume for each of the employees/ fellows/ partners who will be specifically assigned to the contract with IITK, should also be enclosed. At least one senior employee should be placed to look after day-to-day queries and other reconciliation work.
4. The bidder should be competent to comply with all legal obligations in connection with the contract without letting or subcontracting the service.
5. Average annual financial turnover of the bidder should be Rs. 30 (Thirty) lakhs 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.
6. 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.

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

1. Enquiry may be sent to the email ID [officer1\\_acct@iitk.ac.in](mailto:officer1_acct@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 the Institute.
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 ₹ (Indian Rupees); 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 the 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:

**A. e-TDS Returns filing for the Financial Year**

- i. Creation of a text file for filing of e-TDS return by using the data file.
- ii. Advise the Institute on TDS/TCS provisions.
- iii. Preparation and submission/filing of quarterly returns of e-TDS (24Q, 26Q, 27Q, and as applicable from time to time) based on data on income and other records of the Institute, including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility, etc.
- iv. Preparation and filing of correction/revised statements against the defaults generated by TIN-NSDL / TRACES and against the notices received from the Income Tax Department during the period of engagement, irrespective of the period for which the correction statement/return belongs.
- v. Preparation of replies to the income tax department in respect of notices/communications received by the Institute in connection with the filing of e-TDS returns during the period of engagement, irrespective of the

period to which the notices belong.

- vi. Preparation and filing of correction statements, whenever found necessary by the Institute on detection of errors in the data maintained by the Institute.
- vii. Filing of replies in respect of notices relating to e-TDS returns from the Income Tax Department during the currency of the contract in consultation with the Institute.
- viii. Preparation and generation of TDS certificates in Form 16 and Form 16A.
- ix. Maintaining Employee Master details required for FORM 24Q with Annexure and FORM 16.
- x. Maintaining Vendor Master details required for FORM 26Q with Annexure and FORM 16A.
- xi. Maintaining monthly TDS deduction details of Employees/Vendors.
- xii. Maintaining TDS deduction details, creation of Challans, and entry of the deposit details obtained from the bank (Bank Challan Serial Number/deposit date).
- xiii. Creating/printing of Challan No. 281 and submission of the challan.
- xiv. Attaching/accounting of employees/vendors TDS to a specific Challan.
- xv. Adjusting TDS deductions in a Challan.
- xvi. Calculation of penalty/interest, if any.
- xvii. Validation of PAN number with the PAN database of NSDL.
- xviii. Solutions of previous taxation issues.
- xix. TDS Reconciliation with Ledgers.
- xx. Any other matter/work related to the Income Tax Act.

**B. Filing of 15 CA/CB**

Submission of Form 15 CA and 15 CB regarding foreign remittances. The work includes:

- i. Collection of applications from various sections of the Institute, which includes the Finance and Accounts Section, the DoRD, the CCE, the DoSA, the GATE/JAM, the JEE, and other units, if applicable.
- ii. Filing of Form 15 CA/CB within 2 working days after receipt of applications from the Finance and Accounts Section or from other units.

**C. Filing of 10BD/BE**

Filing of Form 10BD/BE. The work includes:

- i. Collection of information from the respective office(s) for the preparation of the required data.
- ii. Submission of Form 10BD.
- iii. Issuance of Form 10BE, i.e., a certificate of donation under clause (ix) of sub-section (5) of Section 80G, and under clause (ii) to sub-section (1A) of Section 35 of the Income-tax Act, 1961.

Preparation of returns from each unit of the Institute for the timely submission of TDS returns, as prescribed under the Law and as amended from time to time, for the period 01.04.2026–31.03.2027, and for the extended period of PO, of all units of the Institute, which are given below:

- a. Institute Main Account (Account – I) including ancillary units.
- b. Project Account (Account – II) and R&D Fund Account
- c. Dean of Students' Affairs (DoSA) Account, including ancillary units and Hall Accounts
- d. JEE Account
- e. GATE/JAM Account

2. The firm should provide all updates on issues related to TDS compliance to the CA firms preparing Annual Accounts of the said unit(s).
3. Assist IIT Kanpur in internal and statutory audit compliances or any matter related to Income Tax/TDS of the Institute before any tax authority.
4. Forms name mentioned in the tender document may vary as per the Income tax Act 2025.

In the future, if there is any change in the number of units of the Institute due to administrative/ accounting/ statutory requirements or as a policy matter, the contractor shall also abide by that.

**Delivery terms:**

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

Service # A – within the specified date, as per the deadlines mentioned in the Act.

Service # B – within 2 working days after receipt of applications

Service # C – within the specified date, as per the deadlines mentioned in the Act.

**Payment terms:**

1. IITK shall make payment every quarter later than:
  - a. Filing of returns and receipt of a satisfactory report from each vertical
  - b. Receipt of original invoice.
2. All invoices shall be in original form and shall contain the IITK 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/PO, 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.

**Penalties**

Penalties, if any, will be in accordance with clause 13 of the commercial terms & conditions.

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

Date\_\_\_\_\_

To,  
Deputy Registrar  
Finance & Accounts Section  
IIT Kanpur-208016

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 on 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 the tender document(s)/ corrigendum(s) in their 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)**

**Appendix - 2**

**QUALIFICATION INFORMATION FORM**

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

**(TECHNICAL BID)**

**General Information**

1. Name of Bidder:			
2. Street 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)			
<b>16. Commercial Information</b>			
<b>Turnover of the last three financial years of the bidder</b>			
<b>Year</b>	<b>Net Worth (In Rs. at end of the period)</b>	<b>Revenue (In Rs.)</b>	<b>Net Profit (In Rs.)</b>
2022-2023			
2023-2024			
2024-2025			

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



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

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

To,  
Deputy Registrar  
Finance & Accounts Section  
IIT Kanpur-208016

**Sub: Financial Bid**

<b>Sr. No.</b>	<b>Nature of Service</b>	<b>Rate/month (excl. Tax)</b>	<b>No. of Months</b>	<b>Total Amount (In Rs.)</b>	<b>GST (as applicable)</b>	<b>Total Amount (In Words)</b>
1	2	3	4	5 = 3 x 4	6	7
01	**Verification of records before depositing of monthly TDS, proper reconciliation of monthly TDS deposited, and filing of the quarterly and annual TDS return for all units of the Institute for the period 01.04.2026 to 31.03.2027, and consultancy thereon required from time to time, of the updates on policies by the GoI to be implemented in the Institute		12			
02	*Filing of 15CA/CB (Average cases 50 per month)	Annual				
03	Filing of 10BD/BE	Annual				

\*Form 15CA/CB numbers are subject to variation. Payments will be made strictly on a pro-rata basis.

\*\*There will be no separate payment for revision of any returns.

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

**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,  
Deputy Registrar  
Finance & Accounts Section  
IIT Kanpur-208016

Sub: Declaration of Local content

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

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

1. Country of Origin of Goods being offered: \_\_\_\_\_
2. We hereby declare that the items 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 for Tender**  
**(To be given on Company Letter Head)**

Date \_\_\_\_\_

To,  
Deputy Registrar  
Finance & Accounts Section  
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 which 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)**

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

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

To,  
Deputy Registrar  
Finance & Accounts Section  
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)**

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

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

To,  
Deputy Registrar  
Finance & Accounts Section  
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)**