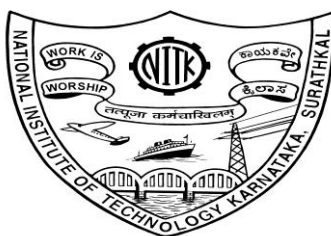


NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF ADMINISTRATION
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

Phone: (0824) 2474000.
E- mail: info@nitk.ac.in

Website: <http://www.nitk.ac.in>



Notification. No: A1/F&A/NITK/2026-27

Date: 04-05-2026

Name of Services	Engagement of Chartered Accountant Firm for the FY 2026-27
Estimated Amount	₹ 5,90,000/- per annum (Including GST) No additional charges will be entertained
EMD Amount (2% of estimated amount) (Applicable for estimate above 2.5 lakhs)	₹11,800/- (Firm's registered with MSE/NSIC are exempted from paying E.M.D)
Period of Service	One year further extendable up to Two more years subject to Satisfactory Performance of services upon review.
Document Download / Sale Start Date	06-05-2026, 06.00 PM
Clarification Start Date	06-05-2026, 06.00 PM
Clarification End Date	20-05-2026, 03.00 PM
Bid Submission Start Date	06-05-2026, 06.00 PM
Last Date for submission of bids	20-05-2026, 03.00 PM
Bid Opening Date	21-05-2026, 03.00 PM
Address for submission of bids	https://eprocure.gov.in/eprocure/app
Buyer Contact Details	Sr. Superintendent Accounts-I, Administrative Building National Institute of Technology Karnataka Srinivasnagar, Surathkal, Mangalore Karnataka 575025 Email: supdt-accounts1@nitk.edu.in, Ph: 08242473012



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Date: 04-05-2026

NOTICE INVITING e-TENDER (e-NIT)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an Institute of National Importance under Ministry of Education, Govt of India imparting Technical Education and engaged in Research Activities.

Online Tenders (<https://eprocure.gov.in/>) are invited for the following items in **two cover systems** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or its authorized dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened online on the due date as mentioned. Bidders can verify their bid status through the online portal <https://eprocure.gov.in/>. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

Name of Services	Engagement of Chartered Accountant Firm for the FY 2026-27
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EMD Amount (2% of estimated amount) (Applicable for estimate above 2.5 lakhs)	₹11,800/- (Firm's registered with MSE/NSIC are exempted from paying E.M.D)
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Clarification Start Date	06-05-2026, 06.00 PM
Clarification End Date	20-05-2026, 03.00 PM
Bid Submission Start Date	06-05-2026, 06.00 PM
Last Date for submission of bids	20-05-2026, 03.00 PM
Bid Opening Date	21-05-2026, 03.00 PM

Note: Institute shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

**Sd/-
Dean P&D**

SECTION 1 A: Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra, etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There is various search options built-in in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk. Page 4 of 36

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with the black and white option which helps in reducing the size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use the "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in the My Documents space, this does not automatically ensure these Documents being part of the Technical Bid.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
 2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
 3. Bidder has to select the payment option as “online” to pay the tender fee / EMD as applicable and enter details of the instrument.
 4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white-colored (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
 5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
 6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage
- Page 5 of 36

encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.
10. The off-line tender shall not be accepted and no request in this regard shall be entertained whatsoever.
11. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
12. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
13. No deviation from the technical and commercial terms & conditions are allowed.
14. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk.

1. SCOPE OF SERVICES:

i. Engagement of Chartered Accountant Firm for preparation of Annual Accounts, Attesting and Related services.

The scope of work for the Chartered Accountant Firm shall include, but not be limited to, the following activities during the course of entire Financial Year starting from April 2026:

A. For Accounting and Finalization of Accounts

1. Real-time scrutiny and verification of accounting data, entries on monthly basis.
2. Regular checking of vouchers and submission of fortnightly reports on vouchers verified.
3. Verification of entries in Tally, books of accounts, trial balance, cash/bank balances, investments, etc.
4. Suggesting corrective measures to strengthen internal controls in accordance with rules/guidelines issued by the Ministry of Education, Government of India.
5. Preparation of Annual Accounts from FY 2026–27 onwards, including accounts of:
 - Sponsored Research Projects & Consultancy
 - Continuing Education Cell
 - NPS
 - Provident Fund/GPF Trust (In addition, a separate annual accounts to be prepared)
 - Any other accounts as decided by the Competent Authority from time to time.
6. Preparation, finalization, and certification of Annual Accounts (all books) of NITK Surathkal, including:
 - Balance Sheet
 - Income & Expenditure Account
 - Receipt & Payment Account
 - Statement of Expenditure (SoE)
 - Annual Utilization Certificate (UC)
 - Relevant schedules as per the Uniform Format for Autonomous Bodies issued by the Ministry of Education (MoE).
7. Submission of finalized Annual Accounts and UC on or before 30th April for the preceding financial year.

B. Statutory Compliance and Taxation (Monthly basis)

1. Ensuring compliance with:
 - GST
 - Income Tax
 - Professional Tax
 - Contract Labour Laws
 - Any other applicable statutory regulations.
2. Providing advisory services on taxation and statutory compliance, including:
 - Filing of GST and Income Tax returns
 - TDS computation and compliance
 - Income tax calculations
 - Prompt communication of changes in tax laws applicable to the Institute.
3. Monthly preparation of TDS/GST liability data and timely payment thereof, including filing of:
 - Forms 24Q, 26Q, 27Q
 - GSTR-1, GSTR-3B, GSTR-7, GSTR-9, GSTR-9C.
4. Preparation and certification of Forms 15CA / 15CB for international remittances/foreign payments as and when required.

C. Reconciliation, Reporting and Expenditure management

1. Reconciliation of trial balance schedules, bank accounts, and other control accounts.
2. Examination and reconciliation of all bank accounts of the Institute; identification and resolution of outstanding entries on monthly basis.
3. Detailed scrutiny of outstanding liabilities with remedial recommendations included in internal audit reports.
4. Assistance in preparation of replies to notices and also audit observations raised by:
 - Comptroller & Auditor General (C&AG)
 - GST Department
 - Income Tax Department and ensuring necessary accounting compliance.
5. Assistance in accounting and verification of:
 - Capital and Revenue Expenditure
 - NPS transactions including vouchers, books of accounts, investments, trial balance, and cash/bank balances.

D. Utilization Certificates and Project Accounts

1. Preparation and signing of Utilization Certificates under:
 - Plan and Non-Plan Accounts
 - Sponsored Projects and Consultancy Accounts.
2. Verification of accounts of externally funded projects and issuance of miscellaneous certificates as required.

E. Fees, Scholarships, and Student Accounts

1. Reconciliation of fees received from students, allocation under various sub-heads, and verification of:
 - Assistantships
 - Scholarships
 - Caution Money.

F. Budgeting, MIS, and Advisory Services

1. Advisory support for preparation and control of the Annual Budget.
2. Preparation of:
 - Monthly MIS reports
 - Management reports
 - Any information/reports required by Ministries / MoE.
3. Ongoing compliance assistance on financial and statutory matters as applicable to the Institute.

G. General Responsibilities

1. Ensuring full compliance with Government rules, regulations, and financial procedures.
2. Providing continuous professional support to the Institute during the engagement period.

ii. Engagement of Chartered Accountant Firm for reviewing the following:

A. Review of Existing Control System for Maintenance of Accounts

The CA Firm shall:

1. Examine whether the existing system of internal controls is aligned with the organizational structure of the Institute, ensuring that controls are embedded within operating functions to the extent possible for cost-effectiveness.
2. Review each control mechanism and analyse it in terms of **cost versus benefit**.
3. Tally restructuring mechanism & improvement mechanisms if any

4. To facilitate the creation of a dedicated vendor-wise ledger within our ERP system for streamlined payment processing.
5. Review the **reliability and integrity of financial and operational information**, including the processes used to identify, measure, classify, and report such information.
6. Review the systems for **safeguarding assets** and, where necessary, verify their existence. The objective is to ensure that assets are reasonably and adequately protected against loss and are properly accounted for. Safeguarding shall include protection against risks such as pilferage, fire, water damage, electrical hazards, and other physical threats.

B. Review of Procurement of Materials / Invoices

The CA Firm shall:

1. Review the system for **purchase requirements and procurement procedures** of the Institute.
2. Verify **rate contracts and purchase orders** issued to vendors for procurement of materials and services with reference to preparation of Annual Accounts.
3. Check payments made to vendors with reference to purchase order terms, adjustment of advances, statutory deductions, and related compliances.
4. **Extent of checking:**
Purchase Orders with value **₹2.00 lakh and above – 100% verification.**

C. Inventory Management (for Preparation of Annual Accounts)

The CA Firm shall:

1. Review stores ledgers maintained and the system of receipt and issue of inventory under **ERP system and/or manual registers.**
2. Review custody arrangements, **physical verification**, and valuation of inventory.
3. Examine overall **inventory management practices.**
4. Review procedures for **disposal of surplus and scrap materials.**

D. Investments

The CA Firm shall:

1. Conduct **physical verification of investment certificates.**
2. Obtain management confirmations and reconcile the same with **bank confirmations and certificates.**
3. Verify **interest income** with reference to TDS certificates, interest certificates, and bank statements.
4. Verify **management approvals** for investments such as Fixed Deposits, including Board Resolutions or delegated authority approvals.
5. Provide **financial advice**, assist in creation/review of investment portfolios, and verify investments of various funds (including Corpus Funds), along with overall financial management inputs.

E. Fixed Assets

The CA Firm shall:

1. Review and verify the **Fixed Assets Register.**
2. Review **stock registers / consumable registers**, wherever applicable.
3. Verify acquisition of fixed assets, including supporting documents and approvals.
4. Verify disposal of fixed assets and accounting treatment thereof.
5. Conduct **physical verification of fixed assets** and submit an annual verification report.

F. Compliance with Statutory Liabilities

The CA Firm shall:

1. Review maintenance of **statutory registers, records, and compliance documents** under applicable laws and regulations.

2. PRE-QUALIFICATION (PQ) CRITERIA

Sl. No.	PQ Criteria	Documents Required in support of PQ Criteria
1	Should be a Chartered Accountant Firm. The Firm should have been in operation for at least 05 years after its registration.	Copy of (i) Firm Registration Certificate (FRC) issued by the Institute of Chartered Accountants of India (ICAI) with date; AND (ii) Copy of certificate of practice/ registration of all the partners/members of the firm.
2	Should have an office/branch at Mangalore/Udupi.	Copy of any valid operational proof document viz namely Registration Certificate at the specified location Mangalore/Udupi.
3	Firm should be empanelled with Comptroller and Auditor General of India (C&AG)	Copy of valid Empanelled Letter issued by C&AG.
4	Firm preferably should have executed minimum three contracts/orders in rendering similar services in any Centrally Funded Technical Institutes (CFTIs/IITs/NITs/IISERs/Central Universities/Institute of National Importance) in last 5 (five) years from the last date of submission of bid.	Copy of Three contracts/ work orders along with work completion and satisfactory performance certificates issued by the client should be submitted in support of work experience.
5	Average Gross professional fee of the CA Firm for the for the last 3 (three) years i.e. (2023-24, 2024-25 & 2025-26) ending on 31st March, 2026 [Must be equal to or greater than 30 Lakhs]	Copy of the Audited P&L Statement and balance sheet showing the proof of professional fee collected for Financial Years 2023-24, 2024-25 & 2025-26.
6	Permanent Account Number (PAN)	Copy of PAN
7	GST Registration of Firm	Copy of GST
8	Assignment	One year further extendable up to Two more years subject to Satisfactory Performance of services upon review.

Note:

- i. The CA firm who have prepared annual accounts for this Institute is not eligible to participate in the tender for next three years.
- ii. The CA Firms registered with MSE/NSIC only are exempted from paying E.M.D
- iii. The prospective bidders may note that only on fulfilment of above pre-qualification criteria, the technical bid may be considered for evaluation.

3. SUBMISSION OF BID

3.1. The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i. EMD of Rs. 11,800/-
- ii. Particulars filled in the 'Technical Bid' as per Annexure - I.

- iii. Bid Forwarding Letter as per Annexure - II.
- iv. Self-declaration towards Not Blacklisting as per Annexure - III.
- v. Documents in support of Pre-Qualification Criteria.
- vi. Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the Letterhead of the bidder).
- vii. Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.

4. ACCEPTANCE OF BIDS & WITHDRAWALS

The right of final acceptance of the tender is entirely vested with the Director, NITK, Surathkal who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of NITK, Surathkal to communicate with rejected/ unsuccessful bidders.

After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc., and other unforeseen circumstances.

5. VALIDITY OF BID

The bid shall be valid for 90 (ninety) days from the last date of submission of bids.

6. EARNEST MONEY DEPOSIT (EMD)

An EMD of Rs. 11,800/- in the form of Demand Draft/ FDR/ TDR/ from any scheduled commercial bank should be submitted along with the technical bid document.

If the successful bidder fails to act on the offer made by the Institute and/or the bidders withdraw/ amend their bids after opening of tender which is not agreeable to the institute, the EMD of such bidder/s shall be forfeited without any notice to the bidder/s and no claim on this account shall be entertained.

Any bid submitted without an EMD will be rejected immediately; however, firms registered with MSME/NSIC are exempted from this requirement under the MSME Procurement Policy Order of 2012. The EMD of unsuccessful bidders will be refunded without interest following the finalization of the contract.

7. PERFORMANCE SECURITY DEPOSIT

An amount @ 5% of total value of the contract, in the form of FDR/ TDR/ DD/ BG as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 14 (fourteen) days from the date of issue of Letter of Award (LoA) by the Institute. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall be forfeited.

7.1. Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of the contract. No interest will be payable on SD.

- a) In case of breach of contract by the service provider, the SD shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

8. OPENING AND EVALUATION OF BIDS.

Bidders who have submitted supporting documents and are meeting minimum eligibility criteria as mentioned above will only be considered for technical evaluation. Therefore, bidders are advised to attach required supporting documents along with their bid. Only qualified bidders will be awarded a Technical Bid Score on the following parameters tabulated below.

The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected.

9. SELECTION OF SUCCESSFUL BIDDER

Sl. No.	Particulars	Max. Marks	Supporting documents are placed at page No.
Part: A			
1	Registration with the Institute of Chartered Accounts of India and having Registered Head Office /Branch Office in Mangalore/Udupi and in operation since last 5 years (minimum)- Head Office- 6 Marks & Branch Office- 3 Marks <i>(must attach documentary evidence which substantiate the claim).</i>	06	
2.	No. of Full Time FCAs/ACAs 02 mark for each Full Time FCAs & 01 mark for each Full Time ACAs <i>(must attach documentary evidence which substantiate the claim).</i>	08	
3.	Average Annual Turnover during last three (03) financial years i.e., 2023-24, 2024-25 and 2025-26: <i>(Must attach duly audited copy of CA as per Annexure – IV or its equivalent)</i>		
	Above Rs. 50 Lakh – 08 Marks	08	
	Above Rs. 40 Lakh and up to 50 Lakh -05 Marks		
	Equal to or Above Rs. 30 Lakh and up to 40 Lakh -02 Marks		
4.	No. of Original Completed Assignment from the Financial Year started from 2020-21 for Preparation & Finalization of Annual Account, Filing of Statutory Returns etc. in the CFTIs/IITs/NITs/Institute of National Importance: 03 Marks for each Completed ASSIGNMENT. <i>(Must attach Satisfactory/Work Completion Certificate which substantiate claim.)</i>	18	
5.	No. of Extended Work Order of Original Assignment <i>(not covered under Sl. 4)</i> from the Financial Year started from 2020-21 for Preparation & Finalization of Annual Account, Filing of Statutory Returns etc. in the CFTIs/IITs/NITs/Institute of National Importance: 03 Marks for each Completed ASSIGNMENT. <i>(Must attach extension/equivalent letter which substantiate claim.)</i>	18	
6.	Number of ongoing Contracts (as on last date of submission of tender), not covered under Sl. 4 or 5, for relevant services in the CFTIs/IITs/NITs/Institute of National Importance: 02 Marks for each running contract. Must attach documentary evidence/work order which substantiate the claim.	12	
Total Part [A]		70	
Part: B			

1. Presentation Before the Committee/Institute Authority [B] Topic: Profile of Firm/Company; Experience of relevant jobs handled in similar Institutions; details of task handled; Availability of FCAs/ACAs; and Work Plan for NITK as per scope of work. Minimum Qualifying marks: 15	30	
Grand Total [A+B] Technical Bid Score (TBS)	100 Marks	

Note: Bidders must attach all the relevant documents in support of their claims. Marks will be awarded for which relevant supporting documents found to be attached by the bidders.

Presentation: Only those bidders who achieve minimum 60% of total marks allotted to Part A, will be eligible for Presentation. Date, time and mode of presentation will be notified to the eligible bidder through email. Bidders who do not participate in presentation on scheduled date and time will be not be considered for further evaluation.

The bidders will be given 10 Minutes time to present themselves before the Institute Authority/Committee on the given topics. The presentation should be precise and to the point and all the points/presentation, related to the job as specified in the tender document, should be completed in the prescribed time limit of 10 Minutes.

Technical Evaluation Criteria:

Illustration

Minimum Technical Score:57 (Part A 42 + Part B 15)

Bidder Name	Marks scored in Part A	Marks scored in Part B	Total Marks scored (A+B)	Remarks	Reason
A	≥42	≥15	≥57	Qualified	Meeting the Minimum Qualifying marks criteria
B	36	17	53	Disqualified	Not Meeting the Minimum Qualifying marks Criteria in part A
C	44	12	56	Disqualified	Not Meeting the Minimum Qualifying marks Criteria in part B
D	45	12	57	Disqualified	Not Meeting the Minimum Qualifying marks Criteria in part B

Formula for calculation of Financial Proposal: The technically evaluated and accepted proposal with the least financial cost (i.e L1) will be assigned a score of 100. The score of other technically accepted firms will be evaluated as per the following formula = (L1 amount) X (100)/ (Financial amount of bid being evaluated)

Final Selection of Bidders: The bidders who achieve highest combined technical score and financial score (70% of Technical score + 30% of Financial score) will be awarded the work order for the purpose.

In the event of Tie in combined technical score and financial score:

- a) Bidder with highest Turnover during 2025-2026 may be awarded the contract.

- b) Bidder with highest Turnover during 2024-2025 may be awarded the contract.
- c) If the tie still persists, then contract shall be awarded by "Draw of bids."

10. AWARD OF CONTRACT

- a) After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder. The successful bidder will be required to furnish the required performance security deposit and execute a Service level Agreement on a Non-Judicial Stamp Paper worth Rs.500/- (Rupees Five Hundred Only) within a period of 14 (Fourteen) days from the date of issue of LoA.
- b) The contract will be signed only after furnishing the Performance Security Deposit.
- c) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD fully.
- d) Costs associated with the preparation of contract documents shall be borne by the service provider.

11. DURATION OF CONTRACT

The firm will be required to provide the desired services initially for a period of one year, i.e., for the FY 2026-27 and which may be renewed further two (2) years on yearly basis on same terms and conditions with the mutual consent and satisfactory performance upon review. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event of their services are evaluated as unsatisfactory with one-month notice.

12. SUPPORT AND INPUTS TO THE FIRM

The Institute shall provide office space to the firm to perform its services. In terms of hardware the Institute will provide computers and printers to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the 'Scope of Work'.

13. PAYMENT OF FEE

The payment of 'Annual Lump-sum Fee' shall be made against the services provided by firm as per the 'Scope of Work' subject to the following terms and conditions:

- a) The payment during the entire contract period shall be made in accordance with the 'Annual Lump-sum Fee' quoted by the selected bidder in its financial bid and accepted by the institute. No price variation would be allowed during the contract period.
- b) GST will be borne by the institute as applicable.
- c) TDS under Income tax and TDS on GST will be deducted at applicable rates.
- d) The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Report to the Institute.
- e) No expenses towards accommodation, food, TA, DA or any other expenses will be paid to the service provider other than agreed "Annual Lump-sum Fee".
- f) The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

- 14. The service provider shall not sublet the contract or transfer the contract to any other service provider or person in any manner.

15. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his tender.

16. DISPUTE RESOLUTION

In the event of any dispute or differences arising under this contract, the decision of the Director, Indian Institute of Science Education & Research shall be final and binding on both the parties.

17. APPLICABLE LAW

The Court of Jurisdiction shall be Mangalore for all such purposes.

18. Abnormally Low bid clause

Abnormally low bid quoted by the agency will be liable for rejection as per the OM No.F.12/17/2019-PPD of Department of Expenditure, Ministry of Finance dated 6th February 2020.

19. Disclaimer

Bidders are advised to exercise caution and not respond to any unknown calls, emails, or embedded links requesting payment for participating in the tender or for any other purpose. Please note that NITK Surathkal never asks for any tender fee for participation in tenders or bids.

TECHNICAL BID

Tender No.....

Date:

(Self-attested photocopies of all supporting documents in support of below particulars must be uploaded with the bid)

Sl.no	Criterion	Firms Strength and capability	Page No.
1	The CA Firm should have an office/branch at Karnataka, preferably Mangalore/Udupi.	Address of the firm	
		Address Proof of the firm	
		Name and address of the authorized official	
		Telephone No Mobile: E-Mail:	
2	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax registration under GST (Provide copies of all registration certificates)	Registered with ICAI, then mention Registration Number (Date of Registration No.)	
		PAN of the CA Firm	
		Service Tax No.	
3	The CA firm should be empaneled with Comptroller and Auditor General of India (C&AG) (Submit documentary proof)	Empanelment Number	
4	The CA Firm should be in operation for at least 5 years after its registration (Submit documentary proof)	Year of Registration/Starting of operation	
		No. of years in operation after registration (in years)	
5	Average Gross professional fee of the CA Firm for the last 3 (three) years i.e. (2023-24, 2024-25 & 2025-26) ending on 31 st March, 2026 [Must be equal to or greater than 30 Lakhs] [Provide copies of the Audited Financial Statements for all the Three years up to 31 st March, 2026 along with documents as per Annexure-VI]		
6	Firm preferably have minimum three years of experience in rendering similar services	No. of Central Autonomous Bodies where similar services were	

	in any Centrally Funded Technical Institutes (CFTIs/IITs/NITs/IISERs/Central Universities/Institute of National Importance) in last 5 (five) years. Attach copies of work orders/ work completion as supporting documents as per Annexure-V.	provided in the last 5 (five) years Nos. (in figure) Nos. (in words)	
7	Numbers of staff on Payroll (Full Time)/Article ship incumbent/ Apprentices (if any)	i) No. of Payroll Staff (Full Time): ii)No. of Article-ship Incumbent: iii)No. of Apprentices:	
8	Bid Forwarding Letter as per Annexure - II		
9	Self-declaration towards Not Blacklisting as per Annexure - III		
10	Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the Letterhead of the bidder)		
11	Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any		
12	Submission of EMD proof		

Declaration:

We..... (Name of Proprietor/ Partners) of
(Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:
Date:

Signature with stamp of the bidder:
Name, Address of the bidder:
Tel/ Mob No.:

BID FORWARDING LETTER
(on the Letterhead of the Bidder)

Date _____

To

Director
National Institute of Technology Karnataka, Surathkal
Mangalore- 575025,
Karnataka, India

Subject: Tender for 'Engagement of Chartered Accountant Firm for the FY 2026-27 for NITK, Surathkal vide
Tender No.dated

Dear Sir,

We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake
myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of Rs.11,800/- (Rupees Eleven Thousand Eight Hundred Only) both in the form of Demand Draft in
favor of NITK, Surathkal is enclosed herewith.

We also keep the offer open for 90 (Ninety) days from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

SELF-DECLARATION
(on the Letterhead of the Bidder)

Date _____

Director
National Institute of Technology Karnataka, Surathkal
Mangalore- 575025,
Karnataka, India

Subject: Tender for 'Engagement of Chartered Accountant Firm for the FY 2026-27 for NITK, Surathkal vide Tender No. dated

Dear Sir,

In response to tender under reference, we hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/debarred for any corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Public Sector Banks, Autonomous Bodies, Academic Institutions and Commercial Organizations in last three years from the last date of submission of bid.

If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, our performance security may be forfeited in full and the tender, if any, to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

FINANCIAL BID

Date _____

Director
National Institute of Technology Karnataka, Surathkal
Mangalore- 575025,
Karnataka, India

Subject: Tender for 'Engagement of Chartered Accountant Firm for the FY 2026-27 for NITK, Surathkal
vide Tender No.dated

Sir,

I/We quote the under mentioned fees for subjected tender.

Sl. No.	Particulars	Annual Lump-sum Fee	
		In Figure (Rs.)	In Words
1.	'Annual Lump-sum Fee' for providing services as per 'Scope of Services' for the Institute.		

Note:

1. The quoted 'Annual Lump-sum Fee' should be inclusive of Professional Fee, DA, TA, Food and other Expenses.
2. GST shall be borne by the institute as per rule.
3. TDS under Income tax and TDS on GST will be deducted at applicable rates.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.:

****Disclaimer**** Bidders are advised to exercise caution and not respond to any unknown calls, emails, or embedded links requesting payment for participating in the tender or for any other purpose. Please note that NITK Surathkal never asks for any tender fee for participation in tenders or bids.

Details of CA Firm's Experience of Similar Services
During the last 5 (five) years

Sl.no	Name of the Assignment	Starting date and ending date of the Assignment	Name of the Client	Nature of the Assignments (Pls. specify whether the works involved all jobs as detailed in the scope of work)	Supporting documents like PO and satisfactory performance report from the clients. (Page no.)
1.					
2.					
3.					
4.					

Furnish the copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.:

Details of CA Firm's Professional Income
[Gross Professional Fees earned]

Particular	Financial Year 2023-24	Financial Year 2024-25	Financial Year 2025-26	Average annual income
Annual Income* (Rs. in Lakhs)				

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 3 (three) years.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.: