DOC - 4

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

Phone: (0824) 2474000.
E- mail: info@nitk.ac.in **Website: http://www.nitk.ac.in**

NOTICE INVITING e-TENDER (e-NIT)

Notification. No: A1/F&A/NITK/02/2026-27 Date: 15-10-2026

Name of Services	**Engagement of a Chartered Accountant Firm for the FY 2026-27**
Estimated Amount	**₹ 8,00,000/- per annum (Excluding GST) No additional charges will be entertained**
EMD Amount (2% of estimated amount) (Applicable for estimate above 2.5 lakhs)	**₹18,880/- (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	**15-10-2026, 06.00 PM**
Clarification Start Date	**15-10-2026, 06.00 PM**
Clarification End Date	**29-10-2026, 03.00 PM**
Bid Submission Start Date	**15-10-2026, 06.00 PM**
Last Date for submission of bids	**29-10-2026, 03.00 PM**
Bid Opening Date	**30-10-2026, 10.00 AM**
Address for Submission of bids	**Sr. Superintendent** **Accounts-I, Administrative Building** **National Institute of Technology Karnataka** **Srinivasnagar, Surathkal, Mangalore** **Karnataka 575025** **Email:** supdt-accounts1@nitk.edu.in, **Ph: 08242473012**

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
DEPARTMENT OF ADMINISTARTION
POST SRINIVASNAGAR, MANGALORE – 575 025
Phone: (0824) 2474000 Fax: (0824) 2474033
E- mail: info@nitk.ac.in Website: http://www.nitk.ac.in

Notification. No: A1/F&A/02/NITK/2026-27 Date: 15-10-2026

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 a Chartered Accountant Firm for the FY 2026-27**
Estimated Amount	**₹ 8,00,000/- per annum (Excluding GST) No additional charges will be entertained**
EMD Amount (2% of estimated amount) (Applicable for estimate above 2.5 lakhs)	**₹18,880/- (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	**15-10-2026, 06.00 PM**
Clarification Start Date	**15-10-2026, 06.00 PM**
Clarification End Date	**29-10-2026, 03.00 PM**
Bid Submission Start Date	**15-10-2026, 06.00 PM**
Last Date for submission of bids	**29-10-2026, 03.00 PM**
Bid Opening Date	**30-10-2026, 10.00 AM**

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

Sd/-
[Signature of Dean P & D with Seal]

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.

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 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 WORK:

The Institute intends to hire a Chartered Accountant (CA) firm for full time accounting support initially for one year from the date of engagement during FY 2026-27 which can be extended for 2 years based on satisfactory performance on the agreed terms & conditions including the scope of work.

A. Institute accounts including accounts of Research & Development including Testing & Consultancy, Student Activity accounts, Continuing Education, GPF Trust Account (having separate PAN), Various fund accounts and all other accounting units operating under the Institute PAN/GST:

The scope of work for the Chartered Accountant Firm shall include, but not be limited to, the following activities from the date of engagement during the Financial Year 2026-27:

1. Performing regular checks on vouchers, verification of all entries passed in Tally confirming the dual entry system, verification of entries in ledger accounts, Cash & Bank balances, investment and trail balance etc., This includes real-time scrutiny and verification of accounting data, entries on monthly basis **and to take the corrective action to rectify errors (if any) and submit the report.**

2. Suggesting corrective measures to strengthen internal controls in accordance with rules/guidelines NITSER Act 2007 amended from time to time, GFR 2017 and statutory acts like GST & Income Tax Act etc.,

3. Bank Reconciliation Statement: The firm shall examine and verify all the bank accounts of the Institute month-wise ensuring that they are reconciled up to date. Outstanding entries (if any) needs to be identified and addressed (rectified) from time to time.

4. Preparation of Annual Accounts for NITK Surathkal from FY 2026–27 onwards: Ensuring the opening balances as per previous year's annual accounts, passing of correction entries as per previous year's audit observations (if any), and further incorporating accounts of Research & Development (R&D) Accounts covers sponsored projects, testing & consultancy, centres of excellences, accounts of Continuing Education Cell, NPS and other accounts (if any) as per prevailing practice and as per requirement of the Institute from time to time.

5. **The following needs to be undertaken/ensured before finalization of the accounts and preparation of Annual/Final Accounts of NITK as per uniform formats of financial statements for Higher Educational Institutions prescribed by the Ministry of Education:**

   Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses. Identifying prior period income/expenses, while passing the receipt and payment vouchers, ensuring that all adjustments are done on a monthly basis, which flow out of Bank Reconciliation statement. Checking of all monthly Bank Reconciliation Statements in respect of all Banks where the Institute has its accounts, Mapping the expenditure as booked under different sub-heads as per nature of expenditure, ensuring that all the data (i.e. all the vouchers of receipt and payment) are entered into Tally Software which is being used for keeping Accounts records, Passing of year-end adjustment entries required for accrual basis related to accrued income Including interest on investments and FDs, advances and outstanding liability for expenses as well as provision for retirement benefits on the basis of actuarial valuation and provision for depreciation, Preparation and Consolidation of Project Accounts (for sponsored projects) and others (if any) with Institute Accounts, Passing entries in respect of assets created out of sponsored projects where the ownership vests with the Institute, to merge them with the assets of the Institute under respective conventional classified Heads, Preparation of party wise schedules in respect of Travel, Temporary and LTC Advances. Party wise schedules in respect of Payables and Receivables. Obtaining the data required for Actuarial valuation for pension gratuity, leave encashment and arranging to

send the same to Actuarian, after getting the same approved from concerned authority, Preparing the Annual Accounts of the Institute, R&D, and Student Welfare (Student Activity Accounts), Continuing Education etc, comprising of Balance Sheet, Income and Expenditure Statement, Receipt and Payment Account as per the prescribed format of Accounts for Central Autonomous Bodies. If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Governors. Further, it is to be ensure that the Statement of Expenditure (SoE) & Annual Utilization Certificate (UC) to be forwarded to the Ministry to be prepared.

6. In addition to the above, separate annual accounts required to be prepared for NITK Employees Contributory-Cum-General Provident Fund Trust that operate under different PAN.

7. Submission of finalized Annual Accounts and UC on or before 30th April for the preceding financial year.

B. Taxation (Direct/Indirect Tax/Others) : The firm must have vast experience in handling various Direct and Indirect taxation issues. Expertise in GST matters, and TDS is a mandatory requirement of NITK Surathkal under the area of Taxation. The firm shall undertake the scope of work mentioned below during the contract period irrespective of the Financial Year.

1. Ensuring compliance with GST, Income Tax, Professional Tax, Labour Cess and compliance to other taxes.
2. **Goods and Services Tax (GST):** Computation of monthly GST liability including GST liability for procurement of goods and services made from unregistered supplier/vendors and GST credit (including adjustments, if any), **preparation and submission of the monthly/yearly returns in appropriate forms of GST (GSTR-1, GSTR-3B, GSTR-7, GSTR-9 and GSTR-9C, wherever applicable, and any other returns/statements applicable to the Institute**), scrutinizing documents from time to time to ensure proper compliance.

   Further, the scope of work under GST covers:

   1. Providing updates on statutory changes in GST related matters to the Institute.
   2. Annual reconciliation of GST returns with books of accounts, including output tax liability, input tax credit, RCM liability and electronic cash/credit ledgers, wherever applicable. Further, to undertake corrective action, if any.
   3. Providing monthly information of GST liability and GST credit (as applicable) to NITK Surathkal.
   4. Preparation of draft replies to the concerns/observations raised by the C&AG auditors related to GST.
   5. Computation of monthly GST liability for reverse tax mechanism.
   6. Providing professional advice on taxation matters within 48 hours from the request made to the firm.
   7. Preparation and submission of replies against the notices issued by the tax authorities from time to time.
   8. Providing assistance/guidance for any changes required in ERP system for GST implementation including generating Tax Invoices/E-invoices other statutory requirements such as Labour Cess, Customs Duty etc.,
   9. Handling all assessment proceedings initiated by appropriate authorities including drafting/filing of replies and submissions, representation before the authorities for assessment proceedings, drafting/filing of submissions with authorities regarding rectification applications including any penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders, etc. and attending hearing.

3. **Income Tax (Direct Tax):**
   1. Filing of Annual Income- Tax returns as per the provisions of the Income Tax Act.
   2. TDS computation and compliance

3. Monthly preparation of TDS/GST liability data and timely payment thereof, including filing of Forms 24Q, 26Q, 27Q
4. Preparation and review of monthly and quarterly statements in respect of tax deducted/deposited from salary, honorarium and contractors, etc., before filing returns.
5. Filing of the TDS returns within due date as per provisions of the Income Tax Act.
6. Generation of TDS certificate from TRACES as per the time limit for such issuance to the contractors/employees.
7. Preparation and certification of Forms 15CA / 15CB for international remittances/foreign payments as and when required. The firm must issue Form 15 CA/CB within two days from the date of receipt of relevant documents from the Institute.
8. Handling all assessment proceedings initiated by appropriate authorities including drafting/filing of replies and submissions, representation before the tax authorities for assessment proceedings, drafting/filing of submissions with tax authorities regarding rectification applications including any penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders, etc. and attending hearing.
9. Advising NITK Surathkal for further course of action consequent to assessment / reassessment / rectification orders issued by the Income Tax Authorities, filing of appeals before CIT (Appeals) including drafting of Grounds of Appeal and Statement of Facts, filing of written submissions/paper book and representation in all existing/new appeal proceedings before CIT (Appeals), representing NITK Surathkal in various Statutory Authorities and representing NITK Surathkal in ITAT cases.
10. Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refunds due to NITK Surathkal.
11. Preparation of draft replies to the concerns/observations raised by the C&AG auditors related to Income Tax/TDS.
12. In case of any penalties and interest levied by the authorities on NITK Surathkal due to noncompliance or delays or any other matter which is in the scope of the firm and such penalty is attributed to the CA firm, the institute may at the discretion of the Director decide on the recovery of the same from the CA firm.

C. Reconciliation, Reporting and Expenditure management

1. As detailed above, the reconciliation of trial balance schedules, bank accounts, and other control accounts needs to be undertaken on monthly basis.
2. Detailed scrutiny of outstanding liabilities, including outstanding advances issued to vendors/contractors/employees required to be reviewed and accordingly remedial actions to be suggested/corrective entries to be undertaken based on the internal audit reports.
3. **Advances to CPWD – Reconciliation, Verification and Rectification of Accounts:** The CA Firm shall be responsible for carrying out a comprehensive reconciliation and verification of all advances/payments released by the Institute to CPWD against Deposit Works with the Form-65/Account Statements and other relevant records furnished by CPWD. The reconciliation shall cover the opening balance, advances/payments made during the relevant period, expenditure booked by CPWD, adjustments, refunds, if any, and closing balance for each Deposit Work.

   The CA Firm shall identify and resolve discrepancies between the Institute's books of accounts and the records/Form-65 furnished by CPWD and shall prepare CPWD-wise and Deposit-Work-wise reconciliation statements. Based on the duly verified reconciliation, the CA Firm shall prepare and pass/propose all necessary rectification, adjustment and journal entries in the Institute's books of accounts to ensure that the advances, expenditure and outstanding balances relating to CPWD Deposit Works are correctly accounted for and duly reconciled with the corresponding balances and expenditure reported by CPWD in Form-65.

The CA Firm shall also ensure that all old/unadjusted advances, unreconciled balances, incorrect opening/closing balances and other accounting discrepancies relating to CPWD Deposit Works are appropriately identified, reconciled and rectified, with proper supporting documentation and audit trail.

4. **Capitalization of Works-in-Progress:** The CA Firm shall review and verify WIP and completed capital works and ensure their **proper capitalization in the annual accounts**, including verification of completion status, eligible expenditure, supporting documents, physical verification/inventory wherever applicable, updating of the Fixed Asset Register, and passing of necessary accounting entries. Completed works shall be transferred to the appropriate fixed asset heads, and discrepancies or long-pending WIP balances shall be reconciled and rectified with proper documentation.

5. **Verification and Classification of Expenditure:** The Consultant/CA Firm shall review and verify the vouchers and accounting entries to ensure **correct classification of expenditure under the appropriate revenue/capital heads and relevant object heads (OH-**31,35 & 36), including verification of the applicable sanction, budget provision, procurement classification and accounting treatment. Any instances of misclassification, incorrect booking or inappropriate accounting treatment shall be identified, reconciled and rectified through necessary adjustment/journal entries in the books of accounts, with proper supporting documentation and audit trail.

6. **Revenue:** (i) Reconciliation of Fees from students / participants (ii) Income from Testing/Consultancy and Executive Programmes (iii) Interest on Investments, Bank Interest (iv) Grants for research projects (v) Any other Income (vi) rent from commercial establishment and various central facilities of the Institute, Student Caution money deposit, review of the security deposit/EMD etc., (vii) Treatment in accounts for all Income as per relevant schedules in the uniform formats of Higher Educational Institutions prescribed by the MoE. **Further, the CA firm shall also review whether all revenue/income due to the Institute has been duly recognized, accounted for and reconciled with the underlying records.**

7. **Investments:** The Consultant/CA Firm shall ensure proper accounting and treatment of income arising from investments in accordance with the relevant Schedules of the applicable Uniform Formats of Accounts. This shall include proper classification of short-term and long-term investments/deposits, accounting of accrued income as at 31st March based on confirmations/statements obtained from the respective banks/financial institutions, and reconciliation of investment balances with the actual investments held. Necessary rectification/adjustment entries arising from previous years' CAG audit observations shall also be incorporated and duly complied with. **The CA Firm shall obtain/verify investment confirmations, bank statements and interest certificates and reconcile the same with the books of accounts**

8. **Notes to Accounts and Mandatory Disclosures:** The CA Firm shall ensure that all mandatory disclosures prescribed under the Uniform Format of Annual Accounts for Central Higher Educational Institutions issued by MHRD (now Ministry of Education) are appropriately incorporated in the Notes to Accounts. This shall include disclosures relating to investments and investment income; contingent liabilities, including pending court cases; provisions for pension and leave encashment based on actuarial valuation; assets created under sponsored projects and other assets where ownership does not vest with the Institute in accordance with Rule 233 of GFR; patents and other intangible assets; commitments, prior period items, and other material disclosures required under the prescribed Uniform Format. The CA Firm shall also ensure that all such disclosures are adequately supported by records and are consistent with the annual accounts and CAG audit requirements.

D. Utilization Certificates and Project Accounts

1. Preparation and signing of Utilization Certificates in r/o all accounts irrespective of FY during the contract period against various schemes, programs of the Govt. of India, preparation & signing of Utilization Certificates and Statement of Expenditure in r/o various sponsored (Govt./Corporate) projects and generation of UDIN (wherever applicable).
2. The assets created/procured out of grants received from the sponsored agencies are to be properly reviewed with reference to the guidelines issued by the respective sponsoring agencies and ensure proper capitalization/disclosure is made in the annual accounts being prepared strictly as per uniform formats of financial statements for Higher Educational Institutions as prescribed by the Ministry of Education.
3. For externally funded/sponsored projects, the CA firm shall undertake the following:
   (i) Review of Account Payable and Receivable (ii) Verification and checking of financial transactions from bank book and other ancillary record maintained by the Institute. (iii) Review the record/system of bill payment to various contractors/vendors and also to review the compliance on them with term of contract. (iv) Checking of Bank Reconciliation Statement on monthly basis. (v) Review the expenses incurred with the approved Budget. (vi) Vouching/Ledger Scrutiny (vii) Review the last statutory/Internal audit comments and compliances and action taken report. (viii) Review of expenses on Sponsored Projects and Its Accounts (ix) Review of Receipts of Grant and its utilization. (x) Statutory Compliances under FEMA and other related statutes with respect to foreign payments and receipts.

E. Compliance with Statutory Liabilities

1. The CA Firm shall: Review the maintenance of statutory registers, records, returns, challans and compliance documents relating to applicable statutory liabilities, including TDS/TCS, GST, Income Tax, EPF, ESI, professional tax and other applicable statutory dues.
2. Verify the deduction, deposit, reconciliation and accounting of statutory liabilities and their balances with the respective statutory records/portals.
3. Review timely filing of statutory returns and identify any defaults, demands, interest, penalties or other outstanding liabilities.
4. Ensure appropriate accounting, provision and disclosure of statutory liabilities in the annual accounts and recommend necessary corrective/rectification entries

F. Verification of Purchases, Expenses and Vendor Liabilities

The CA Firm shall:

1. Review and verify **purchase transactions, invoices and supporting documents** for appropriate accounting and classification in the books of accounts.
2. Verify **purchase orders, rate contracts and other procurement documents**, wherever applicable, with reference to the corresponding expenditure recorded in the books.
3. Verify payments to vendors with reference to **invoices, purchase orders, advances, statutory deductions and applicable contractual terms**.
4. Verify and reconcile **vendor balances, advances, payables and outstanding liabilities** as at 31st March and ensure their appropriate accounting in the Annual Accounts.
5. Identify **misclassification, duplicate/incorrect entries, unadjusted advances and other discrepancies** and ensure necessary rectification/adjustment entries.

Extent of verification: Purchase Orders of **₹2.00 lakh and above – 100% verification**; transactions below ₹2.00 lakh may be verified on a **sample/risk-based basis**.

Notwithstanding the above threshold, the CA Firm may select any lower-value transaction for detailed verification where considered necessary based on risk, unusual nature, repeated transactions, vendor-related concerns or audit observations

G. Verification of Inventory, Stores and Stock

The CA Firm shall:

1. Review **stores/inventory records and ledgers** maintained in the ERP system and/or manual registers and reconcile them with the books of accounts.
2. Review **physical verification and valuation of inventory** as at year-end and ensure appropriate accounting of closing stock.
3. Identify and reconcile **shortages, excesses, obsolete/surplus items and other discrepancies**, wherever applicable.
4. Review the **disposal of surplus, obsolete and scrap materials** and ensure appropriate accounting and disclosure.

H. Fixed Assets Register & Physical Verification:

The CA Firm shall:

1. Review and verify the **Fixed Assets Register** and reconcile it with the books of accounts.
2. Verify acquisition of fixed assets with supporting **sanctions, purchase orders, invoices and completion certificates** and ensure proper capitalization.
3. Verify **disposal, transfer and write-off of fixed assets** and ensure proper accounting treatment.
4. Review **physical verification of fixed assets**, reconcile discrepancies with the Fixed Assets Register/books and ensure necessary rectification.
5. Ensure appropriate accounting of **depreciation/amortization and related disclosures** in the Annual Accounts.
6. The CA Firm shall reconcile additions, deletions and transfers in the Fixed Assets Register with the corresponding ledger accounts and supporting documents

I. General Responsibilities:

1. The CA Firm shall deploy dedicated qualified professionals at the Institute throughout the engagement period to carry out the activities mentioned in the scope of work.
2. Ensuring full compliance with Government rules, regulations, and financial procedures.
3. Providing continuous professional support to the Institute during the engagement period.
4. **Support during CAG Audit:** The CA Firm shall be fully responsible for providing professional support during C&AG audit, including deputing the personnel involved in preparation of the Annual Accounts at the Institute throughout the audit period, explaining accounting treatments and reconciliations, furnishing supporting schedules/documents, coordinating with the Finance Section, preparing draft replies to audit observations, carrying out necessary corrections/adjustments and revising the Annual Accounts, schedules and Notes to Accounts wherever required based on C&AG audit observations. The firm shall not merely provide advisory comments or require the Institute to independently prepare/reconcile information that falls within the scope of the firm
5. **The CA Firm shall be responsible for carrying out, coordinating, compiling, reconciling, verifying, preparing and finalizing the activities covered under this Scope of Work**. The responsibility of the Institute shall be limited to providing records, information and necessary access available with it. The CA Firm shall not merely compile information furnished by the Institute but shall independently examine, reconcile, verify and process such information and undertake all accounting, reconciliation, rectification, reporting and documentation required under this Scope of Work
6. The CA Firm shall be responsible for end-to-end preparation and finalization of the Annual Accounts, including schedules, notes to accounts, supporting reconciliations, adjustment entries and disclosures, based

on records maintained by the Institute and information obtained/verified by the firm. Also specify that the firm must maintain: Bank Reconciliation Statements, CPWD reconciliation, Advances reconciliation, Payables/receivables reconciliation, Investment reconciliation, Fixed Asset Register reconciliation, Project account reconciliation, GST reconciliation, TDS reconciliation and Statutory liability reconciliation.

J. Periodic Deliverables and Reports:

S.No	Particulars	Timeline
1	Trial balance and reconciliation report.	Monthly
2	Bank reconciliation statement.	**Monthly**
3	GST reconciliation and compliance report.	**Monthly**
4	Monthly TDS/statutory compliance report.	**Monthly**
5	Monthly outstanding advances/liabilities report.	**Quarterly**
6	CPWD Deposit Work reconciliation statement.	**Quarterly**
8	Quarterly financial review report.	Within 15 days of quarter end
9	Annual reconciliation statements.	**15th April**
10	Draft Annual Accounts with Notes to Accounts and schedules	**30th April**
13	Statement of Expenditure and Utilization Certificates.	**30th April**
14	CAG audit compliance statement.	During the audit and within one week after the audit.
11	Revised Annual Accounts.	Within 3-4 weeks after conclusion of CAG Audit post compliance of audit enquiries

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), and **PSUs** 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 has 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

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. 18,880/-
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 & WITHDRAWLS

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. 18,880/- 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, i.e., Rs.47,200/- 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.

The Institute reserves the right to seek clarifications or additional documents from any bidder regarding its Technical Bid, to be provided within the prescribed time. Failure to furnish the clarification/additional information within time will render the proposal liable to rejection. Bidders meeting the Eligibility Criteria will be shortlisted as technically responsive. The Institute will notify all technically responsive bidders of the date, time, and venue for opening Financial Bids.

9. METHOD FOR SELECTION OF SUCCESSFUL BIDDER

a) The bidder offering the lowest (L1) "Professional Fee" among technically qualified bidders will be declared successful.

b) In case more than one Financial Bid quotes the same lowest fee, final selection will be made as follows:

(i) Bidder with the highest total turnover during the last 3 years;

(ii) If turnover ties, bidder with earliest Firm Registration with ICAI;

(iii) If still tied, selection by Draw of Lots.

10. MANDATORY DEPLOYMENTS OF PROFESSIONALS:

The firm needs to mandatorily deploy professionals as specified below to ensure timely and efficient execution of the scope of work throughout the contract period:

Sl. No.	Professionals dealing with Audit	Minimum Man-days/week
1.	Partner	1 (one) Partner, who has more than 5 years of experience, will work for 8 hours in a week during the contract period
2.	1 Qualified CA/CMA	1 (one) qualified CA/CMA with more than 3 years of experience in carrying out similar work within government

		organizations—preferably in the Government funded higher education sector—are required to work 24 hours per week during the contract period
3.	3 Semi-Qualified Assistants	3 (Three) Semi-Qualified Assistants with 2 years of experience are required to work 40 hours per week each (120 hours per week in total) during the contract period.

The deployment of professionals as prescribed herein is mandatory and shall be deemed a material obligation under the contract accordingly, a formal attendance register shall be maintained at the institute. Failure to adhere to this deployment requirement shall constitute a breach of contract and may result in penalties, including contract termination and forfeiture of performance security. Payment and all other obligatory are to be borne by the bidder during the entire contract period. Institute is not responsible for the deployed manpower and will not pay any other extra charges except the selected quoted price bid and applicable taxes.

11. 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.

12. 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. Not-withstanding 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.

13.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.

14.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.

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

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

17. DISPUTE RESOLUTION

In the event of any dispute or differences arising under this contract, the decision of the Director NITK, Surathkal shall be final and binding on both the parties.

18. APPLICABLE LAW

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

19. 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.

20. 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.

ANNEXURE - I

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 31st 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 31st March, 2026 along with documents as per Annexure-VI]			

6	Firm preferably have minimum three years of experience in rendering similar services in any Centrally Funded Technical Institutes (CFTIs/IITs/NITs/IISERs/Central Universities/Institute of National Importance), and **PSUs** in last 5 (five) years. Attach copies of work orders/ work completion as supporting documents as per Annexure-V.	No. of Central Autonomous Bodies where similar services were 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.:

ANNEXURE - II

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.18,880/- (Rupees Eighteen Thousand Eight Hundred and Eighty 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)

ANNEXURE - III

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)

ANNEXURE- IV

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 (Including GST)	
		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.:

ANNEXURE- V

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.:

ANNEXURE- VI

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.:

***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.*

Digitally signed by RAKESH KUMAR
Date: 2026.10.16 12:05:45 IST
Location: eProcure-EPROC