



F&A/EoI/SCTIMST/2025/01 dated 22.09.2025

Expression of Interest (EOI) cum RFP form Professional Service for revamping of Accounts-Systems and Processes-SCTIMST- Thiruvananthapuram

Sree Chitra Tirunal Institute for Medical Science and Technology, Trivandrum is an Institution of National Importance under Govt of India set up by an Act of Parliament as a Statutory Body.

As part of revamping the existing system of Accounts and Processes, the Institute is contemplating switch over to a new comprehensive feature-rich and custom built cloudbased **well recognised Accounting Software package** tailored to its specific needs and requirements. The aim and objective is to improve the accounting processes more efficient, accurate, reliable and effective to facilitate finalised accounts at any point of time, providing of need based information and real time qualitative MIS information reporting. It also envisages ensuring compliance with the latest accounting standards and regulations as applicable to statutory bodies.

1. In this context, Expression of Interest cum RFP is invited from qualified **C&A GEmpanelled Chartered Accountant Firms** with substantial exposure and hands on experience in the latest and emerging computerised accounting technology and packages and its implementation processes for revamping the existing Accounting systems and processes of the Institute in line with the latest trends and technology and compliance requirements.
 - i. *The Scope of work /terms of reference envisaged, inter alia, include the following:*
 - a) Review and analysis of the existing Accounting systems and accounting software processes and records to identify and streamline gaps if any and trace out areas for improvement.
 - b) Revamping of books of accounts-Trace out redundant and dormant accounts-regrouping and reclassifications of ledger accounts-accounting entries required if any - clean up chart of accounts in a well-defined manner with proper classifications in line with required format- system and process for maintenance of divisional accounts- periodic consolidation thereof –Project accounts- cost centres for internal control –budget monitoring and control
 - c) Associate and take a lead role in the implementation of new cloud based accounting software- data mapping and data conversions needed for migration of existing accounting database to the new accounting software- standardise process and

procedures - - Format and map existing accounting data error free for migration to the new software.

- d) Identify statutory and procedural requirements as applicable to the Institute and confirm compliances.
- e) Develop a pattern and framework for a monthly MIS report on financial matters.
- f) Provide professional advice to improve and streamline the accounting records and books of accounts.
- g) The scope of works specified are only indicative and not exhaustive and any other professional support as found relevant for the process is envisaged and expected.
- ii. Minimum expected requirement of key professional with technical expertise to be involved in the entire process is **two**.
- iii. Appropriate inception, progress, interim and final reports based on evaluation of systems and processes and detailed solutions shall have to be submitted by the engaged firm at various point of time during the contract period.
- iv. Time is the essence of the contract, and the activities proposed with appropriate solutions are to be completed to the satisfaction of the Institute within 4 months from the date of assignment of the contract. Non-compliance thereof shall entail recovery of liquidated damages for delay @ 0.5% of the contract value per week or part thereof, subject to a maximum of 10% of the order value. Inordinate delay or lag in the progress of work assigned /non non-compliance of any genuine needs/requirements of the institute in connection with the activities proposed in the assignment shall lead to cancellation of the contract assignment with appropriate further proceedings as deem fit.
- v. **Expression of interest with technical bid and price bid** are to be submitted in **two** separate sealed covers superscripting the envelop with proper marking for easy accurate identification.
- vi. **EMD**- Rs 2500/- payable in favour of the SCTIMST, Trivandrum by way of a demand draft along with the EoI cum RFP.
- vii. **Evaluation** shall be done by a duly constituted **Consultancy Evaluation Committee**.
- viii. **Security Deposit** of 10% of the contract value (excluding GST) shall have to be furnished by the selected firm within a week of offer assignment by way of demand draft in favour of SCTIMST or in the form of bank guarantee for a period of six months from the date of order assignment. Offer of assignment shall have to be accepted within one week along with requisite security deposit failing which the EMD shall be forfeited. The EMD of the non-selected firms shall be refunded within one month of the order assignment.

2. Eligibility requirements:

- a. The firm should possess minimum 05 years' experience in carrying out Statutory Audit/Internal Audit of Government/Listed Companies, Autonomous bodies, Academic Institutions, etc.
- b. The firm should have its full-fledged office/24/7 support service in Trivandrum with active professional team members having individual professional expertise on the

scope of work envisaged, with technical expertise on comprehensive Tally software implementation

c. The interested Chartered Accountant's Firms are required to enclose photocopies of the following documents (self-attested):

- i. Membership certificate of practice;
- ii. PAN Card;
- iii. Latest IT return filed by firm;
- iv. Latest IT returns of Partners;
- v. Service Tax registration certificate;
- vi. Document in support of financial turnover of the firm;
- vii. Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against Firms and its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.

d. All entries in the Application form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

e. Interested and eligible firms may submit their data/details/documents in the prescribed form along with annexure A, B, & C attached latest by 06.10.2025

f. The engagement shall be on a lumpsum(firm fixed price contract)

g. Mode of selection shall be of quality and cost-based (QCBS) with appropriate marking scheme/weightage and bench mark as deem fit by the bid evaluation committee of the Institute. (60:40 for quality and cost). A broad indicative criteria and weightage is given for information which may be suitably modified by the evaluation committee if found necessary and appropriate.

h. Evaluation criteria and weightages for quality

Sl No	Criteria		
	Sub-criteria	Criteria total	Sub criteria
1	<i>Past experience and track record</i>	<i>60%</i>	
	<i>Experience in Same/Similar nature of activities undertaken</i>		<i>60%</i>
	<i>Proven Potential capabilities in similar line of activities</i>		<i>40%</i>
2	<i>General profile of qualification, experience and number of key staff</i>	<i>25%</i>	
	<i>Qualification (professional and technical) of engaged staff (Minimum CA Inter) with minimum 2 years audit and accounts experience with technical expertise for the proposed activity</i>		<i>40%</i>

	<i>Relevant experience of engaged staff in terms of years</i>		<i>30%</i>
	<i>Number of key professional that could be engaged for the proposed activity (Professional CAs)</i>		<i>30%</i>
<i>3</i>	<i>Average Turnover of the entity for the last 3 years</i>	<i>15%</i>	<i>100%</i>
	<i>Total</i>	<i>100%</i>	

i. Those who secure a minimum 60% score shall only be shortlisted for further evaluation in terms of cost.

3. **Signing of EoI/Tender:** Each and every page of the tender document to be signed and stamped in acceptance of the terms and conditions. An individual signing the tender or other documents connected with the contract must specify whether he/she signs as:
- A 'sole proprietor' of the concern or constituted attorney of such sole proprietor.
 - A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership contract or by a power of attorney duly executed by the partners of the firm.
 - Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.

N.B: (I) In case of partnership firms;

- a copy of the partnership deed or general power of attorney duly attested by a Notary Public should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership contract or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- A person signing the tender form or any documents forming part of the tender on behalf of another person, he/she should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, SCTIMST may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- The Prospective bidders shall enter into a pre bid integrity pact. ***“The pact essentially envisages an agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract and observe highest***

standards of ethics and shall not indulge in any prohibitive corrupt/fraudulent/anti anti-competitivecoercive/obstructive practices. Only those vendors/bidders, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process.

- v. *The prospective bidders should not have any conflicts of interest of any nature and any conflicting activities/relationships/assignments contrary to the interestof the Institute shall be a disqualification contract subject to appropriate proceedings.*

4. . **PAYMENT TERMS:**

- a. Payment shall be made within one month of the satisfactory completion of the entire work assigned duly certified and approved by the competent authority of the institute.
- b. The quoted prices shall be inclusive of all taxes.
- c. TDS and other statutory taxes (as applicable from time to time) shall be deducted at source from the payment dues.

5. **Right to Terminate the Process:**

The competent authority of SCTIMST reserves the right to annul any or all application without assigning any reason

SCTIMST reserves the right to cancel the contract/order placed on the selected e-bidder and recover expenditure incurred by SCTIMST under the following circumstances: -

- a) The successful bidder commits breach of any of the terms and conditions of the bid. The bidder goes into liquidation, voluntarily or otherwise.
- b) If the successful bidder fails to complete the assignment/deliver the services as agreed herein as per the time lines and guidelines prescribed in this e-tender, it will be a breach of contract. SCTIMST reserves its right to cancel the contract in the event of delay.
- c) In the event of the successful bidder being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in case of a successful bidder passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the successful bidder failing to comply with any of the conditions herein specified, SCTIMST shall have the power to terminate the contract/order.
- d) In case successful bidder fails to deliver the product/services as stipulated in the contract/order, SCTIMST reserve the right to procure the same or similar services from alternate sources at the risk, cost and responsibility of the successful bidder
- e) SCTIMST reserves the right to recover any dues payable by the successful bidder from any amount outstanding to the credit of the successful bidder including from the pending bill/invoice.

6. **Consequences of Termination**

- a) In the event of termination of the contract/order due to any cause whatsoever SCTIMST shall be entitled to impose any such obligations and conditions and issue

any clarification as may be necessary to ensure an efficient transition and effective business continuity of the Service(s)/scope of work intended under the present tender which the successful bidder shall be obliged to comply with and take all available steps to minimize loss resulting from the termination/breach, and further allow the next successor to take over the obligations of the erstwhile successful bidder in relation to the execution/continued execution of the scope of the contract.

- b) Nothing herein shall restrict the right of SCTIMST to invoke the guarantee (if any) and other securities furnished, enforce Indemnity of successful bidder and pursue such other rights and/or remedies / legal recourse that may be available to SCTIMST under law or otherwise against successful bidder. The notice issued to the bidder on given address of the contract shall be continued as served even if the bidder has shifted without intimation to SCTIMST.
- c) The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the contract that are expressly or by implication intended to come into or continue in force on or after such termination.

7. Relationship between the Parties

- a) Nothing in the subsequent contract/order constitutes any fiduciary relationship between SCTIMST and successful Bidder/ Bidder's Team or any relationship of employer employee, principal and agent, or partnership, between SCTIMST and Successful Bidder.
 - b) No Party has any authority to bind the other Party in any manner whatsoever except as agreed under the terms of the subsequent Contract/order.
 - c) SCTIMST will not be under any obligation to the subsequent successful bidder except as agreed under the terms of the Contract/order.
8. **No Assignment:** The Successful Bidder shall not sub-contract, transfer, assign or otherwise part with the tender/contract/order or any part thereof, either directly or indirectly or transfer any interest, right, benefit or obligation under this contract.
9. **Waiver:** The failure of either party to enforce or to exercise at any time or for any period, any term of or any right pursuant to this tender/contract/order shall not be construed as a waiver of any such term or right and shall in no way affect that party's right later to enforce or exercise it.
10. **Governing Law:** This contract shall be governed in accordance with the laws of India.
11. **Arbitration Clause:** Any dispute or difference in respect of any matter relating to or arising out of the contract/order, if the same is not solved amicably, will be settled at Trivandrum by Arbitration in accordance with the rules of arbitration of Indian Council of Arbitration (ICA), and the award made in pursuance thereof shall be final & binding on the parties. The venue of the Arbitration shall be at Trivandrum.
12. **Publicity:** The successful e-bidder shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless SCTIMST first gives its written consent to do so.
13. **Indemnity:** The successful bidder undertakes to fully indemnify and at all times keep SCTIMST fully indemnified and harmless against any actions, sanctions, claims,

losses, damages, demands, expenses or costs whatsoever that SCTIMST may incur and/or suffer on account of any default on the part of the successful bidder in discharge of the obligation under this contract, including but not limited to the claims on account of any other circumstances incidental to the scope of work. In case, successful bidder fails/has failed to give the product/services as agreed in the tender, scope of work, terms and condition, subsequent contract/order, undertaking or if SCTIMST at its sole discretion considers that the successful bidder is not in a position to fulfil its obligations, SCTIMST may without being obliged to do so and without prejudice to any of its other rights and remedies, repudiate this contract and procure the scope of work done at the cost and risk of the successful bidder from alternative sources. The provisions of the aforementioned indemnity clause shall survive the termination of the contract.

14. **Confidentiality and safeguard of Property:** SCTIMST and Successful bidder respectively agree to keep in confidence, and not to disclose or use for its own respective benefit or for the benefit of any third party (except as may be required for the performance of services under this contract or as may be required by law), any information, documents, or materials that are reasonably considered confidential regarding each other's products, business, customers, SCTIMST, suppliers, or methods of operation; provided, however, that such obligation of confidentiality will not extend to anything in the public domain or that was in the possession of either party prior to disclosure. SCTIMST and Successful bidder will take reasonable precautions to safeguard property of the other entrusted to it.
15. **Force Majeure:** If at any time during the existence of this contract/order either party is unable to perform in whole or in part any obligations under this contract because of war, hostility, military operations, civil commotion, sabotage, quarantine, restrictions, acts of God and acts of Government (including but not restricted to prohibitions of exports and imports), fires, floods, explosions, epidemics, strikes, or any other labour trouble, embargoes, then the fulfilment of any obligations engagement shall be postponed during the time when such circumstances are operative.

If operation of such circumstances exceeds **three months**, either party shall have the right to refuse further performance of the contract in which case neither party shall have the right to claim eventual damages. The party which is unable to fulfill its obligations under the present contract shall, within 15 days of occurrence of any of the causes mentioned in this clause inform the other party of the existence or termination of the circumstances preventing the performance of the contract. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the agreement. 16 **Entire Contract:** The terms and conditions laid down in this EoI, subsequent contract/tender/order and all annexures thereto as also the Proposal and any attachments/annexes thereto shall be read in consonance with and form an integral part of the contract.

All provisions and the various clauses of subsequent contract/agreement/order are, notwithstanding the manner in which they have been grouped together or linked grammatically, severable from each other. Any provision or clause of subsequent contract which is or becomes unenforceable in any jurisdiction, whether due to voidness,

invalidity, illegality, unlawfulness or for any other reason whatever, shall, in such jurisdiction only and only to the extent that it is so unenforceable, be treated as pro non scrip to and the remaining provisions and clauses of subsequent contract shall remain of full force and effect. The Parties declare that it is their intention that contract would be executed without such unenforceable provision if they were aware of such unenforceability at the time of execution hereof.

16. **Compliance with Laws:** The successful Bidder shall comply with the laws in force In India in the course of performing the Agreement / Contract/order.
- i. During the performance of the contract/order, the successful bidder shall at his own cost and initiative fully comply with all applicable laws of the land and with all applicable by-laws, labor laws, rules, regulations and any other provisions having the force of law, made or promulgated or deemed to be made or promulgated by any Government, Government agency, or Department, Municipal board, government or other regulatory or authorized body of persons and shall provide all certificates to SCTIMST of compliance therewith as may be required by such applicable law, by-laws, labor laws and rules, regulations, orders.
 - ii. If during the tenure of contract/order stipulated herein, successful bidder may found violating any laws, norms attributed & applicable from this tender / subsequent agreement / contract, in such event, the successful bidder will be solely liable to face the consequence of violation, in as much, the successful bidder may keep SCTIMST safe and indemnified from any of the losses / risk which may occasioned by non-performing any statutory rules, regulation or law in force.
17. **Holiday Listing:** Notwithstanding anything contained in this contract, SCTIMST policy for holiday listing of an agency/successful bidder mutatis mutandis applies to this contract and in the event, the agency(s) while discharging its obligations under the contract or otherwise, come(s) within the ambit of the said policy, SCTIMST at its sole discretion reserves the right to suspend/discontinue dealings or taken any curative measures with the agency/successful bidder in accordance with the policy in force.

(Sd/-)
DIRECTOR

FORM

Application seeking expression of Interest from Chartered Accountant Firms for **revamping Accounting Systems and Processes – SCTIMST – Thiruvananthapuram:**

1. Name of the firm:
2. Address of the Registered/Head Office:
3. Telephone no. and E-mail address:
4. ICAI Registration No. with Region Name and Code No.:
5. Date of constitution of the firm:
6. PAN No. of the firm:
7. Date since when the firm has a full time FCA:
8. Number of Full-Time Partners as on 1-4-2025 (Details to be provided in “Annexure-A”):
9. Number of Part time Partners if any, as on 1-4-2025:
10. Number of Full Time Chartered Accountant Employees as on 1-4-2025:
11. Number of Branches (Details to be provided in “Annexure-B”):
12. Whether the firm is engaged in any Statutory/Internal/Concurrent Audit and other accounting work of any Govt. Companies/Autonomous body, and Academic Institutions etc. (If yes, details may be given “Annexure-C”):
13. Turnover of the Firm (last 3 years) (On Firms Letter Head) Annexure-A:

Place: (Signature of Authorized Person with Seal of the Firm)

Date: ***(On Firms Letter Head)***

ANNEXURE-A

Details of Full Time Partners of the Firm

Sl No	Name of the Partner	Membership No.	Whether FCA/ACA	Date of joining the firm (full time)	Station & Region where residing at present	Turnover of the firm

Place: (Signature of Authorized Person with Seal of the Firm)

Date: *(On Firms Letter Head)*

ANNEXURE-B

Particulars of Branches (including foreign branches, if any)

Sl No	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Remarks

Place: (Signature of Authorized Person with Seal of the Firm)

Date: *(On Firms Letter Head)*

ANNEXURE-C

Statutory/Internal/Concurrent Audit and other accounting work of any Govt. Companies/Autonomous body / Academic Institutions / Association for implementation of any advanced accounting software (Tally/ERP/etc)

Sl No	Name & Address of the organization /Institution of Audit / Assignment	Turnover of the organization / Institution	Period of Audit/ Assignments taken up	Nature of assignment	Remarks

Place: (Signature of Authorized Person with Seal of the Firm)

Date: (On Firms Letter Head)