



पूर्वोत्तर क्षेत्रीय विज्ञान एवं प्रौद्योगिकी संस्थान
NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY
(Deemed to be University u/s 3 of the UGC Act, 1956)
(Under the Ministry of Education, New Delhi)
Nirjuli 791109::Arunachal Pradesh

No FIN/CA/176/2026

Dated, Nirjuli the 15th October 2026

Notice Inviting Expression of Interest (EoI)

An Expression of Interest (EoI) is hereby invited for Empanelment of Chartered Accountant firm for undertaking regular accounting supports on monthly concurrent basis in Tally ERP, financial reporting, and preparation of Annual accounts & pre-audit of accounts etc. The EoI document can be downloaded from the NERIST website at <https://nerist.ac.in>. The **Last date of submission is 02/11/2026 till 5.00 p.m.** For more details, please visit Institute website: <https://nerist.ac.in>.


15/10/26

Registrar (I/C)

NERIST

Registrar

NERIST, MoE, Govt. of India
Nirjuli, Arunachal Pradesh



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NORTH EASTERN REGIONAL INSTITUTE SCIENCE AND TECHNOLOGY,
NIRJULI (ITANAGAR) ARUNACHAL PRADESH

Subject: Expression of interest invited from reputed and experienced Chartered Accountants Firm for undertaking professional services-reg.

About NERIST:

North Eastern Regional Institute of Science and Technology (NERIST) is a science and technology oriented higher education institute in Nirjuli, Itanagar, in the Indian state of Arunachal Pradesh. Established in 1984, it is a deemed-to-be-university, autonomous, fully funded and controlled by the Ministry of Education, Government of India (formerly MHRD). The institute is managed by a Board of Management, comprising representatives of the Ministry of Education, GoI, the eight beneficiary states of the North Eastern region, AICTE and educationists. The state governor of Arunachal Pradesh is the de facto head of the highest body, NERIST Society, which consists of education ministers of all North Eastern States.

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The EoI document can be downloaded from the NERIST website at <https://nerist.ac.in>. **The Last date of submission is 02/11/2026 till 5.00 p.m.** The EoI will be submitted in sealed envelope mentioning the subject in bold at the top of the envelope and address to Registrar, NERIST.

Scope of Work

- i. **Maintenance of Books of Accounts:** To carry out regular data entry and maintenance of books of accounts in Tally or any other appropriate accounting software, including Cash Book, Bank Book, Journal, Ledger, Grant/Project-wise accounts and other necessary accounting records of NERIST. The accounting software, wherever required, shall be arranged by the firm at its own cost.
- ii. **Preparation of Annual Financial Statements:** To prepare the **Receipts & Payments Account, Income & Expenditure Account, Balance Sheet, Schedules, Notes to Accounts and all other statements/disclosures forming part of the Annual Accounts** of NERIST. The Annual Financial Statements shall be prepared strictly in accordance with the **prescribed format/guidelines of the Ministry of Education (MoE), Government of India applicable to Central Higher Educational Institutions**, as amended from time to time, and in accordance with generally accepted accounting principles and applicable accounting standards/practices. Submit at least 5 hard copies of the same in good quality paper and soft form, and its working papers (soft form) at the cost of the firm.
- iii. **Consolidation of Accounts:** To compile and consolidate the accounts of all departments, centres, projects, schemes, BRS, grants, internally generated resources and other units/accounts maintained by NERIST for preparation of the consolidated Annual Financial Statements.

- iv. **Bank Reconciliation:** To prepare and periodically review Bank Reconciliation Statements (BRS) for all bank accounts and identify long-pending/unreconciled entries for necessary corrective action.
- v. **Grant/Project-wise Accounting:** To maintain and reconcile accounts relating to grants received from MoE and other Ministries/Departments/Agencies, sponsored projects, specific funds and other earmarked funds, including reconciliation of receipts, expenditure, unspent balances and utilization of grants.
- vi. **Fixed Assets & Depreciation:** To assist in maintenance and reconciliation of the Fixed Asset Register with the books of accounts and ensure proper accounting of additions, deletions, capitalization and depreciation in accordance with the applicable MoE guidelines and accounting principles.
- vii. **Statutory Reconciliation:** To carry out reconciliation of statutory liabilities/receivables, including **Income-tax TDS, GST, GST-TDS and other applicable statutory dues**, with the books of accounts and relevant returns/records and identify discrepancies, if any, for necessary rectification.
- viii. **Year-end Closing & Adjustments:** To identify and pass/recommend necessary year-end accounting entries, including provisions, outstanding liabilities, prepaid expenses, accrued income, advances, prior-period items, depreciation and other adjustment entries required for finalization of accounts.
- ix. **Assistance during C&AG Audit:** The firm shall provide necessary professional assistance and support during the **audit of Annual Accounts by the Comptroller and Auditor General of India (C&AG)/Principal Director of Audit or any other statutory/internal audit authority**, including production and compilation of books, schedules, reconciliations, supporting records and working papers required by the Audit.
- x. **Timely Finalization:** The books of accounts and Annual Financial Statements shall be completed within the timelines, so as to facilitate timely submission of Annual Accounts for statutory audit and onward submission to the concerned authorities.
- xi. To file income tax returns, TDS Returns and filing of monthly, quarterly & annual GST returns, in time and to deal with all income tax-related issues, including appeals and cases related to income tax disputes with the appropriated Authority at the appropriate time. To arrange for other appropriate documents from the Income Tax Department as may be necessary for the Institute. Providing opinion on Income Tax, Goods and Service Tax and other matters and preparation of Utilisation Certificate as and when necessary for NERIST.
- xii. Preparation of Utilisation Certificate as and when necessary for NERIST. The works are to be carried out following the best accounting norms and practices prevailing in India for Higher Educational Institutions as per the MoE guidelines.

General Terms and Conditions

1. The firm will not assign or transfer the work to the other firms etc. If done, it will be considered as violation of engagement terms.
2. The firm will have to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity having regards to the nature of work assigned and ensure that the staff assigned to perform the service will conduct themselves in the manner consistent herewith.



3. NERIST will not pay any TA/DA, boarding or lodging expenses. All such expense shall be borne by concerned Chartered Accountancy firm for successful completion of assignment.
4. No advance towards fees etc. shall be paid/Sanctioned at any stage of the Assignment.
5. The Chartered Accountant firm must ensure that all the knowledge and information not within the public domain which may be acquired during the carrying out of his duties, shall be, for all time and for all purpose, regarded as strictly confidential, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of the concern NERIST Authority.
6. Incomplete, unsigned and without supporting documents EoI will be rejected outright.
7. EoI are invited under two bid system namely Technical Bid and Financial Bid. There must be two separate envelopes duly sealed and subscribing the subject on envelope. Both the envelopes namely Technical Bid and Financial Bid must be kept in one bigger envelope and duly sealed with super subscribing the subject at the top of the envelope. Unsealed envelope will be rejected out rightly.
8. This office reserves the right to remove name of any of the Chartered Accountants from the panel so made, after making enquiries as deemed fit and such decision should be final.
9. This office also reserves the right to cancel/withdraw the Expression of Interest without assigning any reason whatsoever.
10. In case of any issue not covered by the condition of this EOI, the decision of the Director, NERIST shall be final and binding to all.
11. Before the award of the works the firm will have to sign an Agreement and deposit @5% of the estimated amount as Security Deposit and it will be adjusted with the fee payment.

Selection criteria

In order to be eligible for Empanelment for above set assignment/consultancy, a firm must fulfil the following conditions.

The applicant firm/person should –

- i. Be a member of the Institute of Chartered Accountant of India and should have valid full time. Certificate of practice issued by the respective institutes.
- ii. Possess experience of at least eight years of practices as Chartered Accountants.
- iii. That the applicant or any partner/proprietor of the applicant firm having experience and practice as stated above should not have indulged in any unethical professional practice misconduct including moral turpitude.
- iv. Not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended from time to time) during past eight years or penalized under Chapter V of the Finance Act, 1994 or Custom Act, 1962, Central Excise Act, 1944, DVAT Act, 2004 or the Central/IGST/Delhi Goods and Service Tax Act, 2017.
- v. Location of office – That the location of the office of the firm must be in the Arunachal Pradesh. Head Office of the Firm should be in the state of Arunachal Pradesh.
- vi. The firms shall be shortlisted by a committee to be constituted by the Director, NERIST and only the shortlisted firms shall be called for interaction by the committee for final empanelment. The final panel shall be notified and may be modified as and when required.
- vii. The applicant must be a Partnership Firm of Chartered Accountants as on 01.04.2026, registered with the Institute of Chartered Accountants of India (ICAI) with a valid Firm Registration Number (FRN).
- viii. Empanelment with the Comptroller and Auditor General of India (CAG).
- ix. The firm must have prior experience with government departments, public sector undertakings (PSUs) and University Audits along with appointment letters.



- x. Preference will be given to firms that have been continuously engaged with any Universities , Institute under Ministry of Education, GoI for the last three financial years (i.e. FY 2023-24, 2024-25 and 2025-26).
- xi. The firms must have an average annual turnover of not less than Rs. 30.00 lakhs during the last three financial years (i.e. FY 2023-24, 2024-25 and 2025-26).
- xii. The firm must be GST registered and in compliance with all applicable statutory requirements.

Tenure

The panel so made above shall be in force for a period of one year and extendable subject to satisfactory performance. However, in case of necessity, new person/firm can be added in the panel by following the same procedure.

Cancellation

The empanelment of the Auditor will stand cancelled, without any prejudice to all available legal/other remedy/recourse in the event of any of the following:

- i. If the empanelment has been obtained on the basis of the false information/misstatement.
- ii. If the Firm/Person does not take up the audit in terms of appointment/allotment letter.
- iii. If the Firm/Person fails to maintain/honor confidentiality & secrecy in all respect.
- iv. If the Firm/Person fails to comply with any of the eligibility criteria/other terms & conditions.
- v. If the Firm/Person fails to provide the audit reports/Completion the Assignment given within prescribed time frame and mandated inputs of requisite quality within prescribed time limit.
- vi. If Firm/Person is found guilty of professional misconduct by their respective Institute (ICAI).
- vii. Administrative necessity as deem fit by NERIST.

Financial Bid

- a) Financial Bid shall be opened only for the firm(s) which are recommended by the committee mentioned at 1(vii) for empanelment.
- b) The Price shall be fixed and including of all applicable taxes & duties except GST as applicable.
- c) While quoting the price, the bidder shall consider all expenses including travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by NERIST. Rate quoted shall be fixed & shall not be quoted with price variation/discount etc. or other condition.
- d) The Director, NERIST reserves the right to reject any or all of the applications, without assigning any reason and without incurring any liability thereof.



Conflict of Interest

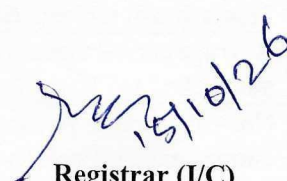
- i. The selected firm shall provide services in a professional, objective, and impartial manner, ensuring that the paramount interest of the NERIST Office is duly safeguarded.
- ii. The selected firm shall not downstream or outsource any part of the scope of the work.
- iii. The selected firm shall not disclose any document/information received during consultancy to other organization whatsoever.

Last date and Time for Submission and Opening of the EoI

1. Expression of Interest (EOI) is to be submitted in hard copy at the following address:

**Registrar
NERIST,
Nirjuli, Arunachal Pradesh-791109**

2. **The last date for submission of EOI is 02/11/2026 (5.00 p.m).**
3. The Director, NERIST may, at its discretion, extend the last date and time for submission of EOI and/or date and time of opening of EoI by issuing corrigendum/addendum and accepted /rejected.
4. List of empanelled applicants(s) will be notified in their respective email. No email will be given to non-empanelled applicants.


Registrar (I/C)
NERIST
Registrar
NERIST, MoE, Govt. of India
Nirjuli, Arunachal Pradesh



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PROFORMA FOR EMPANELLED OF CHARTERED ACCOUNTANT FIRMS

Sl. No.	Information/Details sought	Reply
1	Name and address of the person/firm. In case of firm, please also provide total number of partners and names of partners who will be engaged in this assignment	
2	PAN-Permanent Account Number	
3	GST Certificate and Incorporation Certificate (if applicable)	
4	Date of Birth (in case of individual) and date of incorporation (in case of firm)	
5	Address for correspondence including Contact No./Mobile No. and E-mail ID	
6	Membership No. of Institute of Chartered Accountants of India along with date of becoming member of Institute for all partners	
7	Whether empanelled (during last seven years) with Department of Income Tax, Department of Customs & Central Excise, Department of Goods & Service Tax. Please attach relevant proof.	
8	Average annual turnover in last three Financial Year. Please attach Audited/Certified Balance Sheet.	
9	No. of Audit Assignment of Internal/Statutory/PSUs entities except Bank Branch Audit, for which the audit has been done in last 5 years. Please attach relevant proof.	
10	Staff Strength (excluding typist, stenographers, Computer Operators, secretaries and subordinate staff etc.) Consisting of Audit and Article clerks with the knowledge in Book-Keeping and accountancy and are engaged in outdoor audit	
11	Whether any investigation/inquiry/disciplinary proceeding is pending in the records of relevant Institute like Institute of Chartered Accountants of India, the Institute of Cost Accountants of India, the Northern India Regional Council of Chartered Accountants of India and the Northern India Regional Council of Institute of Cost Accountants of India/CBIC/Govt. of NCT of Delhi against any applicant/partner/employee of the firm (Give details).	

(Performa of Financial Bid)

Name of the organization	Period (F.Y. 2026-27)	Price(Inclusive of all expenses monthly basis)	GST in Rs.	Total in Rs.

NOTE: Fees quoted must be all inclusive (i.e. including TA/DA and other out of pocket expenses etc.)
NERIST will not make any arrangement for stay, and conveyance at Head Office.

(Signature of the Partner of the Firm)
(Name of the partner)
(Seal)

DECLARATION

I/We, ...
Proprietor/Partner of M/s do
hereby declare that the information/details etc. submitted in/along with Expression of Interest application
are true and correct to the best of my knowledge and belief.

Dated:

Place:

Signature

List of Documents to be attached for Chartered Accountants Firm

1. Copy of Registered partnership deed.
2. Partners data as per ICAI website.
3. List of Partners and paid assistants and other staff.
4. Certificate of Office located at Itanagar Capital Complex.
5. Audited/Certified Balance Sheet and Profit & Loss statement for last 3 years.
6. The firm must submit copies of appointment letters from the organization as per technical eligibility criteria.
7. Certificate that no legal suit/criminal case pertaining or contemplated against the CA or CMA firm on the grounds of moral turpitude or for violation of any laws in force.
8. All the document including all the pages Bid submitted must be self attested.