



State Institute of Advanced Studies in Teacher Education

An Autonomous Institute under Department of Higher Education Govt. of Haryana located at

DIET Gurugram (Affiliated with Gurugram University, Gurugram)

Model School Building, Jhajjar (Affiliated with MDU, Rohtak)

DIET Kurukshetra (Affiliated with Kurukshetra University)

URL: <http://www.siate.ac.in> E-mail: info@siate.ac.in

Ref. No. 2026/JJR/284

Date: 23-10-2026

NOTICE INVITING QUOTATIONS (NIQ)

Institute invites quotations from eligible and experienced Accounting Professionals/Accounting Firms for outsourcing the work relating to Maintenance of Accounts, Book-Keeping, Accounting Entries in Tally Software and other allied accounting activities for its three institutes located at Jhajjar, Gurugram and Kurukshetra with central office at SIASTE Jhajjar.

The applicant Accounting Professionals/Accounting Firms must possess a minimum of **two years of relevant experience** in accounting and book-keeping, along with adequate proficiency in Tally Software. Experience in Government / Educational Institutions, Societies or Autonomous Bodies shall be given preference.

The engagement shall initially be for the remaining period of the financial year **2026–27, i.e., up to 31.03.2027**, with provision for extension subject to satisfactory performance, institutional requirements, approval of the competent authority and applicable rules.

Interested Accounting Professionals/Firms fulfilling the prescribed eligibility criteria may submit their applications and financial quotations in the prescribed format along with relevant supporting documents, so as to reach the undersigned on or before the stipulated date and time, either through Registered/Speed Post or by e-mail at director@siate.ac.in.

The detailed Scope of Work, Terms & Conditions (**Annexure-I**) and prescribed Application-cum-Financial Quotation Form (**Annexure-II**) of this NIQ.

The Institute reserves the right to cancel the quotation process at any stage or accept or reject any or all quotations without assigning any reason.

Last Date for Submission of Quotations: 02.11.2026 at 3:30 PM.

Quotations received after the prescribed date and time shall not be considered, irrespective of postal or other delays.

(Dr. Rishi Goel)
Director

CC to: A copy of above is forwarded to following for information and necessary action:

1. Office Supdt.. SIASTE Jhajjar for sharing/displaying on prominent places.
2. Institute Notice Board / Official Website.

(Dr. Rishi Goel)
Director

SCOPE OF WORK, ELIGIBILITY CRITERIA AND TERMS & CONDITIONS
For Outsourcing of Accounting and Book-Keeping Services for SIASTE
Institutes at Jhajjar, Gurugram and Kurukshetra

- 1. Scope of Work:** The selected Accounting Professional/Firm shall undertake the following work for all three SIASTE Institutes:
 - a) Maintenance and updating of books of accounts, including regular accounting entries in Tally Software, separately for each institute.
 - b) Preparation and maintenance of cash books, ledgers, journals, bank reconciliation statements and other accounting records.
 - c) Preparation of Trial Balance, Receipts & Payments Account, Income & Expenditure Account, Balance Sheet and other requisite financial statements.
 - d) Updating pending accounting entries and reconciliation of financial records on the basis of documents provided by the institutes.
 - e) Providing necessary accounting records, statements and assistance during internal/statutory audits and in addressing audit observations relating to the assigned work.
 - f) Any other allied accounting and book-keeping activities within the approved scope of work, as assigned by the competent authority.
- 2. Eligibility Criteria**
 - a) The applicant must be an Accounting Professional or Accounting Firm having at least two years of relevant experience in accounting and book-keeping as on the last date for submission of quotations.
 - b) The applicant must possess adequate knowledge and practical proficiency in Tally Software, accounting procedures and preparation of financial statements.
 - c) Preference may be given to applicants having relevant experience in Government Institutions, Higher Educational Institutions, Societies or Autonomous Bodies.
 - d) The applicant must possess a valid PAN and GST registration, wherever applicable.
 - e) Documentary evidence supporting the claimed experience must be submitted with the application.
 - f) The applicant must not have been blacklisted or debarred by any Central/State Government Department, Government Agency, Autonomous Body or Public Institution. A self-declaration to this effect shall be submitted.
- 3. Duration of Engagement**
 - a) The engagement shall initially be for the remaining period of the financial year 2026–27, ending on 31.03.2027, commencing from the date specified in the work order.
 - b) The engagement may be extended for subsequent financial year(s), subject to satisfactory performance, institutional requirements, availability of funds, approval of the competent authority and applicable rules. No extension shall be automatic or claimable as a matter of right.
- 4. Financial Quotation and Taxes**
 - a) The applicant shall quote a consolidated monthly service charge for all three institutes, inclusive of all professional/service charges but excluding GST.
 - b) GST, if applicable, shall be indicated separately along with the applicable rate.

- c) The quoted rates shall remain firm during the initial engagement period, unless otherwise approved in accordance with applicable rules.
- d) No additional charges shall be payable unless specifically authorized in writing by the competent authority.

5. Payment Terms

- a) Payment shall be made on a monthly basis after satisfactory completion of the assigned work and verification/certification by the designated officer(s) of the institutes.
- b) For any part of a month, payment shall be calculated on a pro-rata basis with reference to the accepted monthly rate and actual period of service.
- c) Applicable TDS and other statutory deductions shall be made as per prevailing rules.
- d) GST shall be paid separately, wherever applicable and legally admissible, against a valid tax invoice.
- e) No advance payment shall ordinarily be admissible.

6. Performance and Responsibilities

- a) The selected Professional/Firm shall ensure accurate, timely and satisfactory completion of the assigned accounting work.
- b) The Professional/Firm shall rectify errors or discrepancies attributable to its work without additional charges.
- c) The Professional/Firm shall coordinate with the designated officers of the respective institutes and furnish necessary accounting statements and progress reports whenever required.
- d) The selected Professional/Firm shall not delegate or subcontract the assigned work without prior written approval of the competent authority.
- e) The Professional/Firm shall not be authorized to approve payments, operate bank accounts, sign cheques or undertake financial transactions on behalf of the institutes.

7. Confidentiality and Ownership of Records

- a) All financial records, accounting data, documents and related information shall remain the exclusive property of the respective SIASTE Institutes.
- b) The selected Professional/Firm shall maintain strict confidentiality and shall not disclose, reproduce, transfer or use institutional information for any unauthorized purpose.
- c) Upon expiry or termination of the engagement, all records, accounting data, backups, documents and access credentials shall be handed over to the authorized officer(s) of the institutes.
- d) Confidentiality obligations shall continue even after expiry or termination of the engagement.

8. Termination of Services

- a) The competent authority may terminate the engagement at any time in the event of unsatisfactory performance, negligence, breach of confidentiality, misconduct or violation of the terms and conditions, by issuing written notice, subject to applicable rules and contractual requirements.
- b) Either party may otherwise terminate the engagement by giving one month's prior written notice.

- c) In the event of termination, payment shall be restricted to services satisfactorily rendered up to the effective date of termination, after adjustment of any recoverable dues.
- d) The Professional/Firm shall ensure proper handover of all accounting records and pending work before disengagement.

9. Selection Procedure

- a) Quotations shall be examined for eligibility, completeness and compliance with the prescribed requirements.
- b) A Comparative Statement shall be prepared for all technically eligible and responsive quotations.
- c) Selection shall ordinarily be based on the Lowest Evaluated Responsive Quotation (L1), subject to applicable procurement rules and approval of the competent authority.
- d) The lowest quotation shall not, by itself, confer any right to award of work.
- e) No engagement shall be deemed effective unless a formal work order is issued by the competent authority.

10. General Conditions

- a) The Institute reserves the right to cancel the quotation process at any stage, or accept or reject any or all quotations without assigning any reason, subject to applicable rules.
- b) Submission of a quotation shall imply acceptance of the prescribed Scope of Work and Terms & Conditions.
- c) Furnishing false information, misrepresentation of credentials or submission of forged documents may result in rejection of the application or termination of engagement, without prejudice to other action permissible under law.
- d) The engagement shall be purely contractual and shall not confer any right to regular appointment, employment or absorption in SIASTE.
- e) The engagement shall be governed by the applicable laws, financial rules, procurement instructions and institutional regulations.
- f) Any modification to the scope or terms of engagement shall require prior written approval of the competent authority.

Director

ANNEXURE-II

APPLICATION-CUM-FINANCIAL QUOTATION FORM
**For Outsourcing of Accounting, Book-Keeping and Tally-Based Account
Maintenance Services for SIASTE's**

A. Applicant Details

Particulars	Details to be filled by Applicant
Name of Accounting Professional/Firm	
Name of Proprietor/Authorized Representative	
Status of Applicant (Individual/Proprietorship/Partnership/Firm/Others)	
Complete Correspondence Address with PIN Code	
Mobile/Contact Number	
E-mail Address	
PAN Number	
GST Registration Number (if applicable)	
Total Experience in Accounting/Book-Keeping (in years)	
Proficiency/Experience in Tally Software	
Whether having minimum two years of relevant experience	Yes / No
Whether previously blacklisted/debarred by any Government Department/Agency/Institution	Yes / No

B. Details of Relevant Experience

Sr. No.	Name of Institution/Organization	Nature of Accounting Work	Period/Duration	Supporting Document
1.				
2.				
3.				
4.				

Copies of relevant Work Orders, Experience Certificates, Completion Certificates or other verifiable documentary evidence shall be enclosed.

C. Financial Quotation

I/We hereby submit the following consolidated monthly quotation for providing accounting and book-keeping services for all three SIASTE Institutes at Jhajjar, Gurugram and Kurukshetra:

Sr. No.	Particulars	Quoted Amount (₹)
1.	Consolidated Monthly Professional/Service Charges for all three institutes (excluding GST)	
2.	GST Rate (%) — if applicable	
3.	GST Amount per Month (₹) — if applicable	
4.	Total Monthly Charges including applicable GST (₹)	

Total Monthly Quoted Amount (in words): _____

The quoted amount includes all charges for performing the complete Scope of Work prescribed in Annexure-I, except GST, wherever applicable.

D. Documents to be Enclosed

- Copy of PAN Card
- Copy of GST Registration Certificate, if applicable
- Experience Certificate(s)/Work Order(s) or other supporting evidence establishing a minimum of two years of relevant experience
- Documentary evidence of professional qualification/Tally proficiency, if available
- Firm registration/constitution documents, if applicable
- Signed copy of Terms & Conditions (Annexure-I)
- Self-declaration regarding non-blacklisting/non-debarment

E. Declaration and Undertaking

I/We hereby declare and undertake that:

1. The information and documents submitted with this application are true, correct and complete to the best of my/our knowledge and belief.
2. I/We possess at least **two years of relevant experience** in accounting and book-keeping and have adequate proficiency in Tally Software.
3. I/We have carefully read and understood the Scope of Work and Terms & Conditions prescribed in Annexure-I and agree to abide by the same.
4. I/We have not been blacklisted or debarred by any Government Department, Government Agency, Autonomous Body or Public Institution.
5. I/We understand that the engagement shall initially be for the remaining period of the financial year 2026–27, ending on 31.03.2027, and any extension shall be subject to satisfactory performance and approval of the competent authority.
6. I/We agree that payment shall be made monthly only after satisfactory performance and verification of work, and payment for part of a month shall be calculated on a pro-rata basis.
7. I/We agree that the services may be terminated on account of unsatisfactory performance or breach of contractual conditions in accordance with the prescribed terms, and that either party may otherwise terminate the engagement by giving one month's prior written notice.
8. I/We undertake to maintain strict confidentiality of all institutional accounting records and financial information.
9. I/We understand that SIASTE reserves the right to cancel the selection process at any stage or accept or reject any or all quotations without assigning any reason, subject to applicable rules.
10. I/We understand that submission of this application does not create any right to selection, appointment or award of work.

Place: _____

Date: _____

Signature of Applicant/Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm (if applicable): _____

Seal/Stamp (if applicable): _____