



# राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

## NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

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Advt No.: 05/2025

Dated: 03/02/2025

**Expression of Interest (EOI) for**  
**Empanelment of Firms/CA/Companies/ Lawyers for Handling of**  
**Financial, Registration, Taxation, Regulations and Other Services Related to the Section 8**  
**Company (NIT Delhi Foundation for Innovation Research and Entrepreneurship) of NIT**  
**Delhi**

NIT Delhi wishes to empanel Firms/CA/Companies/ Lawyers to predominantly handle all the Financial, Registration, Taxation, Regulations and Other Services Related to the Section 8 Company (NIT Delhi Foundation for Innovation Research and Entrepreneurship) of NIT Delhi and invites expression of interest. The selection and empanelment of the Firms/CA/Companies/ Lawyers will be based on an internal evaluation process. NIT Delhi reserves the right to shortlist firms at any point of assessment of their credentials for the empanelment. The advertisement does not constitute and will not be deemed to constitute any commitment on the part of NIT Delhi for the empanelment. NIT Delhi reserves the right to reject any EOI if it is not in the given format, at any time, a material misrepresentation is made or uncovered, or the firm does not respond promptly and thoroughly to requests for supplementary information required for the evaluation of the EOI. NIT Delhi also reserves the right to reject any EOI without assigning any reason. The other terms and conditions are as follows.

1. The responding Firms/CA/Companies/ Lawyers must be registered under Indian Law and should have good standing for at least a period of 1 years. (Firms/CA/Companies/ Lawyers should submit the certificates or the documentary evidences for it)
2. Firms/CA/Companies/ Lawyers must have experience to predominantly handle all the financial, registration, taxation, regulations and other services related to the section 8 or other companies for clients based in India. (Firms/CA/Companies/ Lawyers should submit the certificates or the documentary evidences for it)
3. The Firms/CA/Companies/ Lawyers should possess professional expertise specially in handling and providing services related to all the financial, registration, taxation, regulations

- and other services related to the section 8 company and any other all desired services related to section 8 company. (Firms/CA/Companies/ Lawyers should submit the certificates or the documentary evidences for it)
4. The applying firms should be able to provide services related to all the financial, registration, taxation, regulations and other services related to the section 8 Company and any other all desired services related to section 8 company. (Organization/Firm/Company should submit the duly signed under taking on their letter head)
  5. NIT Delhi reserves the right to reject any EOI without assigning any reason. NIT Delhi reserves the right to ask for any other information required for the evaluation of the EOI.
  6. After empanelment of the Firms/CA/Companies/ Lawyers, the institute administration is free to allot any or all the work related to financial, registration, taxation, regulations and other services related to the section 8 company to any of the Firms/CA/Companies/ Lawyers among the empanelled Firms/CA/Companies/ Lawyers. No Firms/CA/Companies/ Lawyers can raise any objection in this regard. The empanelment does not guarantee to the Firms/CA/Companies/ Lawyers that they will be given any work. The institute is free to give any or all work to any empanelled Firms/CA/Companies/ Lawyers. (Firms/CA/Companies/ Lawyers should submit the duly signed under taking on their letter head)
  7. The institute may remove any Firms/CA/Companies/ Lawyers or all Firms/CA/Companies/ Lawyers from empanelment at any point of time without assigning any reason.
  8. Institute may cancel the process of empanelment without assigning any reason during or after completion of empanelment process.
  9. The empanelled firm/company/organization will be responsible to forward all the communications (emails and hard copies of the documents and communications send or received related to the section 8 company and NIT Delhi) from the Government departments or any other organizations to the Dean (Startup and IPR).
  10. The empanelled Firms/CA/Companies/ Lawyers will be responsible for completing the assigned process/work in time. If the Firms/CA/Companies/ Lawyers will not complete all the steps of the assigned work/process as per the scheduled dates or in given time period, the remaining part of that work/process will be transferred to another firm and your firm will be responsible to pay the extra charges (additional expenses incurred due to delay) for the remaining work as per actual. All other terms and conditions will be applicable as per the EOI and as per the undertakings submitted by your firm.

11. All Government fee paid (paid during the execution of the work/process related to NIT Delhi) by the Firms/CA/Companies/ Lawyers on behalf of the NIT Delhi will be reimbursed as per actual.
12. Any terms and conditions any be modified or added by the institute before finalization of the empanelment process on recommendation of the empanelment committee.
13. Firms/CA/Companies/ Lawyers should give undertaking that all the information given by them are correction in best of their knowledge and for giving any incorrect information they will be responsible for any action as per the rules.
14. Applying Firms/CA/Companies/ Lawyers are required to provide undertaking that they fulfil all the requirements of this EOI and they agree with all the terms and conditions of the EOI.
15. In case of any query in this regard write email to [registrar@nitdelhi.ac.in](mailto:registrar@nitdelhi.ac.in) at least 7 days before the last date of submission of application.
16. All pages of the EOI application submitted by the Firms/CA/Companies/ Lawyers should be properly signed (with seal) by the authorized person.
17. Please mention following on the top of the envelop “Application for the empanelment of Firms/CA/Companies/ Lawyers for section 8 company at NIT Delhi”.
18. **The hard copy of the complete filed EOI along with the all required documents and undertakings should be reach at NIT Delhi (at Registrar office) on and before the February 17, 2025.**

The hard copy of the complete filed EOI along with the all required documents and undertakings may kindly be sent to:

**Registrar,**

**National Institute of Technology, Delhi**

**R48J+6V, Plot No. FA7,Zone, P1, GT Karnal Rd, Delhi, 110036**

**Prof. (Dr.) Ujjwal Kumar Kalla,  
Dean (Startup and IPR)  
& Chairman of Empanelment Committee**



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## NATIONAL INSTITUTE OF TECHNOLOGY DELHI

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(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

### Empanelment Application

1. Name of the of Firm/CA/Company/ Lawyer firm:

\_\_\_\_\_

2. Registered address of the Firm/CA/Company/ Lawyer firm: (Attach Copy of Certificate):

\_\_\_\_\_

3. Registration details of the Firm/CA/Company/ Lawyer firm along with GST number and PAN number (Attach copies of all certificates):

\_\_\_\_\_

4. Name, email id, address, qualification, and contact number of the proprietor/CEO/Director/In-charge of the Firm/CA/Company/Lawyer firm, who is responsible for all actions and communications (please also mention the registration number if any) (attach signed detailed biodata):

\_\_\_\_\_

5. Registration Number of CA/CS/Advocate working as a responsible Lead officer in the firm or company (attach signed detailed biodata): \_\_\_\_\_

Date of registration of Lead Officer: \_\_\_\_\_

6. Qualification of the Lead officer: \_\_\_\_\_

7. Whether Lead officer has first degree/qualification in CA/Commerce/Law/CS:

\_\_\_\_\_

Please specify the name of degree (Attach a copy of degree certificate and duly signed detailed biodata of lead patent agent): \_\_\_\_\_

No visiting charges or any other charges will be paid to the company/firm/agent except above said fee. All pages of the EOI application and attached documents should be duly signed (with seal) by the authorized person.

**Tender application fee Rupees 1000/- should be paid only through ONLINE mode and UTR number and other transaction details should be attached along with this EOI application.**

The registration fees Rupees 1000/- for EOI shall be paid in the following account through NEFT:

**Account number: 30320100016540**

**IFSC : BARB0NARELA**

**Account Name : Director NIT Delhi General AC**

**UTR Number and date of Bank Transaction for Fee Deposit = \_\_\_\_\_**

**Attached all relevant certificates.**

Dated: \_\_\_\_\_

Authorized Signatory with stamp  
(Name and signature)

**Name and details of the all attachments along with the attachment number are as follows: -**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.....

This is to certify that all the terms and conditions of the EOI are accepted.

Dated: \_\_\_\_\_

Authorized Signatory with stamp  
(Name and signature)

### Schedule of Charges

Please quote your rates for following services related to the empanelment of Firms/CA/Companies/Lawyers for handling of financial, registration, taxation, regulations and other services related to the section 8 company (NIT Delhi Foundation for Innovation Research and Entrepreneurship) of NIT Delhi.

<b>S. No.</b>	<b>Name of Action/Item</b>	<b>Professional Charges in INR (Excluding GST)</b>
1	Inc 20A for business commencement certificate (all related steps and actions)	
2	For KYC of each Director (all related steps and actions)	
3	Complete Auditing and Income tax and all other Financials related works of the company including ITR Filing (all related steps and actions) ---- (Annual charges)	
4	ROC Compliance of the company Per annum (all related steps and actions)	
5	Executing and Completing procedure of Appointment of new Director (all steps-each director) (all related steps and actions)	
6	Executing and Completing procedure of Director Resignation process (all steps-for each director)	
7	Executing and Completing procedure (all related steps and actions) of Registration of Sec. 80G/12AA	
8	GST Registration (all related steps and actions)	
9	NGO Darpan registration (all related steps and actions)	
10	All compliances and actions related to GST including GST return filing (Annual charges)	
11	All compliances and actions related to Income tax department including ITR filing ----(Annual charges)	

**Govt./Statutory fee or GST should not be included in above quoted charges.**

**Authorized Signatory with stamp  
(Name and signature)**