



## एन.आई.टी. रायपुर फाउंडेशन फॉर इनोवेशन एंड आंत्रप्रन्योरशिप

NIT Raipur Foundation for Innovation & Entrepreneurship

(A Technology Business Incubator & Not-for-profit Company governed by Section-8 of Companies Act 2013)

National Institute of Technology Raipur, G.E. Road, Raipur - 492010, C.G.

Website: [www.nitrrfie.in](http://www.nitrrfie.in) Email: nitrrfie@nitrr.ac.in



No. NITRRFIE/2025-26/ 009

Date: 22/01/2026

## NOTICE

## **Notice Inviting Expression of Interest (EOI) for Empanelment of Chartered Accountants / CA Firms**

NIT Raipur Foundation for Innovation and Entrepreneurship (NITRRFIE), a not for profit Section 8 company registered under Companies Act 2013, under National Initiative for Developing and Harnessing Innovations (NIDHI) Technology Business Incubator (TBI) program of Department of Science & Technology, Government of India invites **Expressions of Interest (EOI)** from qualified and experienced **Chartered Accountants / CA Firms based at Raipur Chhattisgarh** for empanelment to provide financial, accounting, compliance, and advisory services to the Incubation Centre, its incubated start-ups, and associated companies.

The objective of the empanelment is to ensure access to timely, accurate, and professional financial advisory services that support growth, compliance, governance, and sustainability.

Applicants must be practicing CA registered with ICAI having minimum **5 years** of relevant experience and based at Raipur.

### **EOI Submission:**

Interested applicants may submit their EOI along with firm profile and supporting documents on or before **5<sup>th</sup> February 2026 till 5.30 PM**

## Address

To

## Board Director

Office of NIT Raipur Foundation for Innovation and Entrepreneurship (NITRRFIE)

2<sup>nd</sup> Floor, CDC Block, NIT Raipur campus

**G.E. Road, Raipur, 492010, Chhattisgarh**

Email- nitrrfie@nitrr.ac.in

The organization reserves the right to accept or reject any or all EOIs without assigning any reason.

signing any reason.

Board Director  
NITREIE

गिरिजन डिप्परेक्टर  
एन.आर.पी. राजा शर्मा (एन.आर.पी.रा.शर्मा)  
NIT Rourkela (Rourkela Institute of Technology & Entrepreneurship  
शास्त्रीय संस्कृति एवं उत्पादन विश्वविद्यालय (R.G.)



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No. NITRRFIE/2025-26/ ००९

Date: 22/01/2026

## EXPRESSION OF INTEREST (EOI)

### For Empanelment of Chartered Accountant (CA) Firms

With NIT Raipur Foundation for Innovation and Entrepreneurship (NITRRFIE) NIDHI –  
Technology Business Incubator (TBI)

#### 1. About NITRRFIE

NIT Raipur Foundation for Innovation and Entrepreneurship (NITRRFIE), a not for profit Section 8 company registered under Companies Act 2013, under National Initiative for Developing and Harnessing Innovations (NIDHI) Technology Business Incubator (TBI) program of Department of Science & Technology, Government of India is committed to nurturing and supporting startups and early-stage ventures by providing them access to mentorship, infrastructure, and professional services. To strengthen the financial, compliance, and regulatory support available to incubated startups, NITRRFIE is creating a pool of qualified and experienced Chartered Accountant (CA) firms.

The objective of the empanelment is to ensure access to timely, accurate, and professional financial advisory services that support growth, compliance, governance, and sustainability.

#### 2. Invitation for Expression of Interest

NITRRFIE hereby invites Expressions of Interest (EOI) from **eligible CA firms based at Raipur Chhattisgarh** for empanelment in its panel of professional service providers. The empanelled firms will form a pool of CA firms from which incubated startups may avail various financial and compliance-related services as per their business requirements.

#### 3. Scope of Services

- Accounting and bookkeeping
- Preparation of financial statements
- GST registration, compliance, and filings
- Income tax compliance and advisory
- Statutory audit (where applicable as per law if allowed as per Clause 7)
- Internal audit and due diligence
- Startup incorporation and structuring
- Fundraising support, financial projections, and valuation support
- MIS reporting and financial analysis
- Regulatory, FEMA, and compliance advisory
- Any other financial or taxation-related services relevant to startups

#### **4. Eligibility Criteria**

1. Must be a firm registered with ICAI.
2. Minimum 5 years of post-qualification experience.
3. Experience with startups/MSMEs preferred.
4. Adequate manpower and infrastructure.
5. Must not be **blacklisted, debarred, declared ineligible, or put on holiday list** by any Central Government Department, State Government Department, any Regulatory Authority, Public Sector Undertaking (PSU), Autonomous Body, Statutory Body, or any Local Authority.

#### **5. Terms of Empanelment**

1. Valid for 01 year.
2. No guarantee of minimum work.
3. Startups may choose from the empanelled list.
4. Fees mutually decided between startup and CA firm.
5. All work must comply with laws and ICAI guidelines.

#### **6. Mandatory Intimation Clause**

If any empanelled CA firm is appointed by a startup incubated with NITRRFIE, the firm must intimate NITRRFIE in writing within 7 (seven) days of such appointment. The intimation must include the name of the startup, nature of assignment, and duration of engagement.

#### **7. Independence & Ethical Compliance**

Firms providing statutory audit services shall strictly adhere to ICAI ethical and independence norms. A firm appointed as statutory auditor shall not undertake restricted services for the same entity.

#### **8. Documents to be Submitted**

1. Covering letter
2. Firm profile
3. ICAI registration certificate
4. Partner and staff details
5. Relevant experience
6. Client list (optional)
7. Contact details
8. Affidavit firm has **not been blacklisted, debarred, declared ineligible, or put on holiday list** by any Central Government Department, State Government Department, any Regulatory Authority, Public Sector Undertaking (PSU), Autonomous Body, Statutory Body, or any Local Authority.

#### **9. Submission Details**

Last Date: 05/02/2025

Mode: Email/Physical/Both

Email: [nitrrfie@nitrr.ac.in](mailto:nitrrfie@nitrr.ac.in)

Postal Address:

**Board Director**

**Office of NIT Raipur Foundation for Innovation and Entrepreneurship (NITRRFIE)**  
**2<sup>nd</sup> Floor, CDC Block, NIT Raipur campus**  
**G.E. Road, Raipur, 492010, Chhattisgarh**

#### **10. Terms and Conditions**

- NITRRFIE reserves the right to accept or reject any or all EOIs without assigning any reason.
- Submission of EOI does not guarantee empanelment.
- Allocation of work to empaneled CAs will be on a need basis.
- Additional documents or clarifications may be requested.
- NITRRFIE may amend or modify the EOI terms at any time.

**Covering Letter – Expression of Interest**  
(On the Letterhead of the CA Firm)

Date: \_\_\_\_\_

To  
**Board Director**  
**Office of NIT Raipur Foundation for Innovation and Entrepreneurship (NITRRFIE)**  
**2<sup>nd</sup> Floor, CDC Block, NIT Raipur campus**  
**G.E. Road, Raipur, 492010, Chhattisgarh**

**Subject: Expression of Interest for Empanelment of Chartered Accountant Firms with NITRRFIE.**

Respected Sir/Madam,

We, M/s \_\_\_\_\_, a firm of Chartered Accountants registered with the Institute of Chartered Accountants of India (ICAI) (Firm Registration No. \_\_\_\_\_), hereby submit our Expression of Interest (EOI) for empanelment with NITRRFIE as a professional service provider.

We understand that NITRRFIE proposes to create a pool of empaneled CA firms to support its incubated startups by providing accounting, bookkeeping, statutory audit, taxation, compliance, and other financial advisory services. We are keen to be associated with this initiative and contribute to the startup ecosystem.

Our firm has the necessary professional expertise, infrastructure, and manpower to deliver quality services in a timely and efficient manner.

We hereby confirm that we meet all the eligibility criteria and enclose all required documents for your kind consideration.

Thanking you.

Yours sincerely,

For M/s \_\_\_\_\_  
(Chartered Accountants)

Authorized Signatory: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Membership No.: \_\_\_\_\_  
Firm Registration No.: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Email ID: \_\_\_\_\_  
Address: \_\_\_\_\_

## **Affidavit – Non-Blacklisting & No Show Cause**

(To be executed on Non-Judicial Stamp Paper of appropriate value and notarized)

### **AFFIDAVIT**

I/We, \_\_\_\_\_, S/o / D/o / W/o \_\_\_\_\_, aged \_\_\_\_\_  
years, resident of \_\_\_\_\_, being the Authorized Signatory / Partner  
of M/s \_\_\_\_\_, having its registered office at  
\_\_\_\_\_, do hereby solemnly affirm and declare as under:

1. That our firm M/s \_\_\_\_\_ is a registered firm of Chartered Accountants with the Institute of Chartered Accountants of India (ICAI).
2. That our firm has not been blacklisted, debarred, declared ineligible, or put on holiday list by any Central Government Department, State Government Department, any Regulatory Authority, Public Sector Undertaking (PSU), Autonomous Body, Statutory Body, or any Local Authority.
3. That no show cause notice has been issued to our firm by any Government Department, Regulatory Authority, PSU, or Local Authority which is pending or unresolved as on the date of this affidavit.
4. That our firm has not been involved in any fraudulent, corrupt, or unethical practices.
5. That the information furnished in this affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing material has been concealed therefrom.
6. That this affidavit is submitted for the purpose of empanelment with NIT Raipur Foundation for Innovation and Entrepreneurship (NITRRFIE)

If at any stage, the above declaration is found to be false or incorrect, NITRRFIE shall be at liberty to reject our empanelment and take any action as deemed fit.

#### **DEPONENT**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Name: \_\_\_\_\_

#### **VERIFICATION**

I, \_\_\_\_\_, the deponent above named, do hereby verify that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

Verified at \_\_\_\_\_ on this \_\_\_ day of \_\_\_\_\_, 20\_\_.

DEPONENT

Signature: \_\_\_\_\_