Tender documents
for CA Professional Services

(Tender no.: iHub-Anubhuti/2026-27/CA/01)

iHub Anubhuti-IIITD Foundation
IIIT-D, GB Pant Polytechnic Extension
Phase-III, Okhla, South Delhi
Delhi-110020
ceo@anubhuti.tech

IHUB ANUBHUTI-IIIT-D FOUNDATION
IIIT-Delhi
G.B. Pant Extension
Okhla Phase-III
New Delhi-110020

Notice for Inviting Bid

IHub Anubhuti IIITD Foundation(IHUB ANUBHUTI) invites bids i.e. Technical Bid and Financial Bid from experienced and established CA firms who have rendered their similar kind of services for Central/State Government funded Autonomous Higher Educational Institutions (i.e., IITs, IIITs, NITs, IISER, IIMs, Central/State Universities or other higher educational institutions) and/or Central PSUs and/or Section 8 Companies and/or companies in similar nature for providing tax consultancy, auditing work, book keeping work, accounting, Accounts Finalization etc. for Appointment as CA firm for Tax Consultation & Annual Accounts Finalization.

Bidders are requested to download the tender documents from the **IHub Anubhuti Official Website** https://anubhuti.tech. The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested vendors are advised to submit Two separate sealed envelopes super scribing "Technical Bids "and "Financial Bids " to the IHub Anubhuti IIITD Foundation office. Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscribed **"Bid for CA Professional Services at iHub Anubhuti"** and send by post/courier/hand delivery so as to reach on or before the last date. The last date for submission and evaluation of the bids is as mentioned below:

Important Information and Dates

Sl. No	Description	Details
1	Purchaser	IHub Anubhuti IIITD Foundation
2	BID No / Tender Reference Number	iHub-Anubhuti/2026-27/CA/01
3	Bid information available at	www.anubhuti.tech
4	Bid Fees	NIL
5	Earnest Money Deposit EMD (in Rs.)	1500.00
6	Performance Security Deposit (in Rs.)	5% of contract value.
7	Services to be offered	As per scope of work
8	Date of Bid Publication	20th June 2026
9	Last Date and Time for Submission of Bids	17:00 hrs on 13th July 2026
10	Date and Time of opening of technical bid	16:00 hrs on 14th July 2026
11	Date and Time of opening of financial bid	17:00 hrs on 15 July 2026
12	Address for bid submission	CEO, iHub Anubhuti-IIITD Foundation 4th Floor, LHC, IIIT-Delhi, GB Pant Polytechnic Extension, Phase-III, Okhla, Delhi-110020 (10.00 AM to 5.00 PM) Monday to Friday E-mail: ceo@anubhuti.tech

IHUB ANUBHUTI-IIIT-D FOUNDATION IIIT-Delhi G.B. Pant Extension Okhla Phase-III New Delhi-110020

The bidders must quote separate bids for Technical and Financial bids. Technical Bid shall be opened as per schedule. The IHub Anubhuti reserves right to reject any or all the bids without assigning any reasons thereof. The offers to submit shall contain the following.

Content of Bidding Documents

(A) List of Documents to be submitted along with Technical Bid

1. Profile of the bidder on the letter head as per **Annexure-I.**
2. Work orders & work completion certificate or Experience Certificate indicating the value of work for similar work done in last 3 years.
3. List of two full-time partners of CA firm
4. List of main clients along with their address and telephone numbers, period of contract and nature of work done in last 3 years.
5. Documentary evidence of having office in Delhi/NCR.
6. Copy of registration of the firm / company along with Copy of GST and PAN.
7. Audited balance Sheet for last three years of CA Firm or self-certificate for turnover.
8. Copy of registration certification with Institute of Chartered Accountants of India (latest)
9. Empaneled certification with Office of the Comptroller and Auditor General of India latest FY
10. Tender terms and conditions acceptance letter as per **Annexure-II**, along with certifying that the firm has not been Blacklisted or barred
11. Self-Certificate that no action has been taken against existing partners of CA firm for professional misconduct by ICAI and no enquiry is pending for professional misconduct.
12. Proof of submission of EMD

(B) Financial Bid Details - As per Schedule

Price bid of the bidders, whose technical bid found in order shall be opened. The financial bids of the bidders, who have been found qualified by the bid conditions shall be opened. The IHub Anubhuti reserves all right regarding enhance or reduce the work and to cancel the entire bid or any part without assigning any reason thereof. Conditional Bids will not be accepted. Duly filled-in **Annexure-III** should be submitted in support of price bid under Financial Document.

Note:-

1. Conditional bids will not be accepted. The condition laid down by IHUB ANUBHUTI is final and binding on all bidders.
2. The quote should be in Indian Currency (INR).
3. IHUB ANUBHUTI reserves the right to accept or reject any or all bids either in part or in full without assigning any reasons thereof.
4. The proforma of Annexures in the Bidding document, wherever necessary, should be typed on the bidder's letterhead. Price Schedule should be submitted in the prescribed format given under the Financial Document of the Bid.
5. The bidders are requested to go through the instructions carefully and complete all formalities as required.

Raju Goel

CEO(Interim)
IHub Anubhuti IITD Foundation

IHUB ANUBHUTI-IIIT-D FOUNDATION IIIT-Delhi G.B. Pant Extension Okhla Phase-III New Delhi-110020

INSTRUCTIONS TO BIDDERS

1. Introduction

iHUB Anubhuti-IIITD Foundation (hereinafter referred to as "iHub Anubhuti") is a Section-8 Not for Profit Company under National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) established by Indraprastha Institute of Information Technology Delhi (IIIT-Delhi). It is a Technology Innovation Hub in the technology vertical "Cognitive Computing & Social Sensing" with a focus area on Healthcare, Education and Legal Information Systems.

iHUB Anubhuti-IIITD Foundation invites sealed proposals from Chartered Accountant Firms for appointment as Tax Consultant for Consultancy & Taxation Services at IHUB ANUBHUTI, Delhi in accordance with applicable provisions of the Companies Act, 2013, rules made thereunder, and other applicable statutory regulations.

The objective of this tender is to appoint a competent CA firm to assist the organization in maintaining statutory compliance, corporate governance, and regulatory filings.

2. The Bidding Documents

- **Content of Bidding Documents**

The Bidding Documents include.

(a) Instructions to Bidders.
(b) Annexure-I: Pro-forma for profile of Bidder
(c) Annexure-II: Tender terms & conditions Acceptance Letter
(d) Annexure-III: Financial Bid document

- The Bidder is expected to examine all instructions, forms, terms and the scope of the work in the Bidding Documents. Failure to furnish any information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

- **Amendment of Bidding Documents:**

➢ At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at their own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by amendment.

➢ In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, the Purchaser may, at their discretion, extend the deadline for the submission of bids.

3. Scope of Work

Part A: Statutory Tax Consultancy to the IHub Anubhuti :

1) To Guide the IHub Anubhuti regarding GST and Income Tax applicability on its activities and its due compliances, as per relevant acts, rules, notifications and their amendments/ modifications from time to time, including introducing of new activity by The IHub Anubhuti from time to time.

IHUB ANUBHUTI-IIIT-D FOUNDATION IIIT-Delhi G.B. Pant Extension Okhla Phase-III New Delhi-110020

2) Filling of all Monthly/Quarterly/ Annual returns of Income Tax, GST, TDS, PF etc.

3) Providing Consultancy on all Statutory matters like GST, Income Tax, PF, NPS and other Financial Matters etc. as and when required.

4) Proving opinions on tax matters, assisting in reply to tax authorities' notices, letters etc.

Part B: Annual Accounts Preparation & Finalization:

1) Preparation and finalization of Annual Accounts of the IHub Anubhuti on Yearly /half yearly basis in the prescribed format. The annual accounts with their statements and annexures duly certified and verified by the CA firm shall be submitted in the form of hard and soft copies.

Please note that the Accounts related work of the IHub Anubhuti includes following activities but is not limited to:

1.1 Preparation of Accounts on the Formats of Financial Statements on prescribed format,

1.2 Periodical scrutiny of Ledgers, trial balance and Bank Reconciliation Statements

1.3 Capitalization of IHub Anubhuti Assets and Calculation of Depreciations.

1.4 Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal/year end entries wherever necessary.

1.5 To verify accounts with reference to the books of accounts i.e. ledgers, journals and other research projects / Startups and supporting records to see that the accounts agree with the books of accounts,

1.6 To test checks and enquiries, considered necessary to form an opinion as to the reliability of the account records on the basis for preparation of Accounts.

1.7 To prepare and review of the Income and Expenditure Account, Receipt & Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the CA, the financial statements are presented in conformity with the generally accepted accounting principles, Applicable Accounting Standards and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the iHub Anubhuti ,

1.8 Verification of detailed schedule of interests received on FD Investments and calculations of accrued Interest.

1.9 Compilation of grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipts & Payment Accounts as per the prescribed formats and certifying the Annual Accounts; and

1.10 Any other work needed for Account's finalization.

IHUB ANUBHUTI-IIIT-D FOUNDATION IIIT-Delhi G.B. Pant Extension Okhla Phase-III New Delhi-110020

2) Periodical review of the system of book keeping & accounting.

3) Assurance and advisory service required by the IHub Anubhuti in the matter of Accounting.

4) Audit related matters such as to assist and co-ordinate at the time of conduct of Audit i.e., Internal Audit, C&AG audit etc. Assisting in resolving audit paras (if any) during audit.

5) Assisting, Training related to accounting work to the employees of the iHub Anubhuti (if required).

6) To provide support in preparation of utilization certificate under various projects for various scheme and programmes of Govt. of India. These UCs are issued as per the prescribed format of GFR. The firm shall assist in compliance to query raised by the Funding agency, as and when required.

7) To provide Audited utilization certificate under various projects, schemes and programs in prescribed format.

8) The Chartered Accountant firm shall represent iHub Anubhuti IIITD Foundation before any Government department, statutory authority, or regulatory body whenever required. This includes departments such as Income Tax, GST, PF authorities, or any other Government office as and when required.

9) The firm shall attend meetings, submit documents, and respond to queries on behalf of the organization, after approval of the competent authority.

10) No additional professional fees, visit charges, or consultation charges shall be payable for such visits.

11) All such visits shall be considered part of the scope of work under this contract.

12) Only actual statutory fees payable to Government authorities, if any, will be reimbursed upon submission of supporting documents.

13) These tasks may include matters relating to previous years also

14) Any other work as decided by the management

4. **Eligibility Criteria for Bidders:**

1. The firm should be registered with:

- the Institute of Chartered Accountants of India and;
- Should be empaneled with office of the Comptroller and Auditor General of India (C & AG).
- The firm should have **at least 3 years of establishment**.

(Copies of certificates issued by the ICAI and O/o the C&AG should be submitted along-with technical bid.).

2. The Firm should have experience of at least (3) three years in Central/State Government funded Autonomous Higher Educational Institutions (i.e., IITs, IIITs, NITs, IISER, IIMs, Central/State Universities or other higher educational institutions) and/or Central PSUs and/or Section 8 Companies and/or companies in similar nature for providing tax consultancy, auditing work, book keeping work, accounting, Accounts Finalization etc.

3. The firm should have **GST Registration Number & PAN**. Copies should be submitted along-with technical bid.

IHUB ANUBHUTI-IIIT-D FOUNDATION IIIT-Delhi G.B. Pant Extension Okhla Phase-III New Delhi-110020

4. The CA firm should have at least two full-time partners on the date of tender submission. (A copy of list is to be submitted).

5. The firm must have an office in Delhi/NCR. Documentary evidence to be submitted along with technical bid.

6. The annual average turnover of the CA firm in last three financial years must be Rs.25 lakhs (Rupees **twenty five Lakhs) or more**. The same needs to be self-certified / audited financial statements need to be furnished.

7. A Certificate should be submitted that the CA firm has not been blacklisted or debarred by any of Autonomous Body/PSU/Institute of Higher Education/Govt. Body or by any court of law.. It should also be mentioned that no action has been taken against its existing partners for professional misconduct by the Institute of Chartered Accountants of India and no enquiry is pending for professional misconduct.

5. **Payment and Price Validity:**

The price quoted by the firm shall remain unchanged during the contract period. The Fees should be quoted including TA/DA etc.

6. **Period of Engagement:**

A) The engagement shall be for a period of one Year from the date of issue of letter for work contract.

B) The engagement tenure may be extended further up to 2 years after satisfactory completion on same terms and conditions, with the mutual consent of both the parties, subject to a maximum contract duration of 03 years, including extensions.

C) In case of non-performance, the engagement may be terminated by giving one month's notice without giving reasons. The decision of iHub Management shall be final and binding.

7. **Payment Terms:**

90% of Monthly quoted fee will be paid on monthly basis. Balance dues shall be paid after finalization of Annual Accounts by 31 May of next financial year and completion of Statutory Audit by appropriate authority (i.e., C&AG).

The fee should be quoted for the entire job mentioned in scope of Work on monthly basis, including all expenses, tax & duties but excluding GST.

8. **Termination/Suspension of Agreement:**

The contract can be terminated by iHub Anubhuti at any time prior to its completion on a notice of 30 days. The firm should furnish details of all work done, pending work, all documents etc., on termination.

9. **General Terms and Conditions:**

i. The firm shall deploy required manpower to meet the deadlines.

ii. The work must be done in the premises of the IHub Anubhuti unless otherwise permitted by the IHub Anubhuti.

iii. Loss to the IHub Anubhuti due to the act of deployed person shall be the responsibility of the

IHUB ANUBHUTI-IIIT-D FOUNDATION IIIT-Delhi G.B. Pant Extension Okhla Phase-III New Delhi-110020

C.A. Firm.

iv. The firm shall not assign, transfer or sub-contract all or any of the work to any third party.

v. The IHub Anubhuti information shall not be shared with any other organizations/persons.

vi. The rates quoted shall remain valid during tenure of the contract, if the contract is renewed.

vii. The earnest money deposit will be forfeited if successful bidder fails to sign the contract within the stipulated time i.e., fifteen (15) days from the issue of the work order. No interest on the Earnest Money shall be paid by the IHub Anubhuti.

viii. The earnest money of the accepted bidder will be adjusted against the performance Security (5% of awarded value of work, any difference in such value bidder should deposit the difference of amount with in one week) after signing the Contract, and the same will be released only after 60 days of successful completion of entire work. No interest on the performance security shall be paid by the IHub Anubhuti.

ix. The decision of the IHub Anubhuti with regard to acceptance or otherwise of the bids will be final and binding.

x. It is compulsory for all bidders accepts all the Terms and Conditions mentioned in tender documents and a certificate to this effect should necessarily be enclosed with the Technical Bid.

xi. Upon verification/evaluation/assessment, if any information furnished by the firm is found to be false/incorrect their bid shall be summarily rejected and no correspondence on the same shall be entertained and security deposit shall be forfeited.

xii. If the selected firm is not able to fulfill its obligations under the contact/work order, which includes non-completion of the work, the IHub Anubhuti reserves the right to get the work accomplished through another Firm. Any costs, damages etc. resulting out of the same shall have to be borne by the selected firm, which can be recovered from their bills and remaining by sending a claim.

xiii. The IHub Anubhuti reserves the right not to accept the qualified tender without stating any reasons and in such case no bidder/intending bidder shall have any claim arising out of such action. Furthermore, iHub Anubhuti may cancel tender in whole or in part without assigning any reasons.

xiv. Conditional Bids will be summarily rejected.

xv. EMD for tender is Rs 1,500/-. Bank details for submission of EMD through NEFT/RTGS/Online banking is given below:

Name	: IHub Anubhuti IIITD Foundation
A/c No.	: 121412010000008
IFSC	: UBIN0812145
Branch	: Union Bank of India, Kalka Ji, Delhi 1214

xvi. Taxes: All taxes, manpower cost and other miscellaneous charges have been included in the quoted rate.

xvii. Place of work: IHub Anubhuti IIITD Foundation, Delhi

xviii.Bid document: The vendor should read the Bid documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its

IHUB ANUBHUTI-IIITD FOUNDATION
IIIT-Delhi
G.B. Pant Extension
Okhla Phase-III
New Delhi-110020

implication.

xix. The Bid, submitted by the Bidder who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or who was unable to supply any Institute/Organization run by the State / Central Government / PSU / Corporate Sectors will not be considered even his being the lowest rate.

xx. Disputes: In the event of any dispute or disagreement arising between the service provider and IHUB ANUBHUTI with regard to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the CEO, IHub Anubhuti IIITD Foundation, whose decision will be final and binding upon the service provider.

xxi. Penalty: If the performance of the selected agency is not found satisfactory or any part of the services provided is not found satisfactory, the IHub Anubhuti reserves the right to impose penalty on the agency to the quantum as decided by the Competent Authority of the IHub Anubhuti . The amount of penalty shall be recovered from the performance security of the agency or from the bills of the agency or both.

xxii. Tax Deduction: The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the Service Provider by IHUB ANUBHUTI.

10. **Preparation of Bids**

i. Bid Form

The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bidding Documents, indicating for the service to be supplied.

ii. Documents establishing Bidder's Eligibility and Qualifications

- The Bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

- The acceptance of the documentary evidence of the Bidder's qualifications to perform the Contract shall be at the discretion of Buyer.

iii. Period of Validity of Bids

- Bids shall remain valid for 90 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

iv. Submission of Bids

The detailed technical specification of the requirement is enclosed in Bid document, Offer should be of two parts Viz., **"TECHNICAL BID"** and **"FINANCIAL BID".**

v. Evaluation and Comparison of Bids

- The Purchaser will evaluate and compare the bids previously determined to be substantially responsive.
- The overall L1 bidder shall be considered for award of Contract.

- In case of multiple bidders quoting the same L1 rates, the tie breaker will be based on the following criteria in the order of preference:

i. Annual Turnover for the last three years

IHUB ANUBHUTI-IIIT-D FOUNDATION
IIIT-Delhi
G.B. Pant Extension
Okhla Phase-III
New Delhi-110020

ii. Number of same/similar of work undertaken in the last three years.

vi. Risk and Cost

The selected firm has to undertake the work as per the schedule decided by IHUB ANUBHUTI. In case of a delay or failure on part of the selected firm to meet the desired schedule / emergency, CEO, IHUB ANUBHUTI is fully authorised to assign the same to another firm at the risk and cost of the selected firm.

vii. Jurisdiction of Court:

The contract awarded, as a result of this bid, is governed by the laws of Government of India and shall be subject to the exclusive jurisdiction of the courts in Delhi.

viii. Arbitration:

Any dispute/difference arising out of or relating to the contract including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration by a Sole Arbitrator as per the provisions of Arbitration and Conciliation Act, 1996.

IHUB ANUBHUTI-IIIT-D FOUNDATION IIIT-Delhi G.B. Pant Extension Okhla Phase-III New Delhi-110020

Annexure-I
PROFILE OF THE BIDDER

1. Name of the Firm
2. Address (with Tel No. & e-mail)
3. Name of the owners / partners / director of the firm / company / corporation along with his contact mobile no. and email:
4. SPOC Name and mobile number
5. (a) Year of establishment of Firm
(b) Empanelment status with C&AG
6. (a) Registration number with institute of Chartered Accountants of India
(b) GST Number, PAN
7. Confirm the following Attachment: -

Sr. No.	Document	Whether attached	Page No.
1.	Have you attached work orders & work completion certificate or Experience Certificates of carrying out the similar accounting & consultancy work for Central Government funded Autonomous Higher Educational Institutions (i.e., IITs, NITs, IISER, IIMs, Central Universities or other higher educational institutions) and/or Central PSUs / Section-8 Companies/Similar for providing tax consultancy, auditing work, book keeping work, accounting, Accounts Finalization etc., during last (3) three years.	Yes/No	
2.	Have you attached list of main clients of the firms along- with their address and telephone numbers and nature of work done in last 3 years.	Yes/No	
3.	Whether copy of Goods and Services Tax (GST) and PAN Certificate is attached	Yes/No	
4.	Have you attached registration certification with Institute of Chartered Accountants of India (latest)	Yes/No	
5.	Have you attached empaneled certification with Office of the Comptroller and Auditor General of India (C&AG) FY 2025-26	Yes/No	
6.	Have you attached a tender terms & conditions acceptance letter as per Annexure-II, along with certifying that the firm has not been Blacklisted or barred	Yes/No	
7.	Audited balance Sheet for last three years of CA Firm or self certificate for turnover	Yes/No	
9.	Have you attached proof of submission of Tender Fee	Yes/No	

I/We hereby certify that the information furnished above are full and correct to the best of our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed and will not have any dealing with the organization in future. I/We undertake that non-submission of any of the document mentioned above may lead to rejection of bid of my/our firm.

Signature of Authorized person with seal of firm

IHUB ANUBHUTI-IIIT-D FOUNDATION
IIIT-Delhi
G.B. Pant Extension
Okhla Phase-III
New Delhi-110020

ANNEXURE-II

TENDER TERMS & CONDITIONS ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

____

____

____

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: ________________

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Dear Sir,
I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the iHub Anubhuti website(s) namely:

____

as per your advertisement, given in the above mentioned Portal / website(s).

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. ……… to……… (including all documents like annexure(s), schedule(s), corrigendum etc.,), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization has also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

I/We do hereby declare that our firm has not been blacklisted or debarred by any of Autonomous Body/PSU/Institute of Higher Education/Govt. Body or by any court of law.. Further, no action has been taken against our firm/ its existing partners for professional misconduct by the Institute of Chartered Accountants of India and no enquiry is pending for professional misconduct.

I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/false, then your department/organization shall, without giving any notice or reason thereof summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-III

FINANCIAL BID DOCUMENT

(Amount in Rs.)

	Description	Monthly fees for entire scope of work (all inclusive)
	Tax Consultancy & Annual Accounts Finalization work as per Scope of Work	
	GST @ ....%	
Total		
Total Amount in words:		

IHUB ANUBHUTI-IIIT-D FOUNDATION
IIIT-Delhi
G.B. Pant Extension
Okhla Phase-III
★New Delhi-110020★

Note: - Further if any Bid queries please contact the following IHUB ANUBHUTI officials:

Sl. No.	Name of the Official	E-mail ID
01.	Rajeev Goel	ceo@anubhuti.tech

IHUB ANUBHUTI reserves the right to accept or reject any or all bidders either in part or in full without assigning any reasons thereof.

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