



**TENDER DOCUMENT (Re-tender) FOR APPOINTMENT OF A CA FIRM
FOR CONDUCTING INTERNAL AUDIT AT IIM SHILLONG**

e-Procurement

TENDER NOTICE No.: IIM/F&A/259/002/193/2013/OT-01

Date: 19/09/2020

Bid Document Downloading Start Date:	15:00 hours of 19.10.2020
Last Date and Time for Submission of Bid Document Online	14:00 hours of 02.11.2020
Date and Time of Opening of Techno - Commercial Bids:	14:30 hours of 03.11.2020
Cost of Tender Fee (Incl. of 18% GST)	Rs 590/-
Cost of Earnest Money Deposit (EMD):	Rs 25,000/-

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
MAYURBHANJ COMPLEX, NONGTHYMMAI
SHILLONG- 793014
Tel: 0364-2308000; Fax: 0364-2308041
Website: www.iimshillong.ac.in

Online tenders, in two-bid system for **Appointment of a CA firm for conducting internal audit** are invited by Director, IIM Shillong from interested Chartered Accountant firms as per enclosed specification and related terms and conditions.

1. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
3. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through www.eprocure.gov.in
4. Tender document can also be downloaded from the Institute's website at www.iimshillong.ac.in. For further details regarding Amendment /Addendum /Extension please visit website: www.eprocure.gov.in and www.iimshillong.ac.in
5. Non –Refundable Tender Fee of **Rs 590/-(Rupees Five hundred only)** paid online and upload the transaction receipt along with the Techno-commercial bid, within the period of tender online submission date and time .
6. Earnest Money Deposit (EMD)(Refundable)of **Rs 25,000/- (Rupees Twenty Five thousand only)** paid online and upload the transaction receipt along with the Techno-commercial bid, within the period of tender online submission date and time .

Bank Details:

Bank Name	State Bank of India
Branch Name	Laitumkhrah branch
Account No.	30276148008
Account Name	IIM Shillong
IFSC no.	SBIN0002081

7. In the event of the date being declared as a closed holiday for purchaser's office, the due date for opening of bids online will be the following working day at the appointed times.
8. **Bidders/Tenderers need to scan and upload the required documents like GST registration, PAN, valid document as per eligibility criteria, experience certificates of the firm along with Techno-commercial bid.**
9. The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on www.eprocure.gov.in in which can be seen by all bidders who participated in the tender.
10. The bidders should download the **BoQ.xls** from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same **BoQ in .xls format**. Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
11. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
12. At any time prior to the date of submission of bid, Director, IIM Shillong may, for any reason, modify the bidding documents by an amendment. All prospective bidders/tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Director, IIM Shillong may at his discretion, extends the date and time for submission of bids.
13. The tendered rates and the validity of bids shall be for a minimum period of 180 days from the date, as the tender are finalized /awarded.

14. It will be the prerogative of the Institute to place the supply order for the whole lot/ item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender with out assigning any reason thereof. No correspondence will be entertained in this regard.
15. IIM Shillong reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
16. Settlement of disputes – Director, IIM Shillong or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned

Sd/-

Chief Administrative Officer i/c
IIM Shillong

Copy to :

- Director for information
- Finance Officer/Purchase Committee members for information.
- IT Department, IIM to upload on the Institute's Website.

A. SCOPE OF WORK

1. **PRE-AUDIT:** Pre-audit of certain specified transactions on case to case basis restricted to compliance vis-à-vis processes and procedures. The following areas are to be covered by Auditor for Pre-audit on perpetual basis:
 - i. Pre-audit of bidding process/selection of contractor for construction works (Capital) executed by the Engineering Department of IIM, SHILLONG.
 - ii. Pre-audit of bidding process/selection of contractor for maintenance works executed by the Engineering Department of IIM, SHILLONG (for values equal to or more than Rs. 2 lakhs).
 - iii. Pre-audit of bidding process/selection of Contractor/Vendor for supply of computer/Computer peripherals/Equipment and materials, Accessories for networking, AMCs etc. (for values equal to or more than Rs.2 lakhs).
 - iv. Pre-audit of purchase process/selection of contractor/vendor, purchase order/selection of advertising agencies/empanelment of vendors/ suppliers etc (for values equal to more than Rs.2 lakhs)
 - v. Pre-audit of payments to the employees leaving IIM, SHILLONG either on retirement (like Gratuity, Leave Salary, Commutation of Pension, etc. as and when applicable) or otherwise.

Pre – Audit Report should be submitted within THREE working days from the receipt of documents from the concerned department.

2. TRANSACTION/ PROCESS AUDIT AREAS – On Quarterly Basis. (Report to be submitted within 20 days of end of each quarter).

- i. Development of Internal checks/ controls measures and risk assessment of the institute,
- ii. Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- iii. Ascertain Compliance to IIM Act 2017, IIM Rules 2018, Regulations of IIM, Shillong, instruction of C&AG, Accounting Standards/ Practices and Guidelines of the Board.
- iv. Provide reassurance to management that their policies are being carried out with adequate control of the associated risks;

v. Internal audit/ Transaction audit of following area/ documents;

- i. Scrutiny of Cash and Bank Books, Fees reconciliation for fees collected from the students of all courses, MDPs, consultancy and sponsored projects etc. conducted by IIM, SHILLONG.

- ii. Verification of Bank Reconciliation Statements (All Bank Accounts of IIM, SHILLONG)
- iii. Scrutiny of General Ledger and Subsidiary Ledger
- iv. Verification of detailed schedule of interests received on FD investments and calculations of accrued interest invested in various funds (including Corpus and P.F. etc.)
- v. Verification of GST, its ITC (input tax credit) transaction (where applicable) and Reconciliation & audit for return purpose
- vi. Verification & filing of Income tax and TDS transactions& its audit including all other statutory and Tax compliance etc.
- vii. Consultancy on tax and other statutory matter time to time,
- viii. Scrutiny of advances to suppliers, contractors, employees, etc
- ix. Checking of Bills of Contractors and Payment Vouchers, etc
- x. Checking of Fixed Asset Register and Depreciation calculations as per rules.
- xi. Scrutiny of monthly salary Bill and recovery of PF, NPS, Income Tax, P. Tax, GLIS etc. and payment to respective authority.
- xii. Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal/ year end entries wherever necessary.
- xiii. Verification of Bill, Payment of Vouchers (Both Cash & Bank), Journal Vouchers and all Records maintained by Accounts Department.
- xiv. Checking of Payment vouchers with reference to Cheque Register (in case of payment by Cheque/Bank Draft etc.) and with reference to File/Register (in case of payment through RTGS/NEFT/Bank Transfer)
- xv. Verification of payment of LTC Advance, LTC Claim Bill (after completion of LTC tour) according to the LTC Rules of G.O.I., payments to retired employees.
- xvi. Verification of invoices raised by various department of IIM, SHILLONG.
- xvii. Finalization and Certification of Institute books of accounts for financial year.
- xviii. Issue the certificate in form no 15 CB relating to remittance in foreign currency as per Income Tax Act, 1961 or other certificates including Utilization Certificates for Grant Based projects, as and when required.
- xix. Attending Income Tax/ GST/ other matters with the statutory authorities.

The Institute uses Tally ERP 9.0 to record Finance transactions and prepares annual accounts.

B. ELIGIBILITY CRITERIA:

The interested Bidders shall have to comply with the following criteria to participate in the tendering process-

1.1 The firm must have either its registered office or branch office in Shillong for at least 5 years. (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)

1.2 The firm must be registered with the Institute of Chartered Accountants of India for not less than 5 years as on the last date of submission of this tender. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)

1.3 The firm must be empanelled with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.)

1.4 The firm must be having minimum one Fellow partners/proprietor as on the last date of submission of this tender. (Self-Attested copy of latest Constitution Certificate from Institute to be furnished.)

1.5 The firm must be having a minimum three years of experience (as on 31st March, 2020) in conducting Internal Audit of Central or State Autonomous Bodies/PSUs with annual Income exceeding Rs.20 Crores. (Self-Attested copies of Appointment Letters/ Agreements/Work Orders issued by such Autonomous Bodies/PSUs along with extract of Audited Financial Statements in support of income or expenditures to be furnished.) Preference will be given to the Firms having experience in conducting Internal Audit for Central or State Autonomous Educational Institutions.

1.6 The firm must have conducted Internal Audit of at least one Central or State Autonomous Bodies during last three Financial Years i.e. 2017-18, 2018-19 & 2019-20. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Central/ State Autonomous Bodies along with proof of claim to be furnished.

1.7 The firm must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)

1.8 The firm must be having minimum Average Annual Income of Rs.20 Lakh during the last 3 Financial Years i.e. 2017-18, 2018-19 & 2019-20. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. A self-declaration may be attached for FY 2019-20)

1.9 Under Section 25 (1) of the IIM, Act, 2017, The appointment of Internal Auditor are subject to change after four years.

1.10 The internal auditor appointed under sub-section (1) of Section 25 of the IIM Act, 2017 or any person employed by him shall not have any direct or indirect interest, whether pecuniary or otherwise, in any matter concerning or related to the administration or functions of the Institute.

C. Standard Format for Evaluation of Technical Proposal

Sl. No	Criteria	Max. Marks	Marks Obtained	Remarks
01	No. of years of Registration with the Institute of Chartered Accountants of India: Between 5 to 7 years: 10 marks Above 8 years, up to 12 years: 15 marks Above 12 years: 20 marks	20		
02	No. of FCA Partners/Proprietor: a) Between 1 to 2 nos.: 5marks b) Between 3 to 5 nos.: 7marks c) Above 5 nos.: 10marks	10		
03	Years of Experience in conducting Internal Audit of Central or State Autonomous Bodies or PSUs with annual income exceeding Rs.20Crores: a) Between 3 to 5 years: 15marks b) Above 5 years, up to 8 years: 25marks c) Above 8 years: 30marks	30		
05	Experience of Internal Audit in Central or State Autonomous Educational Bodies during last three F.Y.(2017-18, 2018-19 & 2019-20): a) Between 1 to 2 nos.: 15marks b) Above 2 nos., up to 4 nos.: 20marks c) Above 4 nos.: 30marks	30		
06	Annual Income (last three Financial Years i.e.2017-18 to 2019-20: a) Between Rs.20.00 Lakh to Rs.30 Lakh: 5marks b) Above Rs.30.00 Lakh, up to Rs. 40.00 Lakh: 7marks c) Above Rs.40.00 Lakh:10marks	10		
	Total	100		

(Note: Out of 100 marks, 50 marks to be obtained by the bidder for technical qualification)

D. GENERAL TERMS AND CONDITIONS**1. CLARIFICATIONS ON TENDER DOCUMENTS**

A prospective Bidders requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 3 (three) working days prior to the deadline for submission of tenders. Clarifications may be sent by email to cao@iimshillong.ac.in

In case of any clarification on the terms/clauses mentioned in the tender, decision of the Tender Issuing Authority shall be final.

2. AMENDMENT OF TENDER DOCUMENT

Before the deadline for submission of tender, the Tender Document may be modified by IIM Shillong by issue of addendum /corrigendum.

Addendum/corrigendum, if any, will be Published in the Institutes Website and in www.eprocure.gov.in and shall become a part of the tender document. All Tenderers are advised to see the Institute's Website for addendum/ corrigendum to the tender document

3. PERIOD OF CONTRACT

Contract period will be for two(2) financial year from date of signing of contract and extendable by another 2 Financial Year based on mutually agreeable term and conditions.

4. PAYMENT AND PRICE VALIDITY:

- i) The Firm shall be paid on quarterly basis an amount equal to 1/4th of annual audit fees (or proportionate, if applicable) quoted by the Firm, as agreed by IIMS on submission of quarterly audit reports.
- ii) The price as quoted by the Firm (in price bid) shall remain unchanged during the contract period.
- iii) Goods & Service Tax, if any, shall be paid at the applicable rate.

5. WORK NOT TO BE LET OUT

Sub-contracting in part or full of the assignment awarded to the successful Bidder is not permitted.

6. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the Auditor shall at all times remain the legal and absolute property of IIM Shillong and the Auditor shall have no rights to use the information for any purpose other than that expressly authorized by IIM Shillong.

7. INDEMNITY

The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws.

8. TERMINATION OF SERVICE

The engagement of Auditor can be terminated by IIM Shillong for any breach in contract giving one month's notice at any time during the contract period.

9. SETTLEMENT OF DISPUTES

Except as otherwise specifically provided in the contract, all disputes concerning questions of fact arising under the contract shall be decided by IIM Shillong subject to a written appeal by the Auditor Firm to IIM Shillong whose decision shall be final to the parties hereto. Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

10. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
11. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
12. The soft copies of the data/information pertaining to conducting Audit as well as the printouts of the data/information provided during the contract period, shall be the property of IIM Shillong and the Auditors shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of IIM Shillong at any stage.
13. IIM Shillong shall be authorized to make statutory deductions as applicable from the amount payable to the Auditor.
14. The successful bidder shall intimate the names of the persons employed by him or going to employ, who are relatives (wife, husband and dependent parents, grand-parents, children, grandchildren, brothers, sisters, uncle, aunts, cousins and their corresponding in laws) of IIM Shillong employees.

E. Bid Proposal Proforma

BID COVERING LETTER

To:

The Director,
IIM Shillong,
Mayurbhanj Complex
Nongthymmai
Shillong 793014

Dear Sir,

Sub: Internal Audit Services at IIM Shillong.

1 Terms & Conditions

1.1/ We, the undersigned Bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this Tender do hereby propose to provide the services as specified in the bidding document.

1.2/ We, the undersigned Bidder(s) having submitted the qualifying data as required in your Tender, do hereby bind ourselves to the conditions of your Tender. In case any further information/ documentary proof in this regard before evaluation of our bid is required, I/We agree to furnish the same on demand to your satisfaction.

2 Rates & Validity

2.1 All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the rates and other terms and conditions of this proposal are valid for a period of 365 days from the date of opening of the bid.

2.2/ We have studied the Clauses relating to Indian Income Tax Act and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax is altered under the law, I/ we shall pay the same.

3 Deviations

I/ We declare that all the goods and services shall be performed strictly in accordance with the Technical specification/ Scope of Work, Time Schedule and other terms of the Tender Document.

4 Bid Pricing

I/ We further declare that the rates stated in our proposal are in accordance with your terms and conditions in the bidding document.

5 Earnest Money

I/We have enclosed the earnest money as required. In case of default it is liable to be forfeited in accordance with the provisions enumerated therein.

6. Declaration

I/ We hereby declare that my/ our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my/ our knowledge and belief and nothing has been concealed therefrom.

Thanking you,

Yours faithfully,

(Signatures)

Date:

Place:

Name:

Designation:

Seal

F .PROFORMA TECHNICAL BID

1	Name of the Firm / LLP				
2	Complete Postal Address:				
3	Pin code / Zip code				
4	<u>Contact Information</u> Office Phone Number: Residence Phone Number: Mobile Number: Fax: E-Mail: Name & Designation of Contact Persons				
5	Year of Establishment: (enclose the copy of the registration certificate)				
6	Nature of Business				
7	Details of Partners with professional qualifications:				
8	<u>Registration Details(attach proof)</u> Firm/LLP Registration Number & Date: Income Tax PAN & TAN: GST Registration No.: TDS-GST Registration No.: Others, if any:				
9	Turnover of Chartered Accountant Firm (Year wise)	S.No.	F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20
10	Debarred/black listed by C&AG/CBI/CVC/any other Government agencies: -	Yes/No.			

11	Details of award letters issued by central Autonomous/PSU/Govt. bodies	S.No.	F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20
12	Details of EMD:-				
UTR no.		Date	Name and address of payer Bank	Amount (INR)	
13	Detail of Tender Fee:-				
UTR no.		Date	Name and address of payer Bank	Amount (INR)	
14	Bank Account Particulars: Name of the A/c holder Complete Bank Account No. Account type (SB/ CA) Name of the Bank Branch & Address Branch contact phone Nos. 11 digit IFS code				

(Signatures and Seal)

Date:

Place:

Name:

Designation

G. Financial Bid

1. The bidders should download the BOQ.xls from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. The Financial bid (price bid) i.e Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee of members and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
3. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
4. A sample BOQ is placed herewith in excel sheet format.
5. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.

Signature of Tenderer_____

Name _____

Business Address _____

Date: _____

Sample Price Bid (BoQ)

Name and Address of the Bidder:

Price Details:

Sl. No	Particulars	Rate per Annum (Rs.) (Excluding GST)
	Audit Fees for the scope of work as per NIT	
01	Fee for PRE-AUDIT (Sl.No. 1 of Scope of work)	
02	Fee for TRANSACTION/ PROCESS AUDIT (Sl no. 2 of Scope of work)	
	Total Fees	

Total Price Excluding Tax in words for

Sl No 1 (Rs.....only)

Sl No 2 (Rs.....only)

Total (Rs.....only)

GST will be paid at the applicable rates

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

Date:

Place:

Authorized Signatory

(Signature and seal of the authorized signatory)