



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5906086
Dated/दिनांक : 07-02-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	01-03-2025 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	01-03-2025 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	Indian Institute Of Management (iim)
Office Name/कार्यालय का नाम	Bihar
क्रैता ईमेल/Buyer Email	buycon1.iim.bodhgaya@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Audit report, Review of Financial Statements, Financial Reporting Framework, AS PER TENDER DOCUMENT ENCLOSED; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	3 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	14 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	354000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	42

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

IIM Bodh gaya
BIHAR, Department of Higher Education, Indian Institute of Management (IIM), Ministry of Education
(Iim Bodh Gaya)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.
8. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting

bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Financial Audit services F - [1738650245.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:The firm should have been in operation for at least 10 years after its registration. Supporting documents is to be submitted.

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:The firm should have experience in handling Statutory Audit of at least 5 (Five) Government Educational Institutions/ PSUs/ Govt. Organization during the last three (3) years. Duly completed Annexure-III Part I along with supporting documents is

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:The firm should have a minimum of four (04) full-time partners. A valid registration letter issued by the ICAI should be submitted.

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:The firm must be empaneled with the CAG for the year 2024-25. A valid empanelment letter for the year 2024-25 issued by the CAG should be submitted.

Number of XX fulltime CA's required and YY professional audit staff:NA

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1738914463.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Average income as per tender clause 4(iii)	20	4	View file	Yes
Number of partners as per tender clause 4 (iv)	10	4	View file	Yes
Firm's existence as per tender clause 4 (v)	10	6	View file	Yes
Experience as per tender clause 4 (vi)	20	8	View file	Yes
Experience as per tender clause 4(vii)	40	0	View file	Yes

Total Minimum Passing Technical Marks: 70

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
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13-02-2025 15:00:00

Online <https://meet.google.com/sqq-cpzo-tmc>

Financial Audit Services - Audit Report, Review Of Financial Statements, Financial Reporting Framework, AS PER TENDER DOCUMENT ENCLOSED; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Audit report , Review of Financial Statements , Financial Reporting Framework , AS PER TENDER DOCUMENT ENCLOSED
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , as per enclosed tender documents
Type of Industries/ Functions	Education
Frequency of Progress Report	quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Abhishek Kumar	824234, Indian Institute of Management Boddh Gaya	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for

[attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)

9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Appointment of Statutory Auditor for the FY 2024-25
Tender No. IIMBG/Statutory Auditor/2024-25 ____ dt. _____



INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
(Under Ministry of Education, Govt. of India),
URL. www.iimbg.ac.in

Appointment of Statutory Auditor for the FY 2024-25
RFP No. IIMBG/Statutory Auditor/2024-25/___ dt. _____

RFPs are Invited only from CAG Empaneled Chartered Accountant (CA) firms for engagement as the Statutory Auditor for the Financial Year 2024-25 at the Indian Institute of Management Bodh Gaya, hereinafter termed as 'Institute.'

Interested CAG-empaneled CA firms may submit their bids in the prescribed format provided herein. All prospective bidders may download the RFP document free of cost from the institute's website @ www.iimbg.ac.in .

The prospective bidders are requested to submit their pre-bid queries, If any, through email Id ao.purchase@iimbg.ac.in by _____. Any query received after this date will not be entertained further. Reply to valid pre-bid queries will be given in the email.

Amendment/ Corrigendum, if any, will be notified on the above websites only. No press notification will be issued in this regard. Bidders are therefore requested to regularly visit the above websites for updates.

1. Scope of Work (Category Wise):

Category A

▪ **Statutory Audit:**

- a. The appointed Statutory Auditors are expected to conduct the audit of the institute and prepare comprehensive financial statements (Income & Expenditure Account, Balance Sheet and Schedules, Receipts and Payment account) for FY 2024-25 separately as per the formats prescribed by the Ministry of Education (erstwhile MHRD) and laid down guidelines. and certify the true & fair view of the financial statements in conformity with the Accounting Principles generally accepted in India and in consonance with the IIM Act 2017. Also Filling of Annual ITR Return.
- b. Preparation and submission of the monthly/yearly returns in appropriate Form of GST.
- c. Preparation and submission of replies against the notice issued by the tax authority from time to time.
- d. Rendering expert opinion as and when required by IIM Bodh Gaya for all the taxation issues including international taxation matters, etc. Updating IIM Bodh Gaya on all applicable changes in relevant taxation laws and suggesting measures for effective adaptation of changes in IIM Bodh Gaya, wherever required.
- e. Further, the Statutory Auditors are also required to report about audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. These Standards require the Auditors to comply with the ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement, The audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by the management, as well as evaluating the overall presentation of the financial statements.
- f. If desired the Statutory Auditor may have to present the Annual accounts before the FAC or/& BoG for its adoption.
- g. The period of Audit will start from Financial Year 2024-25 & onwards.

▪ **Tax Audit:**

The statutory Auditors are also to audit the accounts of the Institute as per the requirements under the Income Tax Act, 1961 and furnish the audit report in the prescribed Form before the specified date. The period starts from Financial Year 2024-25 & onwards.

Category B

▪ **Tax Consultation**

IIM Bodh Gaya intends to engage a firm of tax consultant from 01st April 2025 onwards.

Scope of Work:

The consultant must have vast experience in handling various Direct and Indirect Taxation issues. Expertise in GST matters and TDS is a core requirement for IIM Bodh Gaya under the area of Direct and Indirect Taxes.

The consultant will have to undertake the activity for FY 2025-26. The tax consultant (firm) will have to undertake all services w.r.t. scope of work mentioned below during the contract period irrespective of any

Financial Year.

Indirect Tax

Goods and service Tax (GST)

- I. Causing appearance and making submissions in the course of assessments.
- II. Handling all assessment proceedings initiated by appropriate authorities including drafting/filing of replies and submissions, representation before the authorities for assessment proceedings, drafting/filing of submissions with authorities regarding rectification applications including any penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders, etc. and attending hearing.

Direct Tax

TDS Compliance.

- a. Handling all assessment proceedings initiated by appropriate authorities including drafting/filing replies and submissions, representation before the tax authorities for assessment proceedings, drafting/filing of submissions with tax authorities regarding rectification applications including any penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders, etc. and attending hearing.
- b. Advising IIM Bodh Gaya for further course of action consequent to assessment/reassessment/rectification orders issued by the Income Tax Authorities, filing of appeals before CIT (Appeals) including drafting of Grounds of Appeal and Statement of Facts, filing of written submissions/paper book and representation in all existing/new appeal proceedings before CIT (Appeals), representing IIM Bodh Gaya in various Statutory Authorities and representing IIM Bodh Gaya in ITAT cases.
- c. Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refunds due to IIM Bodh Gaya.
- d. Services for obtaining 80 G certificate from Income Tax Authorities.
- e. The consultant is requested to obtain lower/NIL withholding tax certificates whenever required. In this regard, the scope of service would be as under:
 - I. Filing of application and submissions/replies to be filed with the income tax authorities in relation to the above.
 - II. Providing representation and appearance before the income tax authorities in connection with the issue of lower/Nil withholding tax certificates.
 - III. Filing additional letter/application and representation before the income tax authorities in connection with updating the list of payers in the certificate obtained by IIM Bodh Gaya, if required.
- f. In case of any penalties and interest levied by the authorities on IIM Bodh Gaya due to non-compliance or delays or any other matter which is in the scope of the consulting firm, the institute may at the discretion of the Director decide on the recovery of the same from the consultant.

Category C

Others:

- The Institute is also required to deduct the tax at source on various payments made on account of international transactions, so the firm will generate Form No 15CB and assist in arriving at the correct rate of TDS on such foreign payment. The firm must issue Form 15CB within two days of receipt of the documents.
- Apart from the Above the IIMBG needs some expenditures payable through HEFA to be certified that it is pertaining to the Permanent campus and are to be reimbursed through HEFA.
- These certifications will be paid Rs. 2000/- + GST as applicable for filling in each Form 15CB and issue of each certificate related to HEFA if required.

2. Minimum Audit Fee:

As per the guidelines issued by the Institute of Chartered Accountants of India vide guideline ref. No. 1-CA (7)/03/2016 dated 07th April 2016, the minimum audit fees for both the assignments mentioned in scope of work (Category A) is ₹ 1 lakh plus applicable tax for the year.

Therefore, the technically qualified firm which quotes the audit fees less than the minimum amount mentioned above will be automatically disqualified.

3. General Information for Bidders

1. Bidders should acquaint themselves with the scope of work and reach out to IIM Bodh Gaya for

- any queries / clarifications they might need regarding the bid or the work requirements.
2. **Period of appointment:** The period of appointment will be for three years. However, the performance of auditors & tax consultants may be reevaluated for continuance for a further period every year up to a maximum period of three years. The reappointment is subject to satisfactory services by the auditors and tax consultants and will be at the discretion of the institute. The financials for the reappointment will be invited from the auditor, tax consultant and will be mutually decided.
 3. **Assignment & sub-contract:** Selected Firm / LLP shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the institute.
 4. **Confidentiality and Disclaimer:** All information supplied by IIMBG in connection with this EOI must be treated as confidential by Bidders.
 5. **Arbitration:** All disputes regarding quality of service, specifications and rates shall be settled mutually by making references to conditions of contract, documents or prevailing local practices etc.; but if not settled mutually, it should be referred to arbitration as mandated in the Arbitration and Conciliation Act 1996 and its amendments or modifications to-date.
 6. **Exit Clause:** Both the parties can terminate the contract at the end of the period of a particular financial year when the term expires. The contract can also be terminated by either side after giving one month's notice period.
 7. **Legal dispute:** Any dispute which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Bodh Gaya only.
 8. **Payment:**
 - For Statutory Audit work and Tax Audit Work – 60 % on adoption of accounts by the BoG-IIMBG and remaining 40% on filing of annual return for the said year & completion of Assignment as per scope of the work.
 - For Taxation related work - 70% of the yearly contracted fees for tax matters payable on quarterly basis after successful rendering of services for each quarter. 30% of the yearly contracted fees payable on successful completion of Annual activity of each year.
 9. **Authorization and Manpower deployment:** The applicant firm shall inform the institute in writing the names of the persons authorized to sign vouchers, raise bills and collect payments.
 10. **Rejection clause:** The firm who does not fulfil any of the PQ conditions or submits incomplete documents in any respect is liable to be rejected summarily.
 11. **Selection of Auditor & Tax consultant:** Through Techno-Commercial evaluation as detailed in Chapter 8.
 12. IIM Bodh Gaya reserves the right to accept/ reject any EOI in part or full, without assigning any reason whatsoever.
 13. The place of delivery for the said service is IIM Bodh Gaya.
 14. The price quoted by the Bidder shall be firm and final and no increase on whatsoever account shall be admissible except for increase / decrease of government levy.
 15. **The Agency shall have to make its own arrangement of stay. However, the institute may provide accommodation, subject to availability, as per the institute rates applicable.**

4. **Minimum Eligibility Criteria:**

- i. The firm must be empaneled with the CAG for the year 2024-25. A valid empanelment letter for the year 2024-25 issued by the CAG should be submitted.
- ii. The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988, Valid registration letter having particulars of partners, year of establishment, addresses of HO and Branch etc., issued by the ICAI should be submitted.
- iii. An Average Annual Financial Turnover of the firm from related services during the last three financial years, ending on 31st March 2024, should be Rs. 14,00,000/- (Rupees Fourteen Lakh Only). Copy of Audited Profit & Lost Account statements, Balance Sheets and ITRs of above FY must be enclosed as proof in support of this.
- iv. The firm should have a minimum of four (04) full-time partners. A valid registration letter issued by the ICAI should be submitted.
- v. The firm should have been in operation for at least 10 years after its registration. Supporting documents is to be submitted.
- vi. The firm should have experience in handling Statutory Audit of at least 5 (Five) Government Educational Institutions/ PSUs/ Govt. Organization during the last three (3) years. Duly completed Annexure-II Part I along with supporting documents is to be submitted.

- vii. The firm should have experience in handling Internal Audit/ Statutory Audit of **Institute of national importance** in the last preceding ten (10) years. Duly completed Annexure-II Part II along with supporting documents is to be submitted.

5. Terms end condition:

- I. The appointment will be for three years. However, the performance of auditors & tax consultants may be reevaluated for continuance for a further period every year up to a maximum period of three years. The reappointment is subject to satisfactory services by the auditors and tax consultants and will be at the discretion of the institute.
- II. Institute reserves the right to terminate the appointment on account of unsatisfactory performance.
- III. Institute reserves the right to accept and/or reject any bid without assigning any reasons thereof.
- IV. Each page of the Tender is required to be signed by a Partner of CA firm. The documents / Certificates in support along with the tender shall also be signed by a partner.
- V. Tender shall be submitted as per the proscribed format only (i.e. in Annexure-I to Annexure- III). If submitted in any other form, the same shall be summarily rejected.
- VI. Institute will not accept any claim other than professional fee/ charges etc. specified in financial proposal (i.e. in Annexure-IV).
- VII. Technical and Financial evaluation shall be carried out by a duly constituted committee of the institute.

6. PERFORMANCE SECURITY:

- I. The successful bidder is required to deposit an amount equal to 5% of total work order value through NEFT as security deposit, within 15 days from the date of the award of contract.
- II. NEFT/RTGS in the name of “IIM Bodh Gaya”.

Bank Details of IIM Bodh Gaya for NEFT/RTGS:

NAME OF THE ACCOUNT HOLDER: IIM BODH GAYA
 NAME OF BANK: STATE BANK OF INDIA
 BRANCH NAME: BODHGAYA
 ADDRESS OF BANK: Opp. Jai Prakash Park, Bodhgaya, Gaya, Bihar 824231
 IFSC CODE: SBIN0002739
 A/C NUMBER: 35289661031

- III. Performance Security would be returned after 6 months of successful completion of the contract. No interest shall be payable in performance security.
- IV. In case of breach of contract, performance security shall be forfeited, and the agency shall be blacklisted for such a period as decided by the competent authority in addition to termination of the contract.

7. Bid Evaluation

The bidder would be selected based on ranking and evaluation of Technical and Financial Bids by a Committee, and Committee's decision would be final. The Committee will decide on the parameters to be used for determining the suitability and adequacy of the bids.

8.1 Process For Selection of The Successful Bidder
Technical Bid Evaluation

S. No.	Particular	Marks Breakup	Allocation of Marks
1.	Average income as per tender clause 4(iii)	14 Lakhs to 50 Lakhs -> 4 Marks <50 Lakhs to 100 Lakhs -> 6Marks < 100 Lakhs to 150 Lakhs -> 8 Marks < 150 Lakhs to 200 Lakhs -> 12 Marks More than 200 Lakhs to 300 Lakhs -> 16 Marks More than 300 Lakhs -> 20 Marks	(Min. Mark - 4, Maximum marks – 20)
2..	Number of partners as per tender clause 4 (iv)	4 Partners -> 4 Marks, 4 to 9 Partners -> 6 Marks, 10 to 14 Partners -> 8 Marks, More than 15 partners -> 10 Marks,	(Min. Mark - 4, Maximum marks - 10)

	Firm's existence as per tender clause 4 (v)	10 years -> 6 marks > 10 to 15 years -> 8 marks > 15 years -> 10 marks	(Min. Mark - 6, Maximum marks - 10)
3.	Experience as per tender clause 4 (vi)	5 Statutory audits -> 8 Marks 6 to 10 annual audits -> 12 Marks 10 to 15 annual audits -> 16 Marks More than 15 annual audits -> 20 Marks	(Min. Mark - 8, Maximum marks - 20)
4	Experience as per tender clause 4(vii)	0 annual audit -> 0 Marks, 1 annual audit -> 6 Marks, 2 annual audits -> 12 Marks, 3 annual audits -> 18 Marks, 4 annual audits -> 24 Marks, 5 annual audits -> 30 Marks, More than 5 annual audits -> 40 Marks	(Min. Mark - 0, Maximum marks - 40)
	Total Marks of Stage -2 Evaluation	Maximum Marks- 100 Qualifying Marks- Minimum 70	

Stage – 1 Prequalification

An evaluation will be carried out based on documents submitted by the bidder as per clause 4, i.e. OID, eligibility criteria and technical criteria. The bidders who will qualify in Stage-1 evaluation only will be considered for next stage evaluation i.e. Financial Bid.

8.2 Successful Bidder

- i. Bidder quoting the lowest price (L1) (**based Bid for Category A only**) will be declared as the successful bidder. The lowest evaluated bid price will be the sum of the quoted cost of Material and Service (including all applicable taxes).
- ii. The Institute shall consider placement of order for the tender to the bidder who has been found technically, commercially, and financially acceptable. The Institute reserves the right to counteroffer price(s) against price(s) quoted by any bidder.
- iii. In case two or more bids are found equal and lowest, the Bidder having highest Average revenue during the last three years or as selected by GeM through its automated system will be selected as successful bidder.

9. Award of Contract:

- iv. After selection of the successful bidder, a Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder and the successful bidder shall within seven (7) days of the receipt of the COA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
- v. The successful bidder will be required to execute a contract agreement on a Non-Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred Only) within a period of seven (7) days from the date of issue of the Letter of Award. The cost of the stamp paper and stamp duty should be borne by the successful bidder issued with the LOA.

Self-declaration about Non-Backlisting
(To be submitted on the letterhead of the bidder)

Date: __

To
The Administrative Officer Purchase & Stores Dept.
Indian Institute of Management Bodh Gaya
Uruvela Prabandh Vihar, Bodh Gaya,
Gaya, Bihar -824234

Subject: Self-declaration about Non-Blacklisting.
Ref: Tender No. IIMBG/Statutory Auditor/2024-25/____ Dt. _____.

Sir,

In response to your Tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past five years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the RFP if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the Bidder)

Details of Firm's experience in handling Statutory Audit of at least 5 (Five) Government Educational Institutions/ PSUs/ Govt. Organization during the last three (3) years.

(To be submitted on the letterhead of the bidder)

Sl. No.	Name of the Institute	Duration of the project (Start date/ end date)	Nature of assignments (please specify whether work involved internal audit)	Remarks
				Documentary evidence (copy of order, agreement etc) in support of the above information to be provided

Yours faithfully,

(Name & signature with stamp of the Bidder)

Details of Firm's experience in handling Internal Audit/ Statutory Audit of Institute of National Importance in the last preceding ten (10) years.

(To be submitted on the letterhead of the bidder)

Sl. No.	Name of the Institute	Duration of the project (Start date/ end date)	Nature of assignments (please specify whether work involved internal audit)	Remarks
				Documentary evidence (Copy of order, agreement etc) in support of the above information to be provided

Yours faithfully,

(Name & signature with stamp of the Bidder)

Technical Proposal Checklist

(To be submitted on the letterhead of the bidder)

Ref: Tender No. IIMBG/Statutory Auditor/2024-25/____ Dt. _____.

Sl. No.	Particulars	Supporting Documents Submitted (Y/N)	Remarks, if any
1	Name of the Agency (In Block Letters)		
2	Registered Office Address (With telephone no. & address)		
3	Date of Incorporation/ Registration		
4	Year of empanelment with Comptroller & Auditor General of India.		
5	No. of FCA Partners as on 1st April 2024		
6	PAN No.		
7	GST No. and Date of Registration under Goods & Service Tax Act.		
8	Total No. of Year of Experience in Conducting Statutory Audit. Details of work experience in support of Experience related eligibility criteria).		
9	Authorized Signatory Details		
10	The firm should have an Average Annual Financial Turnover from related services during the last three financial years, ending on 31st March 2024 should be Rs. 14,00,000/ duly certified by the Chartered Accountant (in Lakhs) Copy of Audited Profit & Lost Account statements, Balance Sheets and ITRs of above FY must be enclosed as proof in support of this.		
11	The firm must be empaneled with the CAG for the year 2024-25. Valid empanelment letter for the year 2024-25 issued by the CAG should be submitted.		
12	The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988, Valid registration letter having particulars of partners, year of establishment, addresses of HO and Branch etc., issued by the ICAI should be submitted.		
13	The firm should have experience in handling Statutory Audit of at least 5 (Five) Government Educational Institutions/ PSUs/ Govt. Organization during the last three (3) years. Duly completed Annexure-II Part I along with supporting documents, is to be submitted.		
14	The firm should have experience in handling Internal Audit/ Statutory Audit of Institute of national importance in the last preceding ten (10) years. Duly completed Annexure-II Part II along with supporting documents, is to be submitted.		

15	Self-declaration about non-backlisting as per the format Annexure -I		
15	A declaration on the letterhead duly signed by an authorized Partner of the firm stating that No partner of the firm has been found guilty of professional other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Company Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.		
16	A declaration on the letterhead duly signed by an authorized partner of the firm verifying that the applicant is independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial or close business relationship with the entity during the period(a) covered by the audit.		
17	Power of Attorney/ Authorization letter, If RFP is submitted by the authorized partner/ representative of the firm (on the letterhead of the bidder)		
18	Duly signed and stamped of the entire RFP document along with its addendum / corrigendum, If any		

Declaration

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of _____(Name of the firm) do hereby declare that the entries made here are true to the beat of my/our knowledge.
I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place: _____ (Name & signature with stamp of the bidder)

Date:

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date of submission of financial bid	
Appointment of Statutory Auditor for the FY 2024-25 RFP No. IIMBG/Statutory Auditor/2024-25/___ dt. _____	
Name of the agency: Correspondence Address:	
Tel / Mob No: Email Id:	

(Amount in INR)

Category	Particulars	Amount (In Figures)	Amount (In Words)
A	Annual Statutory Audit Fees as per the scope of work		
	Tax Audit Fees per the scope of work		
B	Tax Consultation Fees as per the scope of work (as and when required)		
	TOTAL		

Note:

- i. GST shall be paid extra as applicable.
- ii. All above Cost include incidental cost to be incurred for boarding / lodging and travelling of Audit team providing Statutory Audit services to IIM Bodh Gaya
- iii. Payment shall be released after statutory deductions as per extant rules of Govt. of India.
- iv. Rate Quote Separately according to Category wise.
- v. The institute will not accept any claim other than professional fee/charges etc. specified in financial bid.
- vi. Selection Method: **LCS (Least Cost System)**. The least cost proposal (L-1) of technical responsive bidder will be considered for award of contract.
- vii. In case of tie the firm having highest/higher Average annual turnover will be selected or as declared by the automated system of the GeM.
- viii. The professional fee will remain unchanged throughout the period of contract.

Declaration

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of _____ (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place:

Date:

(Name & signature with stamp of the bidder)