



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5914476
Dated/दिनांक : 05-02-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	27-02-2025 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	27-02-2025 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (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 - Financial Reporting Framework, Review of Financial Statements, Audit report, As 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)	20 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 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	566400
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	15000

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 EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के

दायरे से बाहर रखा गया है।

(b). 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 :

Internal Audit Services - [1738758550.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:10 years

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.:Ten years

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:Four

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:Four

Number of XX fulltime CA's required and YY professional audit staff:three members as per tender document

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1738759077.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
Firm's existence as per tender clause 3.2 (e)	10	6	View file	Yes
Number of partners as per tender clause 3.2 (f)	10	4	View file	Yes
Average income as per tender clause 3.2 (g)	20	4	View file	Yes
Experience as per tender clause 3.2 (h)	20	8	View file	Yes
Experience as per tender clause 3.2 (i)	40	0	View file	Yes

Total Minimum Passing Technical Marks: 70

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
17-02-2025 11:00:00	online mode- https://meet.google.com/ynw-ishc-dmh

Financial Audit Services - Financial Reporting Framework, Review Of Financial Statements, Audit Report, As Enclosed; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Financial Reporting Framework , Review of Financial Statements , Audit report , As enclosed
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal 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 enclosed
Type of Industries/ Functions	Education
Frequency of Progress Report	Quarterly

Specification	Values
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. 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.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

IIM Bodh Gaya
payable at
Bodh Gaya

.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

IIM Bodh Gaya
payable at
Bodh Gaya

.
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

3.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details are to be provided.

3.2 Statutory & Other Documents:

- a. The Bidder should furnish self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b. The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India. Copy of registration certificate to be submitted.
- d. The firm should be empanelled with Comptroller and Auditor General of India (C&AG). Copy of registration certificate to be submitted.
- e. The firm should have been in operation for at least 10 years after its registration. Supporting documents is to be submitted.
- f. The Chartered Accountant firm should have at least 4 (four) partners. Duly completed Annexure-III along with supporting documents is to be submitted.
- g. Average Annual Income (i.e. Average Gross Professional Fees earned during the consecutive last 3 years) of the firm in the last 3 financial years 2021-22, 2022-23, 2023-24 must be minimum of Rs.20 Lakh(Rupees Twenty Lakh Only). Duly completed Annexure-IV along with supporting documents is to be submitted.
- h. The firm should have experience in handling Internal Audit/ Statutory Audit of at least 3 (three) Government Educational Institutions/ PSUs/ Govt. Organization during last preceding two (2) years. Duly completed Annexure-V Part I along with supporting documents is to be submitted.
- i. The firm should have experience in handling Internal Audit/ Statutory Audit of institute of nation

al importance in the last preceding ten (10) years. Duly completed Annexure-V Part II along with supporting documents is to be submitted.

- j. Clause for appointment of Auditors in IIM AC 2017 vide clause number 25 of Chapter IV will be applicable.
- k. The audit will not be done by a person who was either an employee in the IIM Bodh Gaya or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.

6. Buyer Added Bid Specific ATC

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

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---



INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uruvela, Prabandh Vihar
Bodh Gaya – 824234, India

**NOTICE INVITING TENDER FOR APPOINTMENT OF INTERNAL AUDITOR FOR
IIM BODH GAYA**

(e-Procurement Mode only)

**Chief Administrative Officer (CAO)
IIM Bodh Gaya (Bihar)
Tender Inviting Authority (TIA)**

Phone: 0631-2200238,

Mail Id: cao@iimbg.ac.in

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1. About IIM Bodh Gaya

Indian Institute of Management Bodh Gaya (IIMBG) is one of the new five IIMs set up under the Union Budget of 2014, India; established in 2015. IIMBG come under Higher Education Institutes (HEIs) and Institutions of National Importance (INI) in the Ministry of Education (MoE), Government of India.

Indian Institute of Management Bodh Gaya, Bihar (established in 2015) is an Autonomous Institution under the Department of Higher Education, Ministry of Education, Govt. of India, covered under the Indian Institutes of Management Act, 2017. It is presently located in Uruvela, Prabandh Vihar, Bodh Gaya, Gaya, Bihar.

The Institute imparts quality/ world class education in Management and conducts MBA program, postgraduate programme in management equivalent to MBA, Doctoral level programmes and executive training programs in all the functional areas of Management

The Accounts of the Institute are maintained in TALLY ERP. The major functions of the Department are furnished below:

Central Accounts: Processes all the Bills & Vouchers by booking in proper heads of accounts. Deals with Budget, Quarterly/Half yearly/Annual Accounts, GST, Income Tax, BRS, Fixed Assets, Statutory Matters etc. Payroll Accounting, disbursements to parties, NPS etc. Engineering Division for construction Projects, repair, maintenance, capitalization etc.

The Major Activities of the Institute leading to various financial transactions are given below:

Sr. No.	Activities/Resources	Remarks (Tentative Strength)
A	Degree Programmes for one year & above	Student Strength: 1430
B	Staff Strength (Regular, Contractual)	Staff Strength :131
C	Total Income as on 31.03.2024 for FY 2023-24	Rs. 108.30 Crore
D	Total Expenditure as on 31.03.2024 for FY 2023-24	Rs. 42.84 Crore

Refer Annual Report of IIM Bodh Gaya FY 2023-24

2. Technical Requirement

The Internal Auditors are expected to furnish Quarterly Internal Audit Report covering:

- Transaction Audit including day to day records of receipts and payments of Financial Transactions.
- Adequacy and effectiveness of Financial and Managerial Control System of the Institute & Suggest measures to rectify weakness identified by the Internal Auditor.
- Assist in remedial measures of Functional deficiencies and Inventory control mechanism of the Institute.
- Ascertain Compliance to IIM Act 2017, instruction of C&AG, Standard Accounting Practices and Guidelines of the Board.
- The objective of the Internal Auditor is to ensure that assets are reasonably and adequately protected against loss and that they are properly managed and accounted for. The safeguard of assets should not be restricted to mere pilferage but physical threats like fire, water, electricity, etc.
- Review the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports and should determine whether the Institute is in compliance.
- Ensure that assets and interests are safeguarded from fraud, deter fraudsters, and possibly identify fraud.

(a) **Objective-** The Objective broadly covers the following areas:

- I. Vouching

- II. Ledger scrutiny
- III. Capital expenditure audit.
- IV. Review of various departments such as Purchases, Stores & estate
- V. Review of Internal control systems
- VI. Compliance of all statutory obligations such as Income tax, TDS, professional tax, PF, GST and other Indirect/Direct Tax acts, Filing of IT returns and Labour Laws, Filing of Form 9/10, annual ITR filing.
- VII. Compliance of FEMA, any other Laws and Statutes as applicable.
- VIII. Technical updates on various taxation laws, finance, accounts, audit matters, etc. to be provided on a regular basis.

(b) Detailed Scope of Work:

Sl. No.	Area	Detailed Scope
1.	Revenue	<ol style="list-style-type: none"> I. Review of Reconciliation of Fees from students/ participants II. Income from Consultancy/ Executive Programs III. Interest on Investments IV. Grants for research projects V. Any other Income VI. Treatment in accounts for all Income and recommendations
2.	Expenditures	<ol style="list-style-type: none"> I. Procedures followed. II. Treatment in Accounts. III. 100% vouching of the transactions and as per the financial delegation of power. IV. Reporting for any Rectification or improvement
3.	Procurement of Goods & Services	<ol style="list-style-type: none"> I. Tendering Processes & selection of the vendor/ contractor. II. Accounting Treatments for Fixed Assets and Inventory . III. Checking and verification of procurements of goods and services to ensure that prescribed procedure mentioned in the IIMBG Store & Purchase manual / GFR / Gol guidelines etc have been followed
4.	Physical Verifications of Inventory & Fixed Assets	<ol style="list-style-type: none"> I. Inventory Verification on a yearly basis II. Fixed Assets verification of Stores and library books/journals on a yearly basis. III. Review of stores ledgers-maintained system of receipts and issuance under appropriate Register. IV. Custody & Physical verification and valuation etc. V. Inventory management. Disposal of surplus/scrap materials. VI. Check that approval from the competent authority is taken prior to the acquisition of fixed Asset. VII. Check that approval from competent authority is taken before disposal of fixed assets & fixed asset register. VIII. Comment upon proper maintenance of records & internal control thereon. IX. Comment upon system & its adequacy of physical verification of assets and ensure its necessary financial treatment at the year end.
5.	Investments	<ol style="list-style-type: none"> I. Procedures followed for Investments. II. Treatment of Income arising out of Investments. III. Recommendations
6.	Statutory Compliances	<ol style="list-style-type: none"> I. Compliances with Income Tax Act II. Compliance with GST and other Indirect Taxes III. Compliance with Labor Laws IV. Compliance with FEMA laws

		<p>V. Fixed Assets verification of Stores and library books/journals on a yearly basis.</p> <p>VI. Providing opinions regarding taxation matters.</p> <p>VII. Any other statutes</p>
7.	Finance & Accounts	<p>I. Review of Account Payable and Receivable</p> <p>II. Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute.</p> <p>III. Review the record/system of bill payment to various contractors and review the compliance on them with term of contract.</p> <p>IV. Checking Bank Reconciliation Statement on monthly basis</p> <p>V. Review the expenses incurred with the approved Budget.</p> <p>VI. Vouching/Ledger Scrutiny</p> <p>VII. Review of the last statutory/Internal audit comments and compliances.</p> <p>VIII. Review of expenses on Sponsored Projects and Its Accounts</p> <p>IX. Review of Subsidiary Accounts at a quarterly Intervals</p>
8.	HR & Personnel	<p>I. Review of leave, LTC Records.</p> <p>II. Review of Employee records maintained and updated on a regular basis.</p> <p>III. Statutory deductions of EPF, ESI, etc. for outsourced Manpower are correctly deposited by the contractor.</p>
9.	Payroll, Retirement Benefits & Pension	<p>I. Review audit of Employee related claims like TA/DA, LTC, Children Education, etc.</p> <p>II. Review/ Pre-audit for Payment of Salary, superannuation benefits, Pensions etc.</p> <p>III. Treatment in accounts</p> <p>IV. Rules and Guidelines applicable</p>
10.	Transport:	<p>I. Utilization of vehicles/logbook maintained.</p> <p>II. Hiring of vehicles, logbooks.</p> <p>III. Checking of all bills, approvals made by transport section and deposit of the same to the Institute Accounts in time.</p>
11.	Engineering Division	<p>I. Review of all receipts and payments</p> <p>II. Treatment in accounts</p> <p>III. Completion of Capital WIP and conversion to Assets</p> <p>IV. Any other work related to the engineering division.</p>
12.	Consultation (Pre- audit)	<p>Consultation (Pre- audit) of certain specified transactions on case-to-case basis restricted to compliance vis-à-vis processes and procedures. The following areas to be covered under pre- audit:</p> <p>I. Tendering Procedure for Capital or Revenue Items exceeding Rs.10.00 lakhs for bidding process/selection of vendor/contractor and terms of reference for the same.</p> <p>II. Consultation (Pre- audit) of payments to the employees leaving IIMBG on retirement (like Gratuity, Leave Salary, Commutation of Pension, etc).</p> <p>III. Any other cases of financial transactions irrespective of value which the management thinks appropriate may ask for Consultation (Pre- audit).</p> <p>IV. Internal Auditor is required to submit the observation on Consultation (Pre- audit) as soon as possible and not exceeding 5 working days</p>
13.	Others	<p>I. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature</p>

		<p>II. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions.</p> <p>III. Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation.</p> <p>IV. Suggestion for improvement of the existing System of Accounting, internal control, and Management Information System (MIS) from time to time</p> <p>V. Periodically reconciling Physical Assets with Books of Accounts to submit Annual Physical Verification Report latest by 30th April.</p> <p>VI. Issue certificate in form no 15 CB relating to remittance in foreign currency as per Income Tax Act, 1961. The certificate must be issued within two days of receipt of documents.</p> <p>VII. Issue of Utilization Certificates for Grant Based projects as and when required.</p> <p>VIII. Any Other Internal Audit related matters</p>
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(c) Audit Report /Certificate

1. Quarterly Internal Audit report.
2. Audit/ Review Report on Account.

(d) Audit Period – Quarterly Audit

(e) Reporting Procedure

- i. Draft report to Finance department and then a final report to the Director
- ii. Audit report would highlight:
 - Department audited.
 - Audit findings
 - Risk category
 - Risk rating
 - Financial impact
 - Recommendations
 - Auditee's response /Agreed Action plan
 - Agreed Action date
- iii. Follow-up status of previous audit recommendations

(f) Profile of the Internal Audit Firm

This section provides:

- i. Profile of the firm which normally includes
 - The origins of the Firm, major strengths and focus areas.
 - The Major Audit assignments carried out/being carried by the firm and any Testimonials from clients.
 - The profile of various partners, with Particular focus on the engagement partner and the Audit Team Manager who would be responsible for the Audit assignment here.

- ii. Audit Team visiting the Institute having sound audit experience in Government/ Autonomous bodies should be:
 - I. One Qualified CA (CA with at least 2 years post qualification experience)
 - II. One qualified Inter CA (Inter CA with 3 years' experience)
 - III. One experienced Audit Assistant
 - IV. Personnel deployed should ensure proper conduct of the deployed personnel in the office premises and should carry Laptops.
 - iii. **TIMELINE:** The auditor should submit internal audit reports within 15 days from completion of quarterly audit.
- (k) Reporting Structure:**
 The Internal Auditor will be reporting to the Financial Advisor & Chief Accounts Officer of the Institute and expected to deploy suitable staff for undertaking the job on Quarterly basis and should ensure visit of Partner-in-Charge at a regular interval.
 The Auditors must submit Quarterly report as well as a consolidated Annual Report after 4th Quarter Audit report along with 4th Quart Audit report.

3. Eligibility Criteria

3.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details are to be provided.

3.2 Statutory & Other Documents:

- a. The Bidder should furnish self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b. The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India. Copy of registration certificate to be submitted.
- d. The firm should be empanelled with Comptroller and Auditor General of India (C&AG). Copy of registration certificate to be submitted.
- e. The firm should have been in operation for at least 10 years after its registration. Supporting documents is to be submitted.
- f. The Chartered Accountant firm should have at least 4 (four) partners. Duly completed Annexure-III along with supporting documents is to be submitted.
- g. Average Annual Income (i.e. Average Gross Professional Fees earned during the consecutive last 3 years) of the firm in the last 3 financial years 2021-22, 2022-23, 2023-24 must be minimum of Rs.20 Lakh(Rupees Twenty Lakh Only). Duly completed Annexure-IV along with supporting documents is to be submitted.
- h. The firm should have experience in handling Internal Audit/ Statutory Audit of at least 3 (three) Government Educational Institutions/ PSUs/ Govt. Organization during last preceding two (2) years. Duly completed Annexure-V Part I along with supporting documents is to be submitted.
- i. 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-V Part II along with supporting documents is to be submitted.
- j. Clause for appointment of Auditors in IIM AC 2017 vide clause number 25 of Chapter IV will be applicable.
- k. The audit will not be done by a person who was either an employee in the IIM Bodh Gaya or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.

The prospective bidders may note that only on fulfilment of above pre-qualification criteria, the technical bid may be considered for evaluation.

3.3 Technical Criteria:

Bidders should comply the minimum specification of the tendered item in all respect. The detailed format is attached at Annexure-VII. The bidder is to complete the same in all respect and submit accordingly.

4. Financial Bid Details

Financial bid i.e. BOQ given with tender to be submitted after filling all relevant information. The priced BOQ should be submitted strictly as per the Annexure-VIII failing which the offer is liable for rejection. Kindly quote your offer for IIM BODH GAYA (inclusive of all incidental charges and taxes).

As per the Guideline No 1-CA (7)/03/2016, dated 7th April 2016 issued by the Institute of Chartered Accountant of India, the minimum consolidated fees for the assignment mentioned on the financial bid, Part A is **Rs. 1,60,000.00 (Rupees One Lakh Sixty Thousand only) per annum, plus applicable tax.** In addition to above,

Additional fees for the issuance of 15CB Certificate, as and when required by the Institute during the tenure is Rs. 2,000/-plus applicable tax per Certificate will be payable by the Institute.

Therefore, the technically qualified firm quoted the audit fees lesser than the minimum amount mentioned in this para will be automatically disqualified.

5. Process of submission of Tender

5.1 Instruction to Bidder

Two bids system will be followed i.e. Technical & Financial Bids should be submitted Online only.

- a. Technical bid compliance as per the **Annexure VII** should be confirmed in writing and uploaded.
- b. Copies of Statutory Documents to be uploaded along with the Technical Bid
- c. Financial Bid should be uploaded as per the **Annexure VIII**

5.2 Mode of Submission of Bid

The Bidder must ensure that the bids should be submitted online before or by due date.

a) Technical Bid

The Technical Bid (COVER-1) should contain Annexures I to IV. Bidders should comply with the specification of the tendered item in all respect, no deviations are acceptable.

b) Financial Bid

Financial bid by the tender is to be submitted after filling all relevant information. The cost factors should be mentioned clearly as per format given at **Annexure-VIII** available with the tender, failing which the offer is liable for rejection. **Kindly quote your offer for all the stipulated service sought for IIM Bodh Gaya (inclusive of all taxes and charges).** The final rates quoted should be inclusive of all applicable charges.

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

6. Bid Validity Period

The bid will remain valid for 180 days from the date of opening as prescribed by IIM Bodh Gaya. A bid valid for a shorter period shall be rejected, being non-responsive.

7. Bid Submission

Instruction to Bidder

- a) IIM, Bodh Gaya may issue amendment / errata to the tender documents before due date of submission of tender. The Agency/Contractors are required to read the tender documents in conjunction with amendments, if any, issued by IIMBG.
- b) The Agency/Contractor is not supposed to incorporate any amendment / errata in the body of tender documents either in ink or pencil. In case the Agency/Contractor on the body of tender incorporates amendments/errata issued, they shall not be considered, and the amendment / errata issued by the IIM Bodh Gaya shall only hold good. The amendments/errata issued to these documents subsequently would also need to be uploaded on website <http://www.iimbg.ac.in> and <https://www.eprocure.gov.in/epublish/app>. The contractors shall visit these sites from time to time to see these amendments/errata.
- c) IIM Bodh Gaya reserves the right to postpone/modify and / or extend the date of receipt of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. However, bidders could confirm the dates one day prior to the prefixed dates by contacting the Tender Inviting Authority (TIA) through the mail-cao@iimbg.ac.in in such cases, the bidders shall not be entitled to any form of compensation from IIM Bodh Gaya.
- d) Validity of Bid: Bid submitted by Bidder shall remain valid for acceptance for a period of 180 days from the date of opening of the BID. Bidders shall not be entitled during the said One Eighty days' period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to the IIM Bodh Gaya.
- e) The Bidder should submit Earnest Money Deposit (EMD) of 15,000/- (Rupees Fifteen Thousand only) separately in the form of NEFT/RTGS in the name of "Indian Institute of Management 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

f) **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. Performance Security would be returned after 6 months of successful completion of the contract. No interest shall be payable in performance security.
- III. 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.

8. 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.	Firm's existence as per tender clause 3.2 (e)	10 years -> 6 marks > 10 to 15 years -> 8 marks > 15 years -> 10 marks	(Min. Mark - 6, Maximum marks - 10)
2.	Number of partners as per tender clause 3.2 (f)	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)
3.	Average income as per tender clause 3.2 (g)	20 Lakhs to 50 Lakhs-> 2 <50 Lakhs to 75 Lakhs -> 4 Marks <75 Lakhs to 100 Lakhs -> 6 Marks < 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)
4	Experience as per tender clause 3.2 (h)	3 annual audits -> 8 Marks 4 to 6 annual audits -> 12 Marks 7 to 10 annual audits -> 16 Marks More than 10 annual audits -> 20 Marks	(Min. Mark - 8, Maximum marks - 20)
5	Experience as per tender clause 3.2 (i)	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 audit -> 40 Marks	(Min. Mark - 0, Maximum marks - 40)
	Total Marks of Stage -2 Evaluation	Maximum Marks- 100 Qualifying Marks- Minimum 70	

Stage – 1 Prequalification 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.

9. Successful Bidder

Bidder quoting the lowest price (L1) will be declared as the successful bidder. The lowest evaluated bid price will be the sum of the quoted cost of Material and Service (inclusive of all applicable taxes).

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.

In case two or more bids are found equal and lowest, the Bidder having highest Average revenue during last three years or as selected by the automated system of GeM, will be selected as successful bidder.

10. Payment Terms

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

- The payment of professional fee during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period.
- TDS under Income tax will be deducted at applicable rates.

- c. GST TDS will be deducted at applicable rates.
- d. The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.
- e. The Service Provider will raise the half-yearly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.

11. Contract Period

The contract will be for a period of three years. However, the services will be revaluated on annual basis for continuance maximum up to three years.

- a. The performance of the service provider will be evaluated on yearly basis.
- b. IIM Bodh Gaya can terminate the contract with three-months' notice in case the services are not found satisfactory.
- c. The successful Bidder shall be required to execute a contract agreement with IIM Bodh Gaya.
- d. IIM Bodh Gaya reserves the right to amend the terms and conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.

Delivery Schedule

The successful bidder should commence operation as per W/O issued by the Institute.

12. Terms And Conditions

12.1 Termination for Insolvency

- a. The IIM Bodh Gaya may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b. The courts of Gaya alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this contract. It is specifically agreed that no court outside and other than Gaya Court shall have jurisdiction in the matter.

12.2 Force Majeure

- a. Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations if the affected party within 15 days of its occurrence informs in a written form to the other party.
- b. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

12.3 Arbitration

In the event of any dispute or difference arising under this tender/contract, the Director, IIM Bodh Gaya or his/her nominee is the arbitrator, and the decision of the arbitration will be binding on both parties. In case of unresolved dispute it should be referred to arbitration as mandated in the Arbitration and Conciliation Act, 1996 and its amendments or modifications to-date.

12.4 Other Conditions

The bidder must attach the relevant & readable documents only as indicated in the tender documents. In case of any irrelevant or non-readable documents, the bid may be rejected.

- a. IIM Bodh Gaya reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.

- b. IIM Bodh Gaya reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- c. IIM Bodh Gaya reserves the right to modify/change/delete/add any further terms and conditions prior to issue of work order.
- d. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD/Performance Security shall be forfeited.
- e. Neither the contract, nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the audit firms/companies, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent on the Institute.
- f. The audit firm/company will maintain privacy of data shared with them by the Institute and will keep it confidential.
- g. False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- h. Conditional tenders will not be considered in any case.
- i. IIM Bodh Gaya shall not be responsible for any postal delay, non-receipt or non-delivery of the EMD.
- j. Legal dispute: Any dispute which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Bodh Gaya only.

IIM Bodh Gaya may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Bodh Gaya will be posted on GeM Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Bodh Gaya or check for the same GeM Portal before submitting their duly completed bids.

Undertaking

To
The Chief Administrative Officer
Indian Institute of Management Bodh Gaya
Magadh University Campus, Turi Buzurg, Gaya
Bihar – 824234

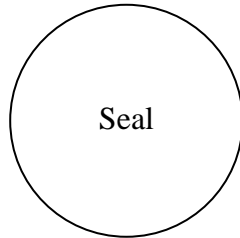
Tender No. _____ dated _____
(Notice Inviting Tender for Appointment of Internal Auditor for undertaking internal audit of Indian Institute of Management Bodh Gaya)

Sir,

1. I/we hereby submit our tender for appointment of Internal Auditor for undertaking internal audit of Indian Institute of Management Bodh Gaya along with other required documents.
2. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
3. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Place:



Authorized Signatory

Name:

Designation:

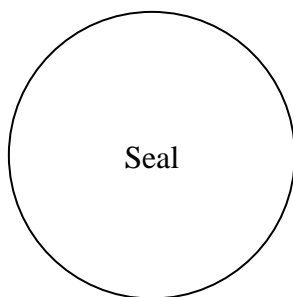
Contact No.:

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in every respect and if, in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No.:

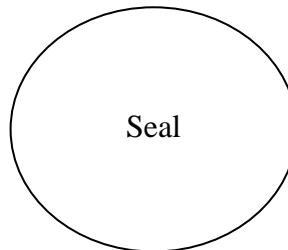
Details of Firm’s Partners

Sr.No.	Name of the member	Designation	Membership No.	Status (FCA/ACA)	Remarks
					Documentary evidence to be provided

Date:

Authorized Signatory

Place:



Name:

Designation:

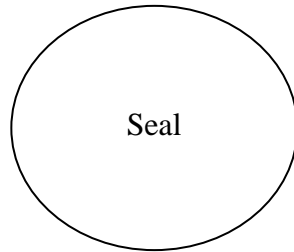
Contact No.:

ANNEXURE – IV

Details of Firm's Professional Income
(Gross Professional Fee Earned)

Particulars	Financial Year 2017-18	Financial Year 2018-19	Financial Year 2019-20	Average Annual Income
Annual Income (in Lakh) Audited Accounts of the Firm along with copy of the acknowledgement of income Tax return for all the three financial years to be submitted				

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

Details of Firm’s experience in handling Internal Audit/ Statutory Audit of at least 3 (three) Government Educational Institutions/ PSUs/ Govt. Organization during last preceding two (2) years.

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

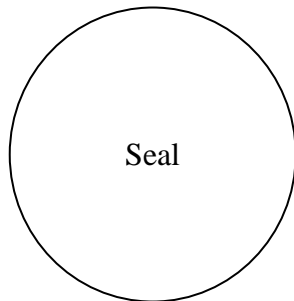
Date:

Authorized Signatory:

Name:

Designation:

Contact No.:



Place:

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

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

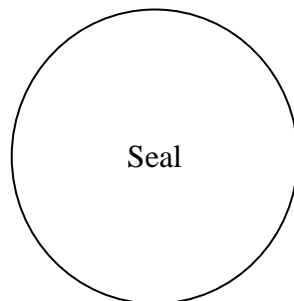
Date:

Authorized Signatory:

Name:

Designation:

Contact No.:



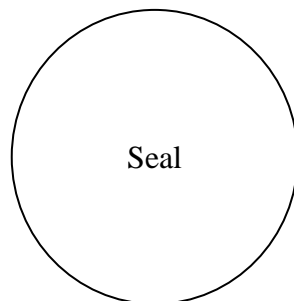
Place:

COMPANY DETAILS

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Office Address for Postal Communication		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Date:

Authorized Signatory:



Name:

Place:

Designation:

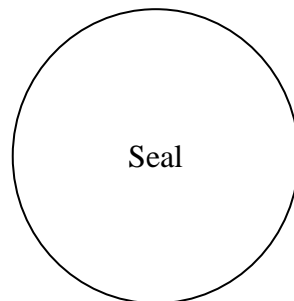
Contact No.:

TECHNICAL BID

S. No.	Particulars	Compliance by the Vendor (Yes / No.)
1.	Scope of work as per tender clause no. 2	
2.	EMD as per tender clause no. 3	
3.	Certificate of Incorporation as per tender clause no. 3.1	If Yes No. _____
4.	Permanent Account Number as per tender clause no. 3.1	If Yes No. _____
5.	Goods and GST Registration Number as per tender clause no. 3.1	If Yes No. _____
6.	Undertaking as per tender clause no. 3.2 (a) -Annexure-I	
7.	Certificate as per tender clause no. 3.2 (b) -Annexure-II	
8.	Registration Certificate as per tender clause no. 3.2 (c)	If Yes No. _____
9.	Registration certificate as per tender clause no. 3.2 (d)	If Yes No. _____
10.	Experience details as per tender clause no. 3.2 (e)	
11.	Details of partners as per tender clause no. 3.2 (f) Annexure-III	
12.	Annual Turnover details as per tender clause no. 3.2 (g) Annexure-IV	
13.	Experience details as tender clause no. 3.2 (h) Annexure-V	
14.	Company details as per Annexure-VI	

Date:

Authorized Signatory:



Name:

Designation:

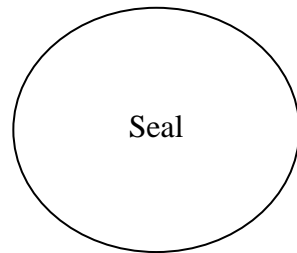
Place:

Contact No.:

FINANCIAL BID

Particulars	Fees		Payment schedule
	Amount in figure (In INR)	Amount in words (In INR)	
Annual Professional fee for Internal Audit (Excluding Tax)			The Service Provider will raise the half-yearly bills in duplicate on submission of the Internal Audit Reports for the Half year to the Institute.
Applicable tax ----- %			
Grand Total			

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.