

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	24-06-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	24-06-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Education
विभाग का नाम / Department Name	Department Of Higher Education
संगठन का नाम / Organisation Name	Indian Institutes Of Science Education And Research (iiser)
कार्यालय का नाम / Office Name	Thiruvananthapuram
क्रेता ईमेल / Buyer Email	buyer3.iiser.tvm@gembuyer.in
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	2 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, 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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes

बिड विवरण/Bid Details	
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
अनुमानित बिड मूल्य /Estimated Bid Value	200000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. 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.

2. 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.

3. 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.

4. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:3 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.:CAG empanelled chartered accountants having 3 year (s) experience in Central Autonomous Body Organisations/ Institutions with an office in Thiruvananthapuram

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

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

Number of XX fulltime CA's required and YY professional audit staff:N/A

Financial Audit Services - Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Compliance with law & regulations , Compliance with contracts , Risk Management , Review system & processes , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Payables , Receivables , Cash and Bank Balance , Sales, Services and Revenue , Purchase & Procurement , Human Resource & Payroll , Fixed assets, depreciation and amortisation

विवरण/ Specification	मूल्य/ Values
Frequency of Progress Report	Half Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Not applicable
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Darli K.G.	695551,Maruthamala.P.O, Vithura	1	N/A

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

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 Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

अस्वीकरण/Disclaimer

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

Scope of Internal Audit – IISERTVM:

The main objective of the internal audit shall be checking, verification and audit of all Financial, Stores and Purchase transactions of our Institute including R&D transactions. However, for the purpose of clarity, major areas of audit are enlisted below:

- I) Audit of vouchers of all types generated through Accounting Software - Tally**
 - a. Bank receipts and payments
 - b. Cash receipts and payments
 - c. Purchase of material and services
 - d. Journal entries
 - e. Salary and other employee payments
 - f. Sales and services
- II) Scrutiny of matters pertaining to the tours (inland and foreign) undertaken by IISERTVM officials/others for project related activities. The matters regarding tours will include the verification of all travel claims and tour reconciliation to ensure that they are in order in every respect.**
- III) Scrutiny of the various types of advances to the staff and timely recoveries thereof.**
- IV) Scrutiny of the employees' ledger related to the advance for tour, journey ticket booking and for expenses and the medical reimbursement and all other payments to staff.**
- V) Verification of the Bank Reconciliation Statements.**
- VI) Verification of the various grants received / receivable and utilization thereof for all R&D project.**
- VII) Review of the purchase procedures involving indenting, vendor selection, financial concurrence, placing of orders etc.**
- VIII) Checking of the various forms, statements, registers etc., keeping in view the information needs of the management.**
- IX) Checking of the inventory levels with reference to the consumption, the availability of funds and the future requirements etc., review of the controls over the slow-moving, non-moving and obsolete materials.**
- X) Checking of the effectiveness of internal checks and controls in the Accounts Department.**

- XI) Analysis of the financial status and financial performance of the Institute.
- XII) Reconciliation of all Control Accounts of Institute and R&D Projects.
- XIII) Scrutiny of Monthly pay rolls, salary disbursement, including payment of arrears, and similar payments, pay-roll JVs, LTC and other claims.

2. Scrutinizing and analyzing:

- The Purchase files relating to the purchases of Institute and R&D Projects;
- The Award of contracts, authorization, documentation, timely execution, contingent liabilities, penalties, bonus, certification etc.

3. Scrutiny and checking of:

- The General ledger and final accounts of Institute and R&D Projects.
- Creditor's ledger and commenting specifically on the advances to the suppliers and the timely adjustments thereof of Institute and R&D Projects.

4. Report/advise us on:

- The routine errors in respect of the accounting entries, heads, classification of expenses etc.
- The irregularities in the financial transactions, if any.
- Whether proper documentation/sanctions/authorizations have been obtained for each and every expenditure incurred.
- Whether proper system and principles of accounting are in line with the prevailing standards have been followed.
- Ensuring the compliance of the statutory requirements such as deduction and deposition of tax from various payments, filing of returns and other documents etc. under various Acts.
- Effectiveness of internal checks and controls of the Accounts Department.

5. To review:

- The deployment of surplus funds available with the Centre and advising on a better Fund Management.
- The working capital management as well as the long-term funds management.
- Pattern of income and expenditure; financial position and financial performance of the Centre.

- The existing systems and procedures in various functional areas and suggesting suitable changes therein so as to strengthen the same and to achieve generation of proper MIS with minimum efforts to facilitate prompt and proper financial decision-making.
- The compliance of the statutory requirements such as deduction and deposition of tax from various payments, filing of Income Tax returns and other documents etc. under various acts. Representing the Institute for various statutory compliance matters as and when required, up to a maximum of 3 times in a year.

6. Any other matter

- We request you to bring to the specific attention of the management any serious/important matter/issue affecting the Institute's interest or leading to loss of revenue for IISERTVM.
- We would appreciate your timely completion of the audit work assigned to you and under no circumstances will the delay in completion of the assignment, beyond the due date be acceptable.
- We also expect you to contribute substantially to the finalization of the accounts as well as in the completion of the audit.

7. Date of submission of Quarterly Audit Report.

We would like you to complete the Quarterly audit and submit your reports separately for the Centre on or before last day of subsequent month of the respective quarters.

8. Turnover, Networth and Surplus/(Deficit) of IISERTVM for the last 3 years ending 31st March 2024.

Turnover / Receipts		FY 2021-22	FY 2022-23	FY 2023-24
SI No	Particulars	Rs. in Crores	Rs. in Crores	Rs. in Crores
1	Academic Receipts	8.70	9.51	11.51
2	Grants & Subsidies	63.94	82.58	95.79
3	Income from Investments	4.06	7.47	11.42
4	GIA Received (Projects)	15.89	10.70	19.32
	Total Turnover/Receipts	92.59	110.26	138.04

Networth

SI No	Particulars	Rs. in Crores	Rs. in Crores	Rs. in Crores
1	Corpus	880.36	942.91	968.83
	Total Networth	880.36	942.91	968.83

Surplus/(Deficit)	Rs. in Crores	Rs. in Crores	Rs. in Crores
	(30.29)	(28.34)	(22.00)

Other Terms and conditions

Item Category: Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm

Contract Period: 2 Year(s) Extendable further for one year

Eligibility Criteria:

1. **Years of Past Experience Required for same/similar service:** CAG empanelled Chartered Accountants having 3 Year (s) experience in Central Autonomous Body Organizations/ Institutions.
2. An office of the Service Provider must be located in Thiruvananthapuram.
DOCUMENTARY EVIDENCE TO BE SUBMITTED.

Documents required:

1. Profile of the audit firm in detail
2. Proof of Experience