

INDIAN INSTITUTE OF TEACHER EDUCATION

(A State Public University Established by Government of Gujarat)

Tender No IITE/Acc//Appointment of Internal Auditor/2025-26



TENDER DOCUMENT FOR APPOINTMENT OF INTERNAL AUDITOR OF IITE FOR THE FINANCIAL YEAR 2025-26

E-tender available on <https://tender.nprocure.com>

OPENING DATE FOR ONLINE SUBMISSION OF TENDER: 6th August 2025, Wednesday

CLOSING DATE FOR ONLINE SUBMISSION OF TENDER: 22nd August 2025, Friday

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**SUBJECT: APPOINTMENT OF INTERNAL AUDITOR IN INDIAN INSTITUTE OF
TEACHER EDUCATION, GANDHINAGAR FOR THE FINANCIAL YEAR
2025-26 (FURTHER EXTENDABLE FOR TWO (2) FINANCIAL YEARS i.e.
2026-27 & 2027-28).**

1. ABOUT IITE:

The **Indian Institute of Teacher Education (IITE)** is a distinguished University established by the **Government of Gujarat in 2010**, under the visionary leadership of **Shri Narendra Modi**, the current Prime Minister of India. Located in **Gandhinagar**, IITE holds the unique distinction of being the **only university in India and South Asia exclusively dedicated to teacher education**. The university's central mission is to prepare **world-class educators** who can enhance the quality of education on a global scale.

Since 2011, IITE has been offering the **four-year integrated teacher education programs**, a core recommendation of the **National Education Policy (NEP) 2020**, well before its formal adoption. The university offers a comprehensive suite of academic programs, including:

- **Undergraduate:** B.Sc.B.Ed and B.A.B.Ed
- **Postgraduate:** M.Sc./M.A. M.Ed, B.Ed.-M.Ed., and M.Ed
- **Doctoral:** Ph.D. in Education

Currently, **more than 700 students** are enrolled across its undergraduate, postgraduate, and research programs.

IITE operates through **five core centres**, each contributing to a holistic teacher education ecosystem:

1. **Centre of Education** – Delivers academic programs and nationwide internships with robust placement support.
2. **Centre of Research** – Promotes research culture through seminars, workshops, and academic initiatives.
3. **Centre of Training** – Provides continuous professional development and teacher training.
4. **Centre of Extension** – Engages in village adoption and community service through outreach programs.
5. **Centre of Special Education** – Implements the *SAMBHAV* project to promote inclusive education and support for learners with special needs.

2. NOTICE INVITING TENDER:

- (a) Tenders are invited from Chartered Accountants Firms for appointment as Internal Auditor of IITE for the Financial Year 2025-26 onwards. The appointment of the selected Chartered Accountants Firm as internal auditor may further be extended for two more financial years at sole discretion of IITE if the performance of the auditor is found to be satisfactory in the year under consideration. The extension will be on same terms & condition with the increased fees of 5% per annum.
- (b) The interested CA firms may apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & financial bids – all duly signed – on the <https://tender.nprocure.com> from **6th August 2025 to 22nd August 2025**.
- (c) Applications to this tender will be accepted only through the online mode through <https://tender.nprocure.com>. No other mode of application will be considered & application will not be accepted.
- (d) EMD Rs. 15,000/- is to be deposited by DD in favour of The Registrar, Indain Institute of Teacher Education, payable at Gandhinagar
- (e) Tender Fee Rs. 1,000/- (inclusive GST) is to be deposited by DD in favour of The Registrar, Indain Institute of Teacher Education, payable at Gandhinagar
- (f) Tender Schedule

Sr. No	Particular	Date
1	Opening of tender download and submission	6 th August 2025
2	Pre-bid Meeting	12 th August 2025
3	Closing of tender download and submission	22 nd August 2025
4	Submission of physical copy of Technical Bid	25 th August 2025 before 6:00 PM
5	Opening of Technical Bid	26 th August 2025

3. PRE-ELIGIBILITY CRITERIA:-

The interested CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender. They are also required to submit the relevant documents as mentioned in para 4 for each of the eligibility criteria:-

- a) **EMPANELLMENT WITH C&AG:** The CA Firm should be empaneled with the Comptroller & Auditor General of India (C&AG) in any one year in last three financial years 2022-23, 2023-24, 2024-25.
- b) **OFFICE LOCATION:** The CA Firm should have its office either in Ahmedabad or in Gandhinagar.
- c) **EXPERIENCE:** The CA Firm should have experience of at least Seven (7) years from the date of registration of the firm till 31.3.2025.
- d) **NO. OF PARTNERS:** The CA firm should have at least Three (3) partners on the date of tender submission at least one (1) should be FCA.
- e) **NO. OF QUALIFIED CA's:** The CA firm should have at least Three (3) Chartered Accountants as employee (other than partners) as on 31.03.2025.
- f) **NO. OF STATUTORY AUDIT/ INTERNAL AUDIT:** The CA firm should have conducted either statutory audits and/or internal audits of at least three Autonomous Bodies/ Statutory Bodies/Educational Institution/PSU on or before financial year 2024-25.
- g) **ANNUAL TURNOVER OF THE FIRM:** The annual average fee from audit & attestation functions of the interested CA Firm shall not be less than Rs. 50 Lac for last three financial years i.e. 2022-23, 2023-24, and 2024-25.

3.1 Documents required for Pre-Eligibility Criteria

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided:

<u>NO.</u>	<u>ELIGIBILITY CRITERIA</u>	<u>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</u>	<u>YES or No</u>
a	EMPANELLMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	
b	OFFICE LOCATION	Proof of having Office either in Ahmedabad or Gandhinagar	
c	Taxpayer Information The bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	

d	Registration with ICAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India and Copy of certificate of practice of all the Partners/members of firm.	
e	No of Partners	Copy of Firm Registration Certificate (FRC) and Membership number issued by The Institute of Chartered Accountants of India of each partner/member.	
f	No. of Qualified CA	Certified copy of relevant documents from ICAI is required to be submitted.	
g	Experience of No. of Statutory Audit/Internal Audit: As Stated In Pre-Eligibility Criteria	Certified copy of appointment letters from the client organizations.	
h	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for - FY 2022-23: FY 2023-24 : FY 2024-25: Average Turnover for three years:	Proof of annual average fee from audit & attestation functions certified by CA Firm/Audit Report	
i	Information Sheet	As per Annexure I	
j	Earnest Money/Tender Fee Deposit	Deposit proof /Exemption Certificate	
k	Technical bid Documents	As per Annexure II	
l	Tender Acceptance & NON-Blacklisting Certificate	As Prescribed in Annexure IV	
	All supporting documents to be submitted should be self-attested by the bidder properly stamped & Signed.		

3.2 Pre-Qualification Eligibility Evaluation

1. Bidders fulfilling the pre-qualification criteria shall be shortlisted.
2. IITE will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed & stamped and whether the bids are generally in order.
3. The bids will be scrutinized by the committee to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The bids, which do not meet the basic requirements, are liable to be treated as

non – responsive and will be rejected.

4. The following are some of the important aspects, for which a bid shall be declared non – responsive during the evaluation and will be rejected:

- a) DD for EMD/exemption certificate not submitted
- b) Undertaking not provided
- c) Each page of tender documents is not signed and not submitted
- d) Poor/unsatisfactory past performance
- e) Incomplete information
- f) Lack of required documents

4. TECHNICAL BID EVALUATION

- 1. The bidders who clear the prequalification norms shall be considered for technical evaluation.
- 2. Technical bid will be examined to determine the completeness of each document submitted.
- 3. If any of these documents or information is missing, the offer shall be rejected.
- 4. The technical evaluation will consist of profile of the bidder and proposal.
- 5. Bidders securing 50% marks or above will only be considered technically qualified.

4.1. Evaluation of Technical Bid (The Rating Sheet)

The Pre-eligible bids received from the firms will be evaluated in terms of following parameters and marks will be given as defined below. Further the marks will be awarded to the bidder who fulfilled the minimum eligibility criteria as mentioned at S.no 3 of page 5 on the following basis:

S.no	Particular	Max Marks	Basis for awarding of Marks
1.	Experience of the firm	10	More than 7 years - 2 marks for each year
2.	No. of Qualified Partners:	10	2 Marks to each Associate Partner and 3 Marks to each FCA beyond the minimum eligibility criteria mentioned of point (c) at Clause 3
3.	No of Qualified CA	10	3 Marks to each qualified CA employee beyond the minimum eligibility criteria mentioned of point (d) at Clause 3

4.	The annual average fee from audit & attestation functions	10	Rs. 50 Lac to 75 Lac – 5 marks From above 75 Lac to 1 Crore – 8 marks Above 1 Crore - 10 marks
5.	Number of Statutory Audit / Internal Audit of Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU	10	Up to 5 – 5 marks 5 to 10 – 8 marks More than 10 – 10 marks
	Total	50	

Note:

- i) If any bidder not fulfilling any of the above Pre-qualification criteria need not submit their bid as their bid shall be liable to be summarily rejected.
- ii) X = Marks assigned to the firm being evaluated out of 50 marks as per point # 1 to 5 in the above given table.
- iii) The Firms securing at least 50% marks based on above system shall be considered as qualified and eligible for opening of financial bid.

4.2. Presentation Evaluation

Based on the assessment of bids, if more than 5 Bidders are qualified for Technical Evaluation (X), top 5 bidder scoring highest marks out of 50 in Technical Evaluation will be called for the presentation to the Committee of the University and the evaluation of their presentation will be made out of 20 marks.

Y = Marks assigned to the firm being evaluated out of 20 marks upon evaluation of their presentation.

5. FINAL COMBINED EVALUATION PROCESS OF BID

The Technical and Price Bid of technically qualified bidder shall be evaluated separately. Tendering evaluation shall be done on marks scored by the Bidder on both Technical and financial Criteria.

The weight age for Technical Bid is set at 70% whereas the weight age for financial Bid is set at 30%.

Technical Bid Evaluation Criteria - All qualified bids will be evaluated as per the score provided in clause 4.1 & 4.2.

4.2. Commercial Evaluation

Commercial Bids of top 5 bidder called for presentation shall be opened post successful presentation to the Committee.

Z = Score for the Commercial bids for all the bidders will be given as per following formula.

Bid Price	Formula for Score
L1	L1 Score = 30
L2	$L2 \text{ Score} = 30 - \{(L2-L1)/D^*\} \times 30\}$
L3	$L3 \text{ Score} = 30 - \{(L3-L1)/D^*\} \times 30\}$
L4	$L4 \text{ Score} = 30 - \{(L4-L1)/D^*\} \times 30\}$
L5	$L5 \text{ Score} = 30 - \{(L5-L1)/D^*\} \times 30\}$

* “D” = Difference of Highest bid price and lowest bid price

Notes:

- (i) If 2 bidders getting the same composite techno-commercial score, the bidder with lower commercial bid will be awarded the contract.
- (ii) IITE reserves the right to reject any or all bids without assigning any reason.
- (iii) IITE reserves the right to make change or amend any terms of Tender Document as deemed appropriate.
- (iv) IITE reserves the right to increase or decrease the scope of work.

6. SCOPE OF WORK:-

The IITE Internal Auditor’s scope of work shall include the following (this is an illustrative but not exhaustive list):-

a) Income/Receipts:

Verification of adequacy or otherwise with respect to the following:

- Student Fees
- Grant form State Government/Central Government and any other institutions
- Collection/Dues/Penalty/Fines levied as per University norms
- Collection of fees from third parties
- EMD/Security Deposits
- Project & Consultancy Fees is any

- Interest Income
- Review of Income from Research & Sponsorship

b) Revenue Expenditures

Verification of adequacy or otherwise with respect to the following:

- Transactions are recorded as per the principles of Accounting and are booked to proper Expenditure Head and Cost Centre
- Purchase of material based on the duly approved purchase order
- Availing services based on the duly approved work order/contract/agreement/appointment letter
- Reimbursement of expenses to students/employees/faculties
- Payment to visiting faculties/guest faculties
- Payment for utilities/to vendors

c) Human Resource Process

Verification of adequacy or other-wise with respect to the following:

- Salaries, Allowances, Perquisites and Deductions as per Rules
- Statutory Compliances – Income Tax on Salaries, GPF/NPS, etc.
- Staff Advances
- Insurance Coverage for Employees
- Leave Encashment/Gratuity/Ex-Gratia Payments/ Recovery.
- Verification of Full and Final Settlement.

d) Travel

Verification of adequacy or otherwise with respect to the following:

- Travel Expense Vouchers submitted for all reimbursable expenses in accordance with institution policy
- Travel authorization obtained for out-of-state travel from the traveler's supervisory

authority prior to committing any funds

e) Expenses under R & D Projects

- Verification of expenses incurred as per the sanctioned letter for the R & D Projects granted by the Government
- Verification of expenses incurred for the R & D project sponsored by IITE through Centre of Research, IITE.
- To comment on nonmoving projects/over utilized projects
- Verification of Overhead Calculations of projects

f) Banking Transactions / Cash Transactions

Verification of adequacy or otherwise with respect to the following:

- Bank Reconciliation Statement on a monthly basis
- Debits made by the bank are checked for correctness as per the terms and conditions of the sanction letter
- Commenting on inoperative bank accounts
- Balance confirmation of Fixed Deposit (FD) with Bank/FD receipt/any other Investments made
- Recoup of accounts of the University Centres
- Interest Income on Fixed Deposits/from any other Investments
- Petty Cash
- Cash receipts and Cash Verification

g) Fixed Assets

- Review of Internal Control processes for Fixed Asset purchase and sale and comments on adequacy, gaps and suggestions for strengthening internal control system.
- Adequacy of laid down policies and procedures in respect of Fixed Assets
- Review of the balances outstanding in the Capital Work in Progress and inquire into delay in commencement of project and/or capitalization

- Review of retention/security of deposit and its release.
- Physical Verification of Fixed Assets (once in a year)

h) Investment

- Review of Investment by IITE

i) General Accounting:

- Voucher verification with respect to Statutory Compliances
- Review of Debtors and Creditors Balances
- General Ledger Scrutiny

j) Procurement and Inventory

- Vendor Selection and appraisal process
- Purchase order regularization

k) Any other Work as per directions of the Finance Committee of the University

7. PERIODICITY AND TIMELINES OF AUDIT:

- (a) IITE's Internal Auditor will be required to conduct the internal audit in four quarters: **1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March.**
- (b) **Timelines for conducting the Audit:** The Auditor shall strictly follow the timelines mentioned below in the table:

S.no	Description of Audit	Timeline
1.	Commencement of Internal Audit of every Quarter	The audit should start from the 20 th day of the month following the end of the quarter of which audit is to be done at IITE Campus
2.	Submission of Final Internal Audit Report	The final Internal Audit Report and the Consolidated Report after discussion with the IITE authorities should be submitted within 30 days from the date of start of Internal Audit.
3.	For Preparation and Consolidation of Annual Accounts	For Consolidated Annual Accounts: 31 st May

8. DUTIES OF AUDITOR:

- (a) The Auditor will be required to carry out internal audit of IITE on quarterly basis and submit the final internal audit report to The Registrar, IITE.
- (b) The Auditor will be required to submit an audit schedule /plan within 7 days before the start of the audit at IITE.
- (c) The Auditor will be required to depute his audit team in the following manner:

Sr. No	Description	Minimum No of Employees to be present	Minimum No of days for which the team should be present:
1.	Team deputed to carry out the internal audit for each campus / Head Office	Should consist of at least one CA with 5 years' experience and Two Article Assistants.	The team will be required to be present at the campus for carrying out audit for a minimum of one week for each quarter.
2.	The team deputed to carry out the internal audit for the last quarter and Consolidation and Finalization of financial statements at the yearend.	Should consist of at least one CA with 5 years' experience and 2 Article Assistants.	The team will be required to be present on the campus for a minimum of two weeks for carrying out audit and Consolidation.

- (d) The auditor will be required to discuss the internal audit reports of IITE with authority before its finalization for each quarter. It may take 4-5 working days.
- (e) For Consolidation of Accounts, the auditor shall be responsible for standardization of accounting heads, arranging heads, arranging of standardized codes and standardization of formats for final account.
- (f) The auditor shall be responsible for consolidation & finalization of the financial statements of IITE at the year-end of IITE within the time stipulated in table at point c above from the end of the Financial Year. The same shall be signed and sealed by the CA Firm. Further, the auditor shall also be responsible for the consolidation of annual accounts of IITE by the end of 31st May.
- (g) The internal audit report for each quarter is to be prepared in three parts as given below:-

Part - I : Management Summary and Suggestions

Part - II : Detailed Internal Audit Report (for Current Quarter)

Part – III : Follow up and Action Taken Report (for Previous Reports)

- (h) It will be the duty of the internal auditor to obtain/follow up the corrections /rectifications/action taken for each objection and incorporate the same in consolidation management summary to be presented in the Finance Committee (FC).
- (i) The senior partner of CA Firm will have to present the consolidated management summary of internal audit report in PPT Form for each quarter in the Finance Committee (FC) meetings.
- (j) For all matters, the IITE internal auditors will co-ordinate with Chief Account Officer, and his team at IITE, Gandhinagar.

9. PAYMENT SCHEDULE:-

The payment shall be made as follows:

For Internal Audit:

The 100% payment of professional fees for internal audit will be released on quarterly basis on submission of bills subject to timely and satisfactorily submission of quarterly internal audit reports with consolidated executive summary and Action taken report.

IITE shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the bidder under the agreement.

10. TERMS AND CONDITIONS:-

1. Initially the appointment of IITE internal auditor will be for the financial year i.e. 2025-26. However, IITE may extend the appointment as Internal Auditor for next two financial years i.e. 2026-27 and 2027-28 with a 5% escalation per annum upon satisfactory performance. Other terms & condition on extension will remain same. The extension will be made for each financial year separately at the sole discretion of IITE.
2. Each page of supporting documents is required to be signed by the Nodal Partner of CA Firm.
3. Tender shall be submitted in prescribed/official tender document only. If submitted in any other form, the same shall be summarily rejected.

4. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
5. Upon verification, evaluation/assessment, if in case any information furnished by the firm is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
6. The Earnest Money Deposit (EMD) of the selected CA Firm shall be converted into a Security Deposit (SD), which will be refunded upon successful completion of the contract. EMD of the other bidders will be refunded after completion of the selection process.
7. The selected bidder shall not assign, sub-contract or sub-let the whole or any part of the service in any manner.
8. All information provided by IITE in connection with this tender document must be treated as confidential by Bidder.
9. Whenever deemed necessary, IITE may seek clarifications on any aspect from the participant firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered.
10. The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this tender document.
11. IITE reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document. Any Corrigendum to this tender will be notified through the websites <https://tender.nprocure.com>
12. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
13. IITE reserves the right to cancel this tender process at any time without assigning any reason before the selection of CA Firm and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.
14. This tender is subject to the jurisdiction of the local courts at Gandhinagar only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Gandhinagar only.
15. Tenders received in the single-bid system i.e. having the technical bid as well as financial

bid in the same small envelope shall be rejected.

16. IITE will not accept any claim other than professional fee/charges etc. specified in financial bid.
17. The CA Firm should not have any disputes with any of the employee of IITE. If any disputes come to knowledge of IITE at any point of time, the services of CA Firm would be terminated.
18. Any tender received not in conformity the aforesaid terms and conditions may not be considered and same will be rejected.
19. The contract will be only between IITE and CA Firm which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the CA Firm within a week failing which their EMD will be forfeited.
20. The terms and conditions of the contract shall constitute the entire agreement between the CA Firm and IITE. Any change will be binding only if the amendment are made in writing and signed by a competent authority of IITE and the CA Firm.
21. The CA Firm will ensure that no information or data about the policies of IITE is taken out in any form including electronic form or otherwise. The firm shall also undertake that any information data signed by the staff of the Firm is not provided to any third party or misused. In case there is such an instance, IITE reserves the right to take action against the Firm as deemed fit.
22. The Firm shall be responsible for any damage to equipment, property of IITE and third party liabilities caused by acts on part of its auditors/representatives.
23. Bid submitted by the CA Firm shall remain valid for a period of 180 days from the date of opening of Technical bid.
24. The IITE reserves the right to cancel the contract in the following cases:
 - (i) The CA Firm fails to comply with the terms and conditions of the contract.
 - (ii) The CA Firm fails to deliver the services on time.
 - (iii) The CA Firm becomes bankrupt or goes into liquidation.

Upon receipt of the said cancellation notice, the CA Firm shall discontinue contract and matters connected with it.

25. In the event of Force Majeure occurring within the contracted period, the delay in performing internal audit can be extended by IITE on receipt of written request of CA Firms.
26. 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.
27. The minimum quote for the proposed work of internal audit of the accounts is Rs. 1,80,000/- (inclusive all taxes and duties).

11. PROPOSAL SUBMISSION:-

The bidder shall submit the TECHNICAL BID in physical copy to the following address on or before **25th August 2025, 6:00 PM**

**THE REGISTRAR
INDIAN INSTITUTE OF TEACHER EDUCATION
Ramkrushna paramhans vidyasankul
Nr. Mahatma Mandir, 'KH' – 5
Sector -15, Gandhinagar (Gujarat) 382016**

The Envelop of the Technical Bid shall be marked “Tender Document for the Appointment of Internal Auditor at IITE”

The Envelop must contain the following documents (mandatory documents)

- Certified copy of empanelment letter issued by C&AG is to be submitted.
- Proof of having Office either in Ahmedabad or Gandhinagar
- Income Tax Registration (PAN No/ TAN No.)
- GSTIN Registration
- Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India and Copy of certificate of practice of all the Partners/members of firm.
- Copy of Firm Registration Certificate (FRC) and Membership number issued by The Institute of Chartered Accountants of India of each partner/member.

- Certified copy of relevant documents from ICAI is required to be submitted for qualified CA employees
- Certified copy of appointment letters as internal/statutory auditor from Autonomous Bodies/ Statutory Bodies/Educational Institution/PSUs in support of the claimed experience
- Proof of annual average fee from audit & attestation functions certified by CA Firm/Audit Report
- Information Sheet as per Annexure – I
- Demand Draft of Tender Fee Rs. 1,000/- in favour of The Registrar, Indian Institute of Teacher Education, payable at Gandhinagar
- Demand Draft of EMD Rs. 15,000/- in favour of The Registrar, Indian Institute of Teacher Education, payable at Gandhinagar
- Technical Bid Documents as per Annexure – II
- Tender Acceptance and NON-Blacklisting Certificate as prescribed in Annexure – III
- Tender Document stamped and signed on each page

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INFORMATION SHEET

Particulars of CA Firm for appointment as Internal Auditor at IITE

- (a) Name of the Firm:
- (b) Incorporated asin year.....at.....
- (c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.
- (d) Registered Office Address
- (e) Name of the Nodal Partner with Designation
- (f) Telephone Numbers:
- (g) E-mail
- (h) Mobile No. of Concerned Contact Person:
- (i) Registration details with Statutory Bodies: (enclose attested photocopy of documents)
 Goods & Service Tax Registration No.:
 Income Tax No. (PAN):
 C&AG Registration No.:
- (j) Details of Partners of the Firm:

Sr. No	Name	Qualification	Associated with Firm Since

(k) Details of Full Time Chartered Accountants in the Firm:

Sr. No	Name	Qualification	Associated with Firm Since

(l) Total Staff Strength of the Firm:

(m) Tender Fee/EMD Details:

Amount	Bank Name	DD No and Date

(n) List of Autonomous Bodies/ Statutory Bodies/Educational Institution/PSUs where the firm has carried out Statutory and/or Internal audit and also mention the year of audit:

(o) Any other information Firm would like to furnish:

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TECHNICAL BID DOCUMENTS

Sr. No	Particulars	Details to be provided as on the closing date of this bid
<u>General Information</u>		
1.	Name of the CA Firm	
2.	Date of registration of CA firm	
3.	Registered/Head Office Address	
4.	Office Address in Ahmedabad/Gandhinagar	
5.	Name of Nodal Partner	
6.	Contact No. of Nodal Partner	

<u>NO.</u>	<u>ELIGIBILITY CRITERIA</u>	<u>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</u>	<u>Page No</u>
a	EMPANELLMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	
b	OFFICE LOCATION	Proof of having Office either in Ahmedabad or Gandhinagar	
c	Taxpayer Information The bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	
d	Registration with ICAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India and Copy of certificate of practice of all the Partners/members of firm.	
e	No of Partners	Copy of Firm Registration Certificate (FRC) and Membership number issued by The Institute of Chartered Accountants of India of each partner/member.	

f	No. of Qualified CA	Certified copy of relevant documents from ICAI is required to be submitted.	
g	Experience of No. of Statutory Audit/Internal Audit: As Stated In Pre-Eligibility Criteria	Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Auditee organization.	
h	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for - FY 2022-23: FY 2023-24 : FY 2024-25: Average Turnover for three years:	Proof of annual average fee from audit & attestation functions certified by CA Firm/Audit Report	
i	Information Sheet	As per Annexure I	
j	Earnest Money/Tender Fee Deposit	Demand Draft of Tender Fee and EMD	
k	Technical bid Documents	As per Annexure II	
l	Tender Acceptance & NON-Blacklisting Certificate	As Prescribed in Annexure IV	
m	Tender Document signed on each page	Tender Document stamped and signed on each page	
	All supporting documents to be submitted should be self-attested by the bidder properly stamped & Signed.		

(Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct; a declaration in this regard is to be submitted)

**Signature of Nodal Partner
With name and firm Seal**

Tender Acceptance Letter

(To be given on Firm's Letter Head)

Date:

To,

**The Registrar
Indian Institute of Teacher Education (IITE)
Gandhinagar**

Sub: Acceptance of Terms & Conditions of Tender

Tender Bid No:

Name of Work:

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:- <https://tender.nprocure.com>
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 01 to 24 (including all documents like annexure(s), schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization shall be taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Government Department/Public sector undertaking.
6. I/We do hereby declare that our firm has not been part of cartel with other vendors and will quote competitive rates in the bids.

7. I/ We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/ right against organization in satisfaction of this condition.

Yours faithfully

(Signature of the Bidder, with Official Seal)

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place:

॥ न हि ज्ञानेन सदृशं पवित्रमिह विद्यते ॥



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