



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)



TENDER DOCUMENT

FOR ENGAGEMENT OF CHARTERED ACCOUNTANT / FIRM FOR INTERNAL AUDIT AT IIM KASHIPUR

NOTICE INVITING TENDER (NIT) NO. IIMKASHPUR/PUR DEPTT /NIT/ 28 / 2021-22 DATED 16 MARCH 2022

SECTION – I

The Indian Institute of Management (IIM) Kashipur, having its office at Kundeshwari, District – Udham Singh Nagar, Kashipur, Uttarakhand – 244713, is an Institute of national importance under the aegis of the Ministry of Education, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

The IIM Kashipur invites bids in **Two-Bid System** (Technical bid and Financial bid) from reputed, experienced and financially sound chartered accountant / firms or companies.

Brief Tender Details:

Tender Description	Tender Fees (Rs.)	EMD Value (Rs.)	Contract Period
Tender for engagement of Chartered Accountant/ firm at IIM Kashipur	590/-	11,000/-	Minimum 02 yrs from the date of contract.

The tender document can be downloaded from Institute website: www.iimkashipur.ac.in and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.

Critical Dates of Tender:

Sl. No.	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	16 March 2022	1700hrs
2	Bid Submission start date & time	21 March 2022	1000hrs
3	Bid Submission close date & time	19 April 2022	1100hrs
4	Opening of Technical Bid	19 April 2022	1130hrs



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INSTRUCTIONS TO BIDDERS

Bids in sealed cover are invited for engagement of chartered accountant firms under two bid system (Technical Bid placed as Annexure-I and Financial Bid placed as Annexure-II) from reputed experienced and financially sound parties. Please super scribe the outer cover of the sealed bid as **“ENGAGEMENT OF CHARTERED ACCOUNTANT / FIRM FOR INTERNAL AUDIT AT IIM KASHIPUR”, NIT/28 (dated 16 March 2021)** to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.

1. The Financial bids of only eligible and technically qualified bidders will be opened, after the same has been ascertained by evaluation of the Technical Bids by the Technical Evaluation Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.
2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:–

Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088280882,7900444090 / 321,405
e-mail ids of contact personnel	purchase@iimkashipur.ac.in
Last date and time of submission of bid	19 April 2022 at 1100hrs hrs. Any changes of the schedule will be notified on the Institute’s website.
Date and time of opening of Technical Bid	19 April 2022 at 1130 hrs onwards. Any changes of the schedule will be notified on the Institute’s website. If the date is holiday, the next working day will be the opening date of the tender. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the duly constituted Committee.

3. **Cost of Bid Document/Tender Fee:** Bidders can download bid / tender document from the website of IIM Kashipur and CPPP portal and submit the non-refundable processing fee of ₹ 500/- + GST @18% = Rs. 590/- (Rupees Five Hundred Ninety only) in the form of Demand Draft in favour of “Indian Institute of Management, Kashipur”.
4. **Issue of Tender:** The tender document can be downloaded from the Institute website - www.iimkashipur.ac.in or eprocure.gov.in. The tender cost is Rs. 590/- (non-refundable) is to be rendered through a demand draft as cited above. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.
5. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.



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6. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.
7. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.
8. **Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above and this should contain two separate envelopes of Technical Bid and Financial Bid, duly marked with the content on each. The Technical Bid should contain copy of NIT document duly signed and stamped on each page along with Annexure-I and II of the NIT supported by demand drafts (Tender Fees and EMD) as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services. Financial Bid envelope should contain Annexure-III of the NIT, duly filled and signed.
9. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at purchase@iimkashipur.ac.in latest by 13 April 2022, any queries received beyond the above-mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.
12. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.
13. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD.
14. **Validity of Bids:** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
15. **Earnest Money Deposit (EMD):** Bidders are required to submit (EMD) of amount Rs. **11,000/- (Rupees Eleven Thousand only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business payable **in favour of "Indian Institute of Management, Kashipur"** payable at Kashipur. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security Deposit from them as called for in the contract. The EMD will be forfeited if the bidder withdraws, or amends impairs or derogates from the tender in any respect within the validity period of their tender.
- a. **Security Deposit:** The Bidder will be required to furnish a Security Deposit by way of Demand Draft through a public sector bank or a private sector bank authorized to conduct government business for an amount equal to 3% of the final contract amount within 30 days of receipt of the confirmed order. EMD shall be release after receiving Security deposit from the successful bidder.



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- The Security Deposit shall be released after the completion of the work pursuant to this Contract based on the “Completion Certificate” issued by IIM KASHIPUR stating that the Bidder has completed the work in all respects, satisfactorily. The Security Deposit, however, shall be released only after the expiry of the contract period, and after clearance of the final bill based on “**No Claim Certificate**” from the Bidder.

16. Payment Terms - The 75% payment of professional fees for internal audit will be released on quarterly basis on submission of bills subject to timely submission of quarterly internal audit reports and balance 25% payment after its presentation to Finance and Audit Committee and BoG. Payments will be made through ECS/ NEFT on regular basis after submission of the bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made. On receipt of the Final payments, the Bidder shall furnish a “**No Claim Certificate**” to IIM Kashipur.

SECTION – II

Conditions of the Contract

1. General Terms and Conditions:

(a) The contract will be for two years starting from the date of awarding the contract. The contract shall be extendable annually on satisfactory performance and mutual consent of both the parties without increasing the annual charge/cost and with same terms and conditions of the contract. Proposed date of commencement of the Work/Contract: **01 May 2022**.

(b) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract.

(c) Any one or more the following action/commission/omission are likely to cause summary rejection of tender:

(i) If the EMD and / or Tender fee is not found in order or receipts are not attached with the Technical Bid.

(ii) Any bid received late without conclusive proof that it was delivered before the specified closing time.

(iii) Any bid received unsealed or improperly sealed

(iv) Any conditional bid or bid offering rebate

(v) Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents

(vi) Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.

(d) IIM Kashipur reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. The lowest bidder shall be decided by the lowest price quoted as per financial bid.

(e) The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

2. Non-disclosure of Contract documents: Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.



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3. **Termination of Contract:** IIM Kashipur shall have the right to terminate this Contract in part or in full in any of the following cases:-
- (i) The agreement may be terminated in whole or in part, by either party in the event of a material breach by a party that is not cured within thirty (30) days of notice from the non-breaching party.
 - (ii) This Agreement may be terminated in whole or in part, by a Party for convenience, on ninety (90) days prior written notice to the other Party.
 - (iii) In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.
4. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
5. **Non-Solicitation:** During the term of the Agreement and for a period of one (1) year thereafter, neither Party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for the purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent engagement based on responses by employees to public advertisement on any media that are not specifically targeted at the other Party's employees.
6. **Notices:** All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.
7. **Penalty Clause:** For non-adherence of terms & condition specified in tender document a penalty of up to **Rs.5000/- per occasion** will be levied after the approval of Director, IIM Kashipur. The Firm shall be responsible for the faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse. Any misconduct/misbehaviour on the part of manpower deployed by the firm will not be tolerated and such person will have to be replaced immediately upon instructions from the Institute. The decision of the Director IIM Kashipur in all cases shall be final and binding.
8. **Intellectual Property Rights (IPR):-**
- The Bidder undertakes not to, in any manner, claim all or any part of the IPR or commercially exploit all or any of the proprietary rights generated and developed by IIM KASHIPUR as vested whether trademarked, copyrighted or not.



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- The Bidder acknowledges that all IPR relating to the entire content of the existing IIM KASHIPUR website, and all the output relating to the service belongs to and vests exclusively with IIM KASHIPUR and under no circumstances whatsoever the Bidder shall claim all or any rights proprietary or otherwise over all or any portion of the IPR belonging to IIM KASHIPUR.

9. Work made for hire: The Bidder expressly acknowledges that the material contributed by it hereunder, and its services hereunder, are being specially ordered and commissioned by IIM KASHIPUR for use in connection with the service. The work contributed by the Bidder hereunder shall be considered a "work made for hire" as defined by the copyright laws. IIM KASHIPUR shall be the sole and exclusive owner and copyright proprietor of all rights and title in and to the results and proceeds of the Bidder's services hereunder in whatever stage of completion. If for any reason the results and proceeds of the Bidder's services hereunder are determined at any time not to be a "work made for hire", the Bidder hereby agrees to irrevocably transfer and assign to IIM KASHIPUR all right, title and interest therein, including all copyrights, as well as all renewals and extensions thereto.

10. Data Security: The Bidder shall use inputs provided by IIM KASHIPUR solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by IIM KASHIPUR in writing.

11. Force Majeure: Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

12. Confidentiality: Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

13. Indemnification: The Agency, irrevocably, and unconditionally here by indemnifies and undertakes to keep the Institute and /or its Directors, officers, employees, agents, and representatives, for all times from and against all charges, cost, losses, claims, demands, and liabilities, obligations, suits, judgments, penalties, proceedings, precautions, litigations, or actions, financial or otherwise, at law or equity, including the expenses of defending any claim of liability by any third party, and from and against all actual damages sustained, whatsoever, whether past, or current suffered or incurred by the Institute and/ or its Directors, officers, employees, agents, and representatives due to reasons of:



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- (a) Breach, misconduct, omissions, misrepresentation or
- (b) Negligence on the part of Agency and or its directors, employees, in the performance of the services including but not limited to any claim/third party claim arising out of improper or illegal use or adoption or invasion or infringement of the copyright or intellect property right and violation of confidentiality obligations.
- (c) Act detrimental to the interest and reputation of the Institute.

14. Arbitration: In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.

SECTION- III

SCOPE OF WORK

A. Detailed Scope of Audit:

Sl No.	Area	Detailed Scope
1	Revenue	I. Reconciliation of Fees from students/ participants
		II. Income from Consultancy/ Executive Programmes/ MDP's including its utilization and certification
		III. Interest on Investments including accrued interest
		IV. Grants for research projects including its utilization and certification
		V. All other Grants received including its utilization and certification
		V. Any other Income
		VI. Treatment in accounts for all Income and recommendations
2	Expenditures	
		I. Procedures followed on all the payments as per IIM Kashipur rules/GFR/ Ministry of Education/ GOI rules
		II. Treatment in Accounts
		III. Payments made in foreign currency/ remittance in foreign currency the guidelines of RBI/ Income Tax/ GST etc.
		IV. Statistical Vouching of the transactions as per the guidelines issued by Internal Audit Committee from time to time
		V. Reporting for any Rectification or improvement
3	Procurement of Goods & Services	
		I. Procurement Procedures followed for all the purchases of goods and services. GFR and Ministry of Education guidelines for procurement to be checked along with its recent amendments.



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		II. Tendering Processes & selection of the vendor/contractor
		III. Accounting Treatments for Fixed Assets and Inventory
4	Physical Verifications of Inventory & Fixed Assets	
		I. Inventory Verification on half yearly basis
		II. Periodically reconciling Physical Assets with Books of Accounts so as to submit Annual Physical Verification Report latest by 30th April
		III. library books/journals on yearly basis
5	Investments	
		I. Procedures followed for Investments as per the enforce guidelines and SOPs of IIM Kashipur
		II. Treatment of Income arising out of Investments.
		III. Recommendations and suggestions
6	Statutory Compliances	
		I. Compliances to Income Tax Act
		II. Compliance to GST and other Indirect Taxes
		III. Compliance to Labour Laws
		IV. Compliances under Any other statutes
7	Finance & Accounts	
		I. Review of Account Payable and Receivable
		II. Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute.
		III. Review the records/system of bill payment to various contractors and to review the compliances on them with terms of contract.
		IV. Cash and Bank Management including Physical verification of cash and investment details.
		V. Checking of Bank Reconciliation statement on monthly basis.
		VI. Review the expenses incurred with the approved budget in connection with applicable laws and guidelines issued by Ministry.
		VII. Vouching/Ledger Scrutiny
		VIII. Review the last statutory/Internal audit comments and compliances
		IX. Review and certification of Annual Accounts of the Institute
		X. Review of expenses of Sponsored Projects/MDPs etc.
		XI. Projects and Its Accounts
		XII. Checking of various schedules and annexures
8	Payroll, Retirement Benefits & Pension	
		I. To audit that the salary to all the staff members (including contractual staff) is being paid as per their terms and conditions in line with Institute's service rules including applicable CCS rules and to audit the correctness of pay fixation.
		II. Rules and Guidelines applicable Review/ pre- audit of Staff related claims
		III. To audit that outstanding staff loans and advances are recovered as per the stipulated terms / IIM Kashipur rules.
		IV. Review/ Pre-audit for Payment of Salary, superannuation benefits, Pensions etc.



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		V. Treatment in accounts
9	Engineering Division	
		I. Completion of Capital WIP and conversion to Assets
		II. Payments to different contractors of constructions as per the agreement/ tender
		III. Treatment in accounts
		IV. Issues related to Statutory Taxes etc. as applicable from time to time
		V. Any other work related to engineering division.
10	Internal Control Systems	
		I. Analytical review of systems and procedures of all important activities/ area and conduct of management Audit, to assess the effectiveness and efficiency in each such areas
		II. Conducting of the functional audit to review the independent working of various activity centres and cost centres at the institute.
		III. In addition to Finance & Accounts section, each cost/ activity centres will be considered for the purpose of audit, such as PGP section, Consultancy Section, Common Admission Test Activities, EPGPM and MDP Section (Including Dehradun Campus), Library Section, Computer Section, General Administration and others as may be established from time to time. Internal Audit and Internal control of each of the above units are to be checked independently.
		IV. Review of accounting and internal control systems and suggestions for improvements where a weakness or lacuna in accounting and internal control systems is observed.
		V. To ensure that the major expenditure and income items are booked/recorded following accrual system of accounting and report deviations, if any.
		VI. Detection of systemic flaws and suggestions for adopting the corrective measures.
		VII. Advice and Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation.
		VIII. Conducting Process Audit of areas as intimated and directed by the management from time to time.
		IX. Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks for non-compliance / non-settlement.
11	Others	
		I. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature
		II. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions.
		III. Suggestion for improvement of the existing System of Accounting, internal control, and Management Information System (MIS) from time to time
		IV. Any Other Internal Audit related matters



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B. Process of Audit:

1. Auditor's field personnel will segregate the audit observations and discuss the same with the concerned department/section head for having an in depth understanding of the issues.
2. The audit observations which did not get settled through discussions with the concerned department/section head will be issued in writing to the concerned department/section head. Replies received from the concerned department/section head will be considered by the audit personnel at a senior level and if he is satisfied, the observations will be dropped and if otherwise the same will be converted into draft audit paras.
3. The draft audit paras will be discussed by senior level personnel of the audit Firm with the department/section head as the case may be and after such discussions, if the auditors get satisfied the para will be dropped and if otherwise the para could be considered and incorporated in the Internal Audit Report.
4. The Audit Report along with the written replies received from department/section heads will be considered by the Management/Director. The Management/Director will request the auditors for an in-depth discussion on each of the issues raised in their report. The Management/Director may also discuss with the department/section heads for further clarification.
5. The corrections/review/reorientation of system/procedures, etc. which might emerge at such discussions will be recommended for implementation by Management/Director and their implementation will also be monitored. However, the auditors will have the right of not revising the Audit report at this stage.
6. The Auditor will verify and report on the Department's Compliance with Management/Director Observations in a separate chapter of their next quarterly Audit report.
7. Specific areas/Points relating to grave deficiencies, if any, which deserve immediate attention of the Director, will be referred to the Director by the Audit- Chief through a separate letter before the Audit Report.
8. As per requirements of the Institute the auditors will also be asked to give presentation on findings in the Audit Reports to the Internal Audit Committee and/or to Finance and Audit Committee or any other Committee of the Board.

C. PERIODICITY, TIMELINES OF AUDIT & COMPOSITION OF AUDIT TEAM

(a) 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. The auditors will also be required to prepare and consolidate the annual accounts for the year 2021-22 and for subsequent years, if re-appointed.

(b) Timelines for conducting the Audit: The Auditor shall strictly follow the timelines mentioned below in the table:

Sl. No.	Description of Audit	Timeline
1	Commencement of Internal Audit of every Quarter	The audit should start from the 20th day of the month following the end of the quarter of which audit is to be done
2	Submission of Final Internal Audit Report	The final Internal Audit Report after discussion should be submitted within 30 days from the date of start of Internal Audit.



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3	Internal Audit of Last Quarter of the year (Jan – March)	The internal audit report along with the finalization of books of accounts, the auditor needs to prepare the final accounts. This activity should be completed by 15 th May.
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(c) The Auditor will be required to depute his audit team in the following manner:

Sl. 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	Should consist of at least one CA with 05 years' experience, one CA intermediate/IPCC and one assistant	The team will be required to be present 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 Finalization of financial statements at the year end	Should consist of at least one CA with minimum 10 years' experience, 01 CA intermediate and one assistant	The team will be required to be present at for a minimum of two weeks for carrying out audit and Finalization of financial statements.

d) The internal audit report for each quarter is to be prepared in three parts as given below for each:

- 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)

SECTION – IV

Eligibility Criteria and Evaluation Process for Bidders

1. Eligibility Criteria for the bidders

- (a) The agency should have valid GST registration (documentary evidence to be submitted).
- (b) The Bidders should be a Chartered Accountant Firm.
- (c) Average Turn over in last 03 (three) financial years (2018-19, 2019-20 & 2020-21) shall not be less than Ten lakhs. (A self-attested copy of certificate issued by a Chartered Accountant shall be enclosed).
- (d) Firm should have based in or have branch office in Uttarakhand/Uttar Pradesh/Delhi NCR.
- (e) Firm should have continuous standing of at least 10 (Ten) years
- (f) Minimum 10 (ten) years of experience in carrying out rendering Internal Audit/Statutory audit/Tax audit services for Government / Public Sector Undertakings / Autonomous Body and CFTI's. (Documentary evidence, work orders/certificates, to this effect should be enclosed)
- (g) The Tender Fee is mandatory to be paid along with the bid. However, Tender fee and EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small



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and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any, must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

(h) There should be no criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other Institutes. The declaration to such state as incorporated will be assumed for this purpose.

2. **Evaluation Process:**

(a) Opening of Tender (Financial Bid) – Financial Bid (Tenders) of the Tenderers who are technically qualified shall be opened in the presence of designated Authority and Tenderers who wish to be present there. The date of presentation and Financial Bid opening will be intimated to the shortlisted Tenderers subsequently by email.

(b) Clarification of Tender - To assist in the examination, evaluation, and comparison of tender, Indian Institute of Management Kashipur may at its discretion ask the Tenderer for a clarification on the tender which is submitted by him. The request for clarification and the response shall be in writing.

(c) Evaluation of Tender – The entire bid process will be of three steps as follows –

Step 1 – Technical evaluation (Eligibility criteria & as per Annexure-I and II of the NIT)

Step 2 – The Presentation (online or offline) shall be taken by the Evaluation Committee by technically qualified bidders. Firms/ Bidders meeting the pre-qualification criteria (Eligibility criteria & as per Annexure-I) will be invited to make a presentation to the Evaluation Committee. The Evaluation committee will assess the competency of the firm, their capacity of understanding the needs, experience, and sensitivity to provide services to IIM Kashipur. The procedure for selection of the Firm / Bidder shall be based on Quality & Cost base selection (QCBS) system for evaluation by the Committee. Based on the details provided and the presentation to the Evaluation Committee, Firms/ Bidders will be awarded technical score on the following dimensions:

Particulars	Maximum Marks
• Number of years of existence of the Firm / Company.	5 marks
• Internal Audit Experience in IIMs	5 marks
• Number of Key Professionals & their Post Qualification experience	10 marks
• Profile of the Professionals to be assigned to IIM Kashipur	5 marks
• Profile on other Service (Cost / Management / Forensic Audit) etc being provided by the Firm / Company to the Management Institute.	5 marks
• CAG Empanelment	5 marks
• Having Branch Office in Uttarakhand	5 marks
• Major audit observation if any found and sorted out in the past	5 marks
• Ability to serve IIM Kashipur	5 marks
• Recognition/Accolades won during last five years.	5 marks
• Track-record of the Firm including regulatory compliances.	5 marks



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Total of the Above	60
• Interview	10 marks
Total Marks	70

Step 3 - The total mark for Financial Bid is 30 marks. (The minimum quote should be Rs. 2 lakhs inclusive of taxes).

(a) The Institute will open the Financial Bids of technically qualified bidders. The score for financial bids will be calculated as below –

(Lowest tender price * 30)/ (Tender price quoted by individual Firm or Company).

The CA Firms will be selected basis the highest marks scored as follows:

Overall score = (Technical Score as per step 2) + (Score from Financial bid)

(b) In the event that the first lowest is more than one, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

Signature of the Bidder with Seal



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Annexure – I

(Refers to IIM Kashipur/NIT/28)

Technical Bid

Sl. No.	Technical Criteria	Documentary Evidences certified to be attached with the Technical Bid
1	The agency should have valid GST registration	Documentary evidence to be submitted.
2	The Bidders should be a Chartered Accountant / Firm.	Proof / Firm Registration Certificate
3	Average Turn over in last 03 (three) financial years (2018-19, 2019-20 & 2020-21) shall not be less than Ten lakhs. (A self-attested copy of certificate issued by a Chartered Accountant shall be enclosed).	Certificate issued by a Chartered Accountant shall be enclosed
4	Firm should have based in or have branch office in Uttarakhand/ Uttar Pradesh/Delhi NCR.	Documentary Address Proof to be submitted.
5	Minimum 10 (ten) years of experience in carrying out rendering Internal Audit/Statutory audit/Tax audit services for Government / Public Sector Undertakings / Autonomous Body and CFTI's. (Documentary evidence, work orders/certificates, to this effect should be enclosed)	Documentary evidence to be submitted.
6	Exemption from Tender Fee and/or EMD	Documentary evidence to be submitted.
7	Undertaking/Declaration as per Annexure -II to be submitted along with Technical Bid.	

Details of Experience:

Sl. No.	Name and address of the organisation with contact number where the services have been rendered. (Attach certified copies of the Letter of Award/Agreement/ Work Order)	Period		Name of the Chartered in charge of the assignment, Designation in the Firm & his/her Membership no.
		From	To	

Note: Kindly use extra pages. Tenderers are expected to provide information with respect to the organizations where similar services have been provided by them.

Date:

(Signature of the Bidder)



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Annexure-II

(Refers to IIM Kashipur/NIT/28)

UNDERTAKING/ DECLARATION

(To be given preferably on the Letter- Head of the Firm/Company)

To,

The Indian Institute of Management,
Kashipur

Name of the Bidder _____

Date: _____

Contact Number: _____

Sir,

1. This is to certify that I/We before signing this NIT have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the NIT.
2. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
3. This is to certify that my/our firm/ agency is neither blacklisted by any government department nor there is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

(Signature of the Bidder)

Name and Address of the Bidder



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Annexure-III

(Refers to IIM Kashipur/NIT/28)

FINANCIAL BID

Name of the Tenderer's Firm: _____

Sl. No.	Description of work	Total Amount (inclusive of all taxes)
1.	Annual Internal Audit Fees (payable on quarterly basis)	

Amount in words (inclusive of all taxes)
.....

Certified that:

- (a) The minimum quote should be Rs. 2 lakhs. The bidders are to quote more than Rs. Two (02) lakhs as Annual Internal Audit Fees.
- (b) The Institute will not pay any amount towards firm's traveling, local transportation and Boarding/lodging. All the cost is to be borne by the bidder only. The Total amount quoted by the bidder should cater all the requirements against providing the services as per the NIT.
- (c) There is no hidden charges/cost to IIM Kashipur and above amount quoted is final in all respect.
- (d) I/We agree that the quoted offer will be valid till completion of the Contract. No escalation will be charged if any by the IIM Kashipur above the quoted prices by our firm/agency.
- (e) I/We have read, understood and agree to comply with terms and references of the tender.

Date:

Signature of the Tenderer with Firm's Seal

BIDDER'S SIGNATURE WITH SEAL