

INDIAN INSTITUTE OF MANAGEMENT BODH GAYA

Magadha University Campus, Bodh Gaya,
Bihar – 824234

Tender No: IIMBG/2019-20/Internal Audit/06

Date: November 20th, 2019

NOTICE INVITING TENDER FOR EMPANELMENT OF INTERNAL AUDITOR FOR IIM BODH GAYA

Indian Institute of Management Bodh Gaya (IIM Bodh Gaya) invites bids in two bids systems from reputed chartered accountant firms for one year, extendable for another two years on annual basis with same terms and conditions if mutually agreed by both the parties.

Brief Details of Tender:

Item Description	EMD	Tender Fee (inclusive of all taxes)
Empanelment of Internal Auditor for undertaking internal audit of Indian Institute of Management Bodh Gaya on quarterly basis	Rs.5,000/-	Nil

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/epublish/app> and institute's website www.iimbg.ac.in. The bid is to be sent to, FA&CAO, Indian Institute of Management Bodh Gaya, Magadh University Complex, Bodh Gaya, Gaya, Bihar - 824234 or, may be dropped in the Tender Box at IIM Bodh Gaya for this purpose up to the last date and time of submission of tender.

Critical Dates of Tender:

S. No.	Particulars	Date	Time
01	Date & Time of Online Publication/Download of Tender	20/11/2019	0930 Hrs.
02	Bid Submission Start Date & Time	20/11/2019	0930 Hrs.
03	Bid Submission Close Date & Time	10/12/2019	1800 Hrs.
04	Closing Date & Time for Submission of EMD	10/12/2019	1800 Hrs.
05	Opening of Technical Bids	11/12/2019	1100 Hrs.

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1. ABOUT IIM BODH GAYA

Indian Institute of Management Bodh Gaya is an Institution of National Importance under the Indian Institutes of Management Act, 2017.

2. TECHNICAL REQUIREMENT

The Internal Auditors are expected to furnish Half yearly Internal Audit Report covering:

- Transaction Audit including day to day records of receipts and payments of Financial Transactions.
- Adequacy and effectiveness of Financial and Managerial Control System of the Institute & Suggest measures to rectify weakness identified by the Internal Auditor.
- Assist in remedial measures of Functional deficiencies and Inventory control mechanism of the Institute.

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

- i. Vouching
- ii. Ledger scrutiny
- iii. Capital expenditure audit
- iv. Review of various departments such as Purchases, Stores & estate
- v. Review of Internal control systems
- vi. Preparation and finalization of annual accounts (Review of Financial Statements)
- vii. Review of compliance of all statutory obligations such as Income tax, TDS, professional tax, PF,GST etc
- viii. Audit of timely and proper insurance of assets
- ix. Technical updates on various taxation laws, finance, accounts, audit matters, etc. to be provided on a regular basis

(b) Audit Period – Half yearly Audit

(c) Key Focus Areas- The 5 major focus areas are:

- i. Evaluation of systems (process flow, work flow and document flow)
- ii. Adherence to systems
- iii. Adherence to the financial policies laid down by BOG/MHRD
- iv. Adequacy of controls in the accounting and related functions
- v. Judicious use of the Institute's resources

(d) Audit Methodology

- i. Preliminary study of all major areas/departments

- ii. Audit checklists
- iii. Sampling or full checks depending on volume of data

(e) Reporting Structure

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

(f) Profile of the Internal Audit Firm

This section provides

- i. Profile of the firm which normally includes
 - The origins of the Firm, major strengths and focus areas
 - The Major Audit assignments carried out/being carried by the firm and any Testimonials from clients
 - The profile of various partners, with Particular focus on the engagement partner and the Audit Team Manager who would be responsible for the Audit assignment here.
- ii. Audit Team visiting the Institute having sound audit experience in Government/ Autonomous bodies should be:
 - 1. One Qualified CA
 - 2. Two/three Semi Qualified / Inter CA

(g) Reporting Structure:

The Internal Auditor will be reporting to the Financial Advisor & Chief Accounts Officer of the Institute and expected to deploy suitable staff for undertaking the job on Half-yearly basis and should ensure visit of Partner-in-Charge at a regular interval.

3. EARNEST MONEY DEPOSIT DETAILS

- a) **EMD of Rs.5,000/- (Rupees Five Thousand only)** should be submitted through DD in favour of Indian Institute of Management Bodh Gaya, payable at Bodh Gaya
- b) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these services only**, are exempted from EMD. However, they must enclose valid self-attested **registration certificate(s)** along with the tender to this effect.
- c) **The bidders who seeks exemption from EMD as per clause no. 3(b) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**
- d) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee as per Sl. No. 14 (a).
- e) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- f) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- g) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.

4. ELIGIBILITY CRITERIA

4.1 OID (Other Important Documents):

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

4.2 Eligibility Criteria and Statutory & Other Documents:

- a) The Bidder should furnish self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.

- b) The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India. Copy of registration certificate to be submitted.
- d) The firm should be empanelled with Comptroller and Auditor General of India (C&AG). Copy of registration certificate to be submitted.
- e) The firm should have been in operation for at least 10 years after its registration. Supporting documents is to be submitted.
- f) The Chartered Accountant firm should have at least 4 (four) partners. Duly completed Annexure-III along with supporting documents is to be submitted.
- g) Average Annual Income (i.e. Average Gross Professional Fees earned during the consecutive last 3 years) of the firm in the last 3 financial years must be minimum of Rs.100 Lakh. Duly completed Annexure-IV along with supporting documents is to be submitted.
- h) The firm should have experience in handling Internal Audit/ Statutory Audit of at least 3 (three) Government Educational Institutions/ PSUs/ Govt. Organization during last preceding two (2) years. Duly completed Annexure-V Part I along with supporting documents is to be submitted.
- i) The firm should have experience in handling Internal Audit/ Statutory Audit of institute of national importance in the last preceding ten (10) years. Such audit must be of Institute itself, not of any department /cell/ subsidiary or affiliating unit etc of the Institute. Duly completed Annexure-V Part II along with supporting documents is to be submitted.

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

4.3 Technical Criteria:

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

5. FINANCIAL BID DETAILS

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

As per the Guideline No 1-CA(7)/03/2016, dated 7th April 2016 issued by the Institute of Chartered Accountant of India, the minimum consolidated fees for the assignment mentioned on the Financial bid, Part A is Rs. 1,25,000.00 (Rupees One lakh twenty five thousand only) per annum, plus applicable tax. In addition to above,

additional fees for the issuance of 15CB Certificate, as and when required by the Institute during the FY 2018-19 is Rs. 2,000/-plus applicable tax per Certificate will be payable by the Institute.

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

6. Process of submission of Tender

The tender must be submitted in three separately sealed envelopes marked as “A”, “B”, & “C”. The language used shall be English. In case any information given is in foreign language, in such cases translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.

6.1 ENVELOPE “A”

(Earnest Money) Tender must be accompanied with earnest money as mentioned. The Demand Draft towards Earnest Money should be placed in sealed “Envelope A”.

6.2

The EMD is not required to be submitted by bidders who are exempted in terms of MSME, Govt. of India guidelines. However, they are required to furnish valid certificate in this regard issued by the Competent Authority

6.3 ENVELOPE “B” (Technical Bid Document)

6.4 Tenderers should establish their credentials by giving valid documentary evidences of similar services as defined in this document to have been executed in India.

6.5 Checklist for “Envelope B” Bidder’s General Information Annexure-1 along with the documentary proof.

- Bidder's Eligibility Criteria along with the documentary proof, LETTER OF AUTHORITY declaring on the Company letter head stating acceptance of the terms and Conditions mentioned in the tender documents & Additional documents, if any.

6.6 ENVELOPE "C" (Financial Bid Document)

- The "Envelope C" shall contain the tender documents and information related to the schedule of services quoting the rates etc. of the item pertaining to the Financial Bid on the Financial Bid document.
- All columns shall be duly filled in, with specific information on the cost involved.
- The rates for the services shall be quoted in Indian Rupees only. Overwriting or use of fluid in financial bid may lead to summarily rejection of application.

*NOTE: The Tenderer should clearly mention, in all the three envelopes (i.e. A, B and C), description of the items for which the offer is being quoted. If any discrepancy is observed the offer would be treated as non-responsive and would be rejected out rightly.

6.7. "Envelope A" (Earnest Money), "Envelope B" (Technical Bid Document) and "Envelope C" (Financial Bid Document), shall be in separate sealed envelopes, each marked as "Envelope A", "Envelope B" and "Envelope C", respectively. All the three envelopes shall be submitted together in another big envelope sealed and super-scribing thereon Tender for Internal Audit of IIM Bodh Gaya". The envelope should be superscripted with tender reference number and addressed to: The FA & CAO, Indian Institute of Management Bodh Gaya, Magadh University Campus, Bodh Gaya, District- Gaya, Bihar, India. PIN-824234.

The envelope marked "Envelope B" of only those Tenderers shall be opened, whose earnest money are placed in the "Envelope A" and found to be in order.

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

6.8 TIME SCHEDULE

S. No.	Particulars	Date	Time
a.	Date of Online Publication of Tender	20/11/2019	0930 Hrs.
b.	Bid Submission Start Date & Time	20/11/2019	0930 Hrs.
c.	Bid Submission Close Date & Time	10/12/2019	1800 Hrs.
d.	Closing Date & Time for Submission of EMD	10/12/2019	1800 Hrs.
e.	Opening of Technical Bids	11/12/2019	1100 Hrs.

7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/epublish/app> and Institute website <https://www.iimbg.ac.in/tenders> and to be submitted to FA&CAO, Indian Institute of Management Bodh Gaya, Magadh University Complex, Bodh Gaya, Gaya Bihar 824234 or may be dropped in the Tender Box at IIM Bodh Gaya for this purpose up to the last date and time of submission of tender.

8. BID VALIDITY PERIOD

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

9. BID SUBMISSION

9.1 Instruction to Bidder

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

9.2 Mode of Submission of Tender

The bids in prescribed envelopes should be delivered at IIM Bodh Gaya. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason

including postal delays shall not be considered at all. Offers sent through fax/ personal e-mail will not be accepted.

9.3 Submission of Earnest Money Deposit (EMD)

It is also required to submit EMD through DD in favour of INDIAN INSTITUTE OF MANAGEMENT BODH GAYA, payable at BODH GAYA

10. BID OPENING

- a) Technical Bids will be opened on **11/12/2019** at **1100 Hrs.**
- b) Financial Bids of the technically eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be intimated to them over e-mail IDs noted in their bid document.
- c) **Bids would be summarily rejected, if EMD is submitted other than through DD.**

11. BID EVALUATION

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

12. PROCESS FOR SELECTION OF THE SUCCESSFUL BIDDER

12.1 Stage – 1 Prequalification evaluation will be carried out based on documents submitted by the bidder as per clause 4, i.e. OID, eligibility criteria, EMD and Technical criteria. The bidders who will qualify in Stage-1 evaluation only will be considered for next stage evaluation i.e. Stage-2.

S. No.	Particular	Marks Breakup	Allocation of Marks
1.	Firm's existence as per tender clause 4.2 (e)	10 years -> 3 marks > 10 to 15 years -> 4 marks > 15 years -> 5 marks	(Min. Mark - 3, Maximum marks - 5)
2.	Number of partners as per tender clause 4.2 (f)	4 Partners -> 2 Marks, 4 to 9 Partners -> 3 Marks, 10 to 14 Partners -> 4 Marks, More than 15 partners -> 5 Marks,	(Min. Mark - 2, Maximum marks - 5)
3.	Average income as per tender clause 4.2 (g)	100 Lakhs to 150 Lakhs -> 4 Marks More than 150 Lakhs to 200 Lakhs -> 6 Marks More than 200 Lakhs to 300 Lakhs -> 8 Marks More than 300 Lakhs -> 10 Marks	(Min. Mark - 4, Maximum marks – 10)
4	Experience as per tender clause 4.2 (h)	3 annual audits -> 4 Marks 4 to 6 annual audits -> 6 Marks 7 to 10 annual audits -> 8 Marks More than 10 annual audits -> 10 Marks	(Min. Mark - 4, Maximum marks – 10)
5	Experience as per tender clause 4.2 (i)	0 annual audit -> 0 Marks, 1 annual audit -> 3 Marks, 2 annual audits -> 6 Marks, 3 annual audits -> 9 Marks, 4 annual audits -> 12 Marks, 5 annual audits -> 15 Marks, More than 5 annual audit -> 20 Marks	(Min. Mark - 0, Maximum marks - 20)
	Total Marks of Stage -2 Evaluation	Maximum Marks- 50 Qualifying Marks- Minimum 20	

12.2 Stage – 2 The stage-2 evaluation will be carried out as per the following procedure:

Based on the above, each eligible bidder will be awarded appropriate marks accordingly.

The scores for technical bids are based on the following method:

$$\text{Normalized technical Bid Score} = \frac{\text{Marks obtained in technical bid} \times 10}{\text{Highest marks of technical bid}}$$

For example, the technical scores the bidders are as follows-

Party	Marks of technical bid out of 50
A	40
B	35
C	42

The normalised score for technical bid would be as follows –

Party	Technical Score (TS)
A	9.52
B	8.33
C	10.00

12.3 Stage-3: Financial Bid Evaluation:

The Institute will open the financial bids of bidders who have scored minimum of 20 marks out of maximum 50 Marks in Stage-2 Evaluation. The date and time of online opening the financial bid will be intimated to the Tenderers in advance and bid will be evaluated as under:

Scoring of Financial Bids- The scores for financial bids are based on the following method:

$$\text{Normalized Financial Bid Score} = \frac{\text{Lowest Tender Price} \times 10}{\text{Tender Price quoted}}$$

For example, total amount (Inclusive of all taxes & Charges) as per Annexure- VIII are as follows-

Party	Total Amount (Inclusive of all taxes & Charges)
A	2,00,000/-
B	1,50,000/-
C	3,00,000/-

The normalised score for financial bid would be as follows –

Party	Financial Score - FS
A	7.5
B	10.00
C	5.0

Note that the lower the price, the higher the score.

12.4 Stage-4: Combined evaluation

The score of technical proposal would be given 70% Weightage, and the financial proposal would be given 30% Weightage. The weighted combined score of the Technical bid (Ts), and Financial bid (Fs) shall be used to rank the bidders based on formula as given below:

$$\text{Combined Score} = 70\% * \text{TS} + 30\% * \text{FS}$$

The normalised Combined Score would be as follows –

Party	Technical Score (TS)	Financial Score (FS)	Combined Score (70% * Ts + 30% * Fs)
A	9.52	8.86	9.32
B	8.33	10.00	8.83
C	10.00	7.75	9.33

12.5 Successful Bidder

- (a) The successful bidder will be the one who has the maximum combined score in Stage-4
- (b) The purpose of the four-stage selection process spelt out above is to get the services which combine optimally the quality and price.

13. PAYMENT TERMS

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

- (i) The payment of professional fee during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period.

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

14. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security valid for **15 Months** in the form of DD @10% of the total value of order at the earliest from the date of issue of the award letter. No interest will be paid by IIM Bodh Gaya on the deposit.
- b) Performance Security will be refunded, after completion of contract and Defect Liability period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to execute the job successfully, within specified period, the job will be got done from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

15. CONTRACT PERIOD

- a) The contract will be initially for a period of one year. Based on satisfactory performance, the contract may be extended maximum up to another two years (one year at a time) on same terms and conditions.
- b) The performance of the service provider will be evaluated on yearly basis.

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

16. DELIVERY SCHEDULE

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

17. TERMS AND CONDITIONS

17.1 Termination for Insolvency

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

17.2 Force Majeure

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

17.3. Arbitration

In the event of any dispute or difference arising under this tender/contract, the Director, IIM Bodh Gaya or his/her nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

17.4. Other Conditions

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

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

ANNEXURE – I**Undertaking**

To

The FA & CAO

Indian Institute of Management Bodh Gaya
Magadh University Campus, Turi Buzurg, Gaya
Bihar – 824234

Tender No. IIMBG/2019-20/Internal Audit/05 dated 24/10/2019

(Notice Inviting Tender for Empanelment of Internal Auditor for undertaking internal audit of Indian Institute of Management Bodh Gaya)

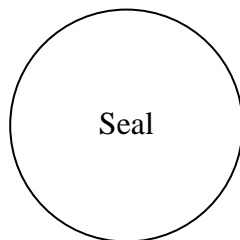
Sir,

1. I /we hereby submit our tender for Empanelment of Internal Auditor for undertaking internal audit of Indian Institute of Management Bodh Gaya along with other required documents.
2. I/ We enclosed herewith the following in favour of Indian Institute of Management Bodh Gaya towards EMD.

Particular	Amount	Payment Details (DD No.)	Payment Date
EMD	Rs.5,000/-		

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.

4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:**Authorized Signatory****Name:****Place:****Designation:****Contact No.:**

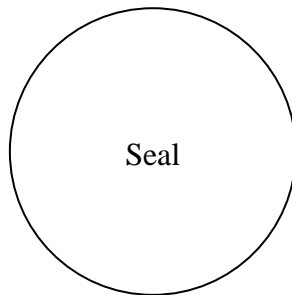
ANNEXURE – II

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

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

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

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE – III

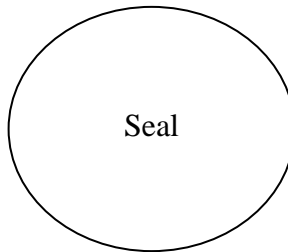
Details of Firm's Partners

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

Date:

Authorized Signatory

Place:



Name:

Designation:

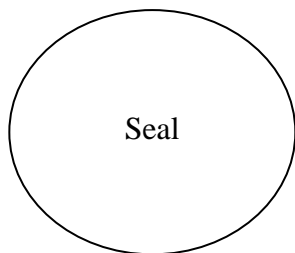
Contact No.:

ANNEXURE – IV

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

Particulars	Financial Year 2016-17	Financial Year 2017-18	Financial Year 2018-19	Average Annual Income
Annual Income (in Lakh) Audited Accounts of the Firm along with copy of the acknowledgement of income Tax return for all the three financial years to be submitted				

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

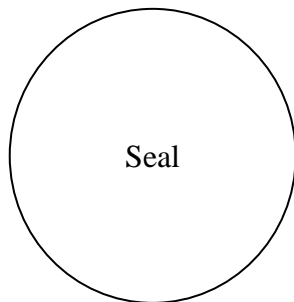
ANNEXURE – V Part I

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

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

Date:

Authorized Signatory:



Name:

Designation:

Place:

Contact No.:

ANNEXURE – V Part II

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

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

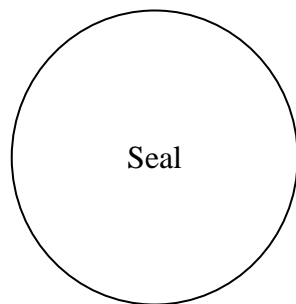
Date:

Authorized Signatory:

Name:

Designation:

Contact No.:



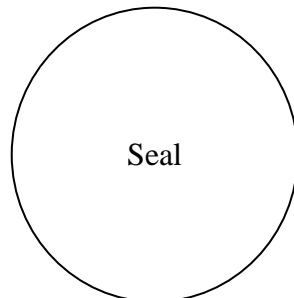
Place:

COMPANY DETAILS

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

Date:

Authorized Signatory:



Name:

Designation:

Place:

Contact No.:

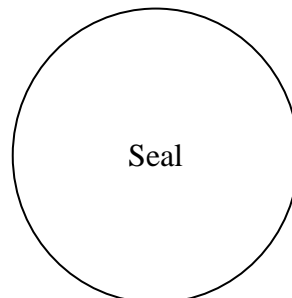
ANNEXURE – VII

TECHNICAL BID

S. No.	Particulars	Compliance by the Vendor (Yes / No.)
1.	Scope of work as per tender clause no. 2	
2.	EMD as per tender clause no. 3	
3.	Certificate of Incorporation as per tender clause no. 4.1	If Yes No. _____
4.	Permanent Account Number as per tender clause no. 4.1	If Yes No. _____
5.	Goods and GST Registration Number as per tender clause no. 4.1	If Yes No. _____
6.	Undertaking as per tender clause no. 4.2 (a) -Annexure-I	
7.	Certificate as per tender clause no. 4.2 (b) -Annexure-II	
8.	Registration Certificate as per tender clause no. 4.2 (c)	If Yes No. _____
9.	Registration certificate as per tender clause no. 4.2 (d)	If Yes No. _____
10.	Experience details as per tender clause no. 4.2 (e)	
11.	Details of partners as per tender clause no. 4.2 (f) Annexure-III	
12.	Annual Turnover details as per tender clause no. 4.2 (g) Annexure-IV	
13.	Experience details as tender clause no. 4.2 (h) Annexure-V Part I	
14.	Experience details as tender clause no. 4.2 (i) Annexure-V Part II	
15.	Company details as per Annexure-VI	

Date:

Authorized Signatory:



Name:

Designation:

Place:

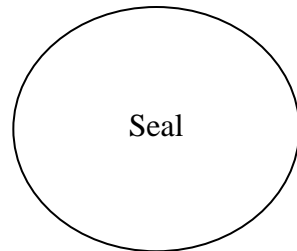
Contact No.:

ANNEXURE –VIII

FINANCIAL BID

Particulars Scope of work as per tender clause-2	Fees		Payment schedule
	Rupees in figure	Rupees in words	
Annual Professional fee for Internal Audit			The Service Provider will raise the half-yearly bills in duplicate on submission of the half-yearly Internal Audit Report to the Institute.
Applicable tax %, if any			

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.