



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

Tender No: IIMBG/2020-21/Internal Audit/19

Date: 18.03.2021

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

(e-Procurement Mode only)

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

Phone: 0631-2200238, 7033439192

Mail Id: cao@iimbg.ac.in

Tender document and other details can be obtained from <https://mhrd.euniwizarde.com>, <http://www.iimbg.ac.in> & CPP Portal website: <http://eprocure.gov.in/epublish/app>

Registration with M/s ITI Ltd: - Intending Consultancy Firm/ Consultants are requested to register themselves with M/s ITI Ltd (if not registered earlier) through <https://mhrd.euniwizarde.com> for obtaining user-id, by paying a registration fee (As given in the e-portal), and online tender processing fee (As given in the e-portal), etc. Consultancy Firm/ Consultants are also required to obtain Class-III (Signing + Encryption) Digital Signature for participating in the e-tender.

E-Tender Processing Fee – Rs (As given in the e-portal) pay to “ITI LTD. Through e-payment gateway.

For participating in the e-Tendering process of IIM Bodh Gaya (Bihar), the Firm/Agency shall have to get them registered on the site <https://mhrd.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://mhrd.euniwizarde.com> with the help of Class-III (Signing + Encryption) Digital Signature by which they can participate in e-Tender of IIM Bodh Gaya.

For this intending Consultancy Firm/ Consultant may contact following e-Wizard Helpdesk numbers.

1. **E-Wizard Helpdesk Patna**
1st floor, M-23, Road No. - 25,
Near SBI Sri Krishna Nagar, Patna-800001.
Phone No.: 0612-2520545, 8448288986, 8448288984, 8448288982.
MAIL ID – ewizardhelpdeskpatna@gmail.com

2. **E-Wizard Helpdesk**
New Delhi -110001, Phone No. 011-49606060
Mail id: ewizardhelpdesk@gmail.com

NOTICE INVITING TENDER FOR APPOINTMENT 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:

The tender document along with all forms are available on the Institute website: <http://www.iimbg.ac.in> and <https://mhrd.euniwizarde.com> & at the e-publishing window of the Central Public Procurement portal (CPPP) <http://eprocure.gov.in/epublish/app> and bid is to be submitted through online mode only.

Critical Dates of Tender:

S. No.	Particulars	Date	Time
01	Date & Time of Online Publication/Download of Tender	18/03/2021	6:00 PM
02	Bid Submission Start Date & Time	18/03/2021	6:00 PM
03	Bid Submission Close Date & Time	08/04/2021	6:00 PM
04	Opening of Technical Bids	09/04/2021	11:00 AM
05	Contact details for general queries	Email: facao@iimbg.ac.in Mobile: +91-8080481976	

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1. About IIM Bodh Gaya

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

2. Technical Requirement

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

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

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

- i. Vouching
- ii. Ledger scrutiny
- iii. Capital expenditure audit.
- iv. Review of various departments such as Purchases, Stores & estate
- v. Review of Internal control systems
- vi. Preparation and finalization of annual accounts (Review of Financial Statements)
- vii. Compliance of all statutory obligations such as Income tax, TDS, professional tax, PF, GST and other Indirect/Direct Tax acts, Filing of IT returns and Labour Laws.
- viii. Compliance of FEMA, any other Laws and Statutes as applicable.
- ix. Audit of timely and proper insurance of assets
- x. Technical updates on various taxation laws, finance, accounts, audit matters, etc. to be provided on a regular basis.
- xi. Tax Audit and Compliances.

(b) Detailed Scope of Work:

Sl.No.	Area	Detailed Scope
1.	Revenue	I. Reconciliation of Fees from students/ participants II. Income from Consultancy/ Executive Programmes III. Interest on Investments IV. Grants for research projects V. Any other Income VI. Treatment in accounts for all Income and recommendations
2.	Expenditures	I. Procedures followed. II. Treatment in Accounts III. 100% vouching of the transactions IV. Reporting for any Rectification or improvement

3.	Procurement of Goods & Services	<p>I. Tendering Processes & selection of the vendor/contractor</p> <p>II. Accounting Treatments for Fixed Assets and Inventory</p>
4.	Physical Verifications of Inventory & Fixed Assets	<p>I. Inventory Verification on yearly basis</p> <p>II. Fixed Assets on yearly basis except</p> <p>III. library books/journals</p>
5.	Investments	<p>I. Procedures followed for Investments.</p> <p>II. Treatment of Income arising out of Investments.</p> <p>III. Recommendations</p>
6.	Statutory Compliances	<p>IV. Compliances to Income Tax Act</p> <p>V. Compliance to GST and other Indirect Taxes</p> <p>VI. Compliance to Labor Laws</p> <p>VII. Compliance to FC laws</p> <p>VIII. Any other statutes</p>
7.	Finance & Accounts	<p>I. Review of Account Payable and Receivable</p> <p>II. Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute.</p> <p>III. Review the record/system of bill payment to various contractors and to review the compliance on them with term of contract.</p> <p>IV. Cash and Bank Management including Physical verification of cash and investment details.</p> <p>V. Checking of Bank Reconciliation</p> <p>VI. Statement on monthly basis</p> <p>VII. Review the expenses incurred with the approved Budget.</p> <p>VIII. Vouching/Ledger Scrutiny</p> <p>IX. Review the last statutory/Internal audit comments and compliances.</p> <p>X. Review of Annual Accounts of the Institute</p> <p>XI. Review of expenses on Sponsored</p> <p>XII. Projects and Its Accounts</p> <p>XIII. Review of Subsidiary Accounts at a quarterly Intervals</p> <p>XIV. Checking of various schedules and annexures</p>
8.	Payroll, Retirement Benefits & Pension	<p>I. Rules and Guidelines applicable Review/ pre-audit of Staff related claims like Medical Reimbursements, LTC etc.</p> <p>II. Review/ Pre-audit for Payment of Salary, superannuation benefits, Pensions etc.</p> <p>III. Treatment in accounts</p>

9.	Engineering Division	<p>IV. Review of all receipts and payments</p> <p>V. Treatment in accounts</p> <p>VI. Completion of Capital WIP and conversion to Assets</p> <p>VII. Any other work related to engineering division.</p>
10.	Pre-Audits	<p>I. Pre- audit of certain specified transactions on case-to-case basis restricted to compliance vis-à-vis processes and procedures. The following areas to be covered under pre- audit:</p> <p>II. Tendering Procedure for Capital or Revenue Items exceeding Rs.10.00 lakhs for bidding process/selection of vendor/contractor and terms of reference for the same.</p> <p>III. Pre-audit of payments to the employees leaving IIMBG either on retirement (like Gratuity, Leave Salary, Commutation of Pension, etc.</p> <p>IV. Any other cases of financial transactions irrespective of value which the management thinks appropriate may ask for pre-audit.</p> <p>V. Internal Auditor is required to submit the observation on pre-audit as soon as possible and not exceeding 5 working days</p>
11.	Others	<p>I. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature</p> <p>II. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions.</p> <p>III. Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation.</p> <p>IV. Suggestion for improvement of the existing System of Accounting, internal control, and Management Information System (MIS) from time to time</p> <p>V. Periodically reconciling Physical Assets with Books of Accounts so as to submit Annual Physical Verification Report latest by 30th April.</p> <p>VI. Issue certificate in form no 15 CB relating to remittance in foreign currency as per Income Tax Act, 1961. The certificate must be issued within two days of receipt of documents.</p> <p>VII. Issue of Utilization Certificates for Grant Based projects as and when required.</p> <p>VIII. Any Other Internal Audit related matters</p>

- (c) Finalisation:**
1. Audit of the Annual Accounts.
 2. Certification of Annual Final Accounts before submission to the Board.
- (d) Audit Report /Certificate**
1. Quarterly Internal Audit report.
 2. Audit/ Review Report on Annual Account.
- (e) Taxation Matters**
1. The Audit Firm will be responsible for filing and handling direct tax matters relating to returns for each assessment year within the due date, TDS exemption certificate, Refunds, and all other mandatory activities.
 2. All indirect tax matters relating to Goods and Service Tax (GST) as per the applicability and all other indirect tax compliances.
- (f) Audit Period – Quarterly Audit**
- (g) Key Focus Areas-** The 5 major focus areas are:
- i. Evaluation of systems (process flow, workflow, 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
- (h) Audit Methodology**
- i. Preliminary study of all major areas/departments
 - ii. Audit checklists
 - iii. Sampling or full checks depending on volume of data
- (i) Reporting Procedure**
- i. Draft report to Finance department and then a final report to the Director
 - ii. Audit report would highlight:
 - Department audited.
 - Audit findings
 - Risk category
 - Risk rating
 - Financial impact
 - Recommendations
 - Auditee's response /Agreed Action plan
 - Agreed Action date
 - iii. Follow-up status of previous audit recommendations
- (j) 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

(k) Reporting Structure:

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

The Auditors must submit Quarterly report as well as a consolidated Annual Report after 4th Quarter Audit report along with 4th Quart Audit report.

3. Eligibility Criteria

3.1 OID (Other Important Documents):

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

3.2 Statutory & Other Documents:

- a) The Bidder should furnish self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b) The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India. Copy of registration certificate to be submitted.
- d) The firm should be empanelled with Comptroller and Auditor General of India (C&AG). Copy of registration certificate to be submitted.
- e) The firm should have been in operation for at least 10 years after its registration. Supporting documents is to be submitted.
- f) The Chartered Accountant firm should have at least 4 (four) partners. Duly completed Annexure-III along with supporting documents is to be submitted.
- g) Average Annual Income (i.e. Average Gross Professional Fees earned during the consecutive last 3 years) of the firm in the last 3 financial years 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. Duly completed Annexure-V Part II along with supporting documents is to be submitted.

j) Clause for appointment of Auditors in IIM AC 2017 vide clause number 25 of Chapter IV will be applicable.

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

3.3 Technical Criteria:

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

4. Financial Bid Details

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

As per the Guideline No 1-CA(7)/03/2016, dated 7th April 2016 issued by the Institute of Chartered Accountant of India, the minimum consolidated fees for the assignment mentioned on the Financial bid, Part A is Rs. 1,25,000.00 (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 tenure is Rs. 2,000/-plus applicable tax per Certificate will be payable by the Institute.

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

5. Process of submission of Tender

5.1 Instruction to Bidder

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

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

5.2 Mode of Submission of Bid

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

a) Technical Bid

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

b) Financial Bid

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

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

6. Bid Validity Period

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

7. Bid Submission

Instruction to Bidder

- 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- cao@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.

8. Bid Evaluation

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

8.1 Process For Selection of The Successful Bidder

Technical Bid Evaluation

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

S. No.	Particular	Marks Breakup	Allocation of Marks
1.	Firm's existence as per tender clause 3.2 (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 3.2 (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 3.2 (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 3.2 (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 3.2 (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 35	

8.2 Successful Bidder

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

The Institute shall consider placement of order for the tender to the bidder who has been found technically, commercially, and financially acceptable. The Institute reserves the right to counteroffer price(s) against price(s) quoted by any bidder.

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

In case any bidder does not agree to take order then subsequently the next lowest bidder(s) will be given chance to execute the order provided they match the L1 bidder price.

9. 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.

10. Contract Period

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.

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

11. Delivery Schedule

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

12. Terms And Conditions

12.1 Termination for Insolvency

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

12.2 Force Majeure

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

12.3 Arbitration

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

12.4 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) Neither the contract, nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the audit firms/companies, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent on the Institute.
- f) The audit firm/company will maintain privacy of data shared with them by the Institute and will keep it confidential.

- g) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- h) Conditional tenders will not be considered in any case.

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 Chief Administrative Officer

Indian Institute of Management Bodh Gaya

Magadh University Campus, Turi Buzurg, Gaya

Bihar – 824234

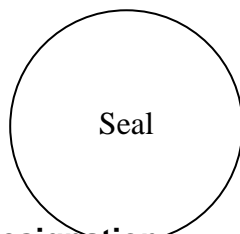
Tender No. _____ dated _____

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

Sir,

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

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No.:

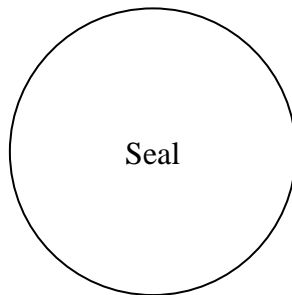
ANNEXURE – II

**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:



Authorized Signatory

Place:

Name:

Designation:

Contact No.:

ANNEXURE – III

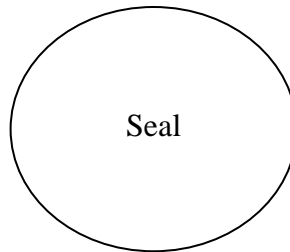
Details of Firm's Partners

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

Date:

Authorized Signatory

Place:



Name:

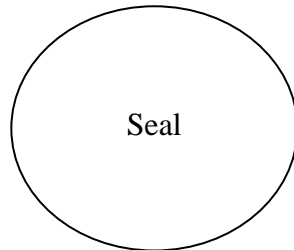
Designation:

ANNEXURE – IV

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

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

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

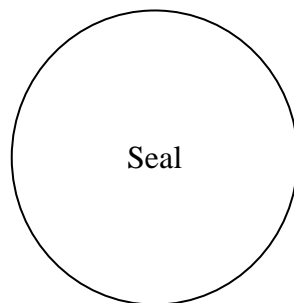
ANNEXURE – V Part I

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

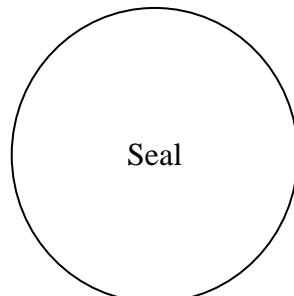
Details of Firm's experience in handling Internal Audit/ Statutory Audit of Institute of National Importance during last preceding ten (10) years.

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:

Place:

Contact No.:

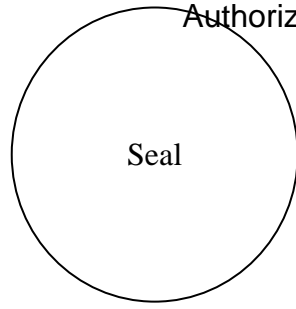
ANNEXURE – VI

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.:

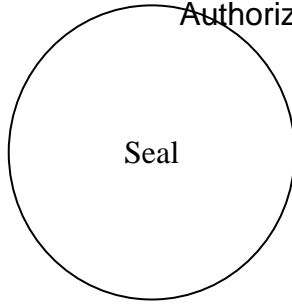
ANNEXURE – VII

TECHNICAL BID

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

Date:

Authorized Signatory:



Seal

Name:

Designation:

Place:

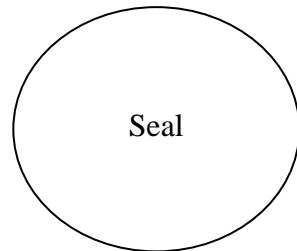
Contact No.:

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.