



भारतीय प्रौद्योगिकी संस्थान भिलाई  
जिला-दुर्ग, छत्तीसगढ़- 491002

**Indian Institute of Technology Bhilai (IITBh)**

**Dist – Durg Chhattisgarh, India – 491002**  
**[www.iitbhilai.ac.in](http://www.iitbhilai.ac.in)**

आईआईटी भिलाई के लिए आंतरिक लेखा परीक्षक की नियुक्ति के लिए निविदा आमंत्रण सूचना

***Notice inviting tender for Engagement of Internal Auditor for IIT Bhilai***

## **Tender for Engagement of Internal Auditor**

Sealed tenders under two cover system (i.e. Technical & Financial) are invited by the Indian Institute of Technology Bhilai (IIT Bhilai) for the engagement of an Internal Auditor initially for one year commencing from the month of October 2024 and which may be further extended for another 2 years based on yearly performance review and the request received from the firm with a provision to increase annual fee in internal audit fee up to 5% on every year subject to satisfactory performance.

The tender document with complete details (including experience required, scope of work, and terms and conditions) can be downloaded from the website [www.iitbhilai.ac.in](http://www.iitbhilai.ac.in). The same is also available in the Central Public Procurement portal (CPPP).

EMD is not applicable. Tenders received without a tender submission fee and late or delayed tenders will be summarily rejected. This online payment receipt may be provided in the online Technical e-bid

Tender Fee - Rs. 500/- should be paid using SBI i-collect Link

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=646425>

Step1. Click Check Box to proceed for payment.

Step2. Select S and P Tender Fee and EMD.

Step3. Fill all Details and Submit

The bidders have to apply online through E-Procurement portal <https://eprocure.gov.in> only.

QUERY:

For any queries regarding the tendering process, the bidder is requested to contact by email [sp@iibhilai.ac.in](mailto:sp@iibhilai.ac.in).

**TWO BID SYSTEM** shall be followed for this tender. Bidder should take due care to submit their tender documents in two separate covers marked as "TECHNICAL" and "FINANCIAL" in one big sealed cover. Bid Evaluation Criteria shall be the basis for the evaluation of tenders. IIT BHILAI desires to finalize this tender within a limited schedule. IIT BHILAI will not entertain any modification after the opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per the requirement specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions, and compliance to the Scope of, Work requirement, etc.

### **1) BID-DATA SHEET**

|  |  |
|--|--|
| <b>Tender Number:<br/>Date:</b>                    | IITBH/Service/FA/2024-25/410<br>Dt. 06/01/2025   |
| <b>Tender Documents</b>                            | Tender Documents can be downloaded from the website <a href="http://www.iitbhilai.ac.in">www.iitbhilai.ac.in</a> . The Same is also available in the Central Public Procurement portal (CPPP).   |
| <b>Pre-Bid Meeting</b>                             | January 13, 2025, 3.30 PM (Through physical or online through Google meet)<br>Venue: Meeting Room No.- 301, LDC Building, Level -3, IIT Bhilai Kutelabhata, District Durg (Chhattisgarh) Pin - 491002<br>All queries (including technical) related to pre-bid meeting, should be reached on or before 13/01/2025 11:00 AM through email.<br>Prior intimation is required for attending the pre-bid meeting through Google Meet.<br>Interested bidders can request the Google Meet link at <a href="mailto:sp@iitbhilai.ac.in">sp@iitbhilai.ac.in</a> |
| <b>Bid Submission start Date</b>                   | 17/01/2025 @ 1000 hrs.   |
| <b>Last Date of Submission of Tender</b>           | 31/01/2025 @ 1500 hrs.   |
| <b>Opening of Technical Bid</b>                    | 01/02/2025 @ 1530 hrs.   |
| <b>Contact Person</b>                              | Deputy Registrar (Administration)  |
| <b>Contact Address</b>                             | IIT Bhilai,<br>Kutelabhat, District Durg (Chhattisgarh)<br>PIN Code 491002   |
| <b>Tender Fee</b>                                  | Rs 500/-<br>should be paid using SBI i-collect Link<br><a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=646425">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=646425</a><br>Step1. Click Check Box to proceed for payment.<br>Step2. Select S and P Tender Fee and EMD.<br>Step3. Fill all Details and Submit<br>(This online payment receipt may be provided in the online Technical e-bid)   |
| <b>Contact Phone Number (s)<br/>E-mail Address</b> | <a href="mailto:sp@iitbhilai.ac.in">sp@iitbhilai.ac.in</a>   |
| <b>Website</b>                                     | <a href="http://www.iitbhilai.ac.in">http://www.iitbhilai.ac.in</a>  |

## **2) TERMS OF REFERENCE**

### **2.1 Background**

The Indian Institute of Technology, Bhilai (IIT Bhilai) is a statutory body established in August 2016 (as an institute of national importance) by an act of parliament called The Indian Institute of Technology Act 1961. The institute comes under the administrative control of the Ministry of Education, Government of India.

IIT Bhilai maintains its accounts on an accrual basis following the applicable Indian Accounting Standard. The expenditure is majorly classified into two major heads Capital and Revenue. Expenditures related to construction works, purchase of equipment and books, etc. are booked under the Capital head and expenditures of a recurring nature like salary, maintenance, etc. are booked under revenue heads. Both Capital and Revenue expenditures are further subdivided into different sub-heads as per their nature. All payment-related data are entered into the software, which is being used for keeping records.

Further for Sponsored research work a separate account named R&D Account along with individual accounts of different projects are operated. Moreover, Earmarked / Endowments Fund, CoSA/Gymkhana, Guest House, etc. are maintained separately. Transactions done through all these accounts get incorporated with the Annual Accounts of the Institute.

The accounts of the Institute are prepared as per the prescribed Format for Financial Statement applicable to the Central Higher Educational Institution, which will be made available to the selected firm.

Most of the payments like salary, reimbursements, scholarships, etc. made to the employees/students of the Institute are done by directly transferring the money to respective bank accounts. Payments to vendors and contractors are made by cheque or electronic transfer. Receipts on account of student admission are directly received in banks through payment Gateways.

### **2.2 Data Entry Procedure:**

Presently software Like -Tally ERP.9, etc. are in use. In general, the bill/claim(s) are processed by providing a journal entry (as due), and thereafter payment is made by passing a payment voucher with reference to the corresponding journal entry, and such data are stored on the computer database.

**2.3 SCOPE OF WORK: The nature of work of the firm shall be as follows:**

| S No. | Area   | Detailed Scope   |
|-------|--|--|
| 01    | Revenue (Academic, Research Sponsorship, Contribution, and Grants) | <ul style="list-style-type: none"> <li>• Reconciliation of Fees charging vis-a-vis collection through Payment Gateways</li> <li>• Review of Grants and Contribution receipt and utilization</li> <li>• Review of Student Benefits Like Stipend, Scholarship, Fellowships, Fee waiver and deferral, etc.</li> <li>• Provision and payment of Interest subvention to the students</li> <li>• Review of Income from research sponsorships</li> <li>• Review of Interest and Other Income (if any)</li> <li>• Entire system of revenue accounting and recognition in the books of accounts</li> </ul>  |
| 02    | Procurement and Inventory Management                               | <ul style="list-style-type: none"> <li>• Vendor selection and appraisal process</li> <li>• Vendor Master Management</li> <li>• Purchase/Work order Regularization</li> <li>• Receipt management of Inventory/Stock and Assets</li> <li>• Physical verification of Inventory/Consumables Stock and Assets.</li> <li>• Review of the process for control over assets and stock by the Management</li> </ul>  |
| 03    | Statutory Compliance   | <ul style="list-style-type: none"> <li>• Review of computation of dues and filling of returns and remittance for statutory dues such as:               <ol style="list-style-type: none"> <li>1. Income Tax</li> <li>2. GST</li> <li>3. Contract/Labour Law</li> <li>4. Any other applicable law</li> </ol> </li> <li>• Filing and filing of statutory returns like ITR, GSTR, Labour Laws, and other applicable laws.</li> <li>• Issue/Provide Audit Certificate under any law/by any agency. Eg. Audit Certificate for ITR, GSTR, Form 15CA/CB for remittances, Audit Certificate on Utilization of project grants/donations, etc.</li> <li>• Assist in addressing queries of respective statutory authorities, preparing draft replies, etc.</li> <li>• Assist in obtaining relaxation (like exemption from TDS)</li> </ul> |

|    |                        |  |
|----|------------------------|--|
|    |                        | by filling out application forms and visiting IT Offices at Raipur, etc.   |
| 04 | Finance & Accounts     | <ul style="list-style-type: none"> <li>• Review of accounts payable and receivables.</li> <li>• Verification and checking of financial transactions from cash book/bank book and other ancillary records maintained by the Institute.</li> <li>• Review the record/system of bill payments to various contractors and also review their compliance with the terms of the contract and other statutory norms applicable.</li> <li>• Investment Register, Cash and Bank management.</li> <li>• Checking of periodical Bank Reconciliation Statement.</li> <li>• Review the expenses incurred against the approved budget for both central records and at the unit level.</li> <li>• Vouching/Ledger Scrutiny</li> <li>• Review the last statutory/internal audit comments and assist in making compliances.</li> <li>• Review of Annual Accounts of the Institute and authenticate financial statements.</li> <li>• Reviewing revenue and expenses of Sponsored Projects, Research Projects, External Aids, Testing and Consultancy activities, Endowment Funds, Earmarked Funds, etc.</li> <li>• Review of Subsidiary Accounts (like Incubation Hub) at quarterly intervals.</li> </ul> |
| 05 | Investments            | <ul style="list-style-type: none"> <li>• Fund Management System and Investments both.</li> </ul>   |
| 06 | Pay Roll               | <ul style="list-style-type: none"> <li>• Review of policy and guidelines</li> <li>• Review of Loans, Travel Expenses, and Full and Final settlements.</li> <li>• Employees payroll, disbursement, and deductions.</li> </ul>   |
| 07 | Operational Activities | <ul style="list-style-type: none"> <li>• Review of construction projects and other major works of the institute.</li> <li>• Review of Repairs and Maintenance activities (like the civil works, electrical works, Horticulture and Housekeeping, Security Services, etc.) of the Institute</li> <li>• Review of recoveries from tenants/other users along with records like Tenant Register, etc.</li> <li>• Review of Guest House, Visitor's Residence, Club House, Short-term renting of facilities, Hostel Management, etc. activities.</li> <li>• Income and Expenditure of CoSA and other bodies associated with the institute.</li> <li>• Income and Expenditure of Alumni office.</li> </ul>  |

|    |                   |   |
|----|-------------------|---|
| 08 | Assets Management | <ul style="list-style-type: none"> <li>• Fixed Asset Management (including review of Central Asset Registers with respective units, matching the values with the books of accounts, physical verification, and providing the list of obsolete/condemnable items, etc.).</li> </ul>  |
| 09 | Other             | <ul style="list-style-type: none"> <li>• Report on risk management issues and internal control deficiencies identified and provide recommendations for improving the internal controls.</li> <li>• Presentation of a comprehensive report highlighting major issues, objections, suggestions, and corrective measures before the prescribed committee at least twice in a Financial Year</li> <li>• Provide suggestions for improvement in the existing System of accounting, internal control, and Management Information System (MIS) from time to time.</li> </ul> |

#### 2.4 Duration of Contract:

The firm will be required to provide the desired services initially for **one year** (i.e. from October 2024), and which may be extended for another two years based on yearly performance review and the request received from the firm. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of the firm in the event their services are evaluated as unsatisfactory with one-month notice.

#### 2.5 SUPPORT AND INPUTS TO THE FIRM

The Institute shall provide adequate office space to the firm to perform its services. In terms of hardware, the Institute will provide computers and printers to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the nature of work. However, no accommodation will be provided by the Institute to the deputed personnel of the firm.

#### 2.6 PRE-QUALIFICATION CRITERIA

The applicant firm for the bidding process must satisfy the following eligibility criteria:

1. The firm should be registered with the Institute of Chartered Accountants of India/Institute of Cost Accountants or any other statutory body authorized for the purpose. They must

- have Income Tax Permanent Account Number (PAN) and GST Registration.
2. The firm should have been in operation for at least 5 years after its registration.
  3. The firm should be empaneled with the Comptroller and Auditor General of India (C&AG). without which the application of the firm will not be considered.
  4. The firm should have experience in handling Internal Audit/Statutory Audit of Educational Institutions/ PSUs/ Govt. Organization of similar stature during last preceding five years
  5. The firm with the presence of a branch in Chhattisgarh will be preferred.

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

## **2.7 PAYMENT TERMS**

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

1. The payment 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.
2. Any increase in tax rates during the contract period will be borne by the Institute.
3. TDS under Income tax will be deducted at applicable rates.
4. The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing services. The decision of the Institute will be the final in this regard.
5. The Service Provider shall raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.

## **2.8 PERFORMANCE SECURITY**

The successful bidder will be required to deposit **5%** of the bid amount towards Performance Security in the form of a Demand Draft in the name of the **Director, Indian Institute of Technology, Bhilai**, payable at **BHILAI or in the form of bank guarantee from any scheduled bank** with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.



## **2.9 VALIDITY OF PRICE**

The price should be valid for 90 days from the date of opening of Price Bids.

## **2.10 ACCEPTANCE OF BIDS & WITHDRAWALS:**

The right of final acceptance of the tender is entirely vested with the Director, IIT Bhilai who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of IIT Bhilai to communicate with rejected bidders. After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as a change in scope of work, lack of anticipated financial resources, court orders, accidents, calamities, etc., and other unforeseen circumstances.

## **3. TENDER SUBMISSION AND EVALUATION OF THE TENDER**

The Tender document can be downloaded from the website of the Institute i.e [www.iitbhilai.ac.in](http://www.iitbhilai.ac.in). The same is also available in the Central Public Procurement Portal (CPP). The bidders have to apply online through E-Procurement portal <https://eprocure.gov.in> only.

Tender Inviting authority: -

**Registrar**

**Room No. 209,**

**LDC Building, Level - 2**

**Indian Institute of Technology Bhilai**

**Kutellabhata, District Durg (Chhattisgarh) - 491002**

### **3.1 TENDER SUBMISSION FEES AND EARNEST MONEY DEPOSIT**

The Tender document can be downloaded from the website of the Institute i.e [www.iitbhilai.ac.in](http://www.iitbhilai.ac.in). The Same is also available in the Central Public Procurement portal (CPPP).

### **3.2 Pre-Bid Meeting**

January 13, 2025, 3.30 PM (Through physical or online through Google meet)

Venue: Meeting Room No.- 301, LDC Building, Level -3, IIT Bhilai

Kutelabhata, District Durg (Chhattisgarh) Pin - 491002

All queries (including technical) related to pre-bid meeting, should be reached on or before 13/01/2025 11:00 AM through email.

Prior intimation is required for attending the pre-bid meeting through Google Meet.

Interested bidders can request the Google Meet link at [sp@iitbhilai.ac.in](mailto:sp@iitbhilai.ac.in)

### **3.3 EVALUATION OF Bids:**

#### **3.3.1 PRE-QUALIFICATION CRITERIA:** *as mentioned in Clause 2.6*

#### **3.3.2 TECHNICAL PROPOSAL**

The Tender will be evaluated by the Tender Evaluation Committee constituted by the Competent Authority, IIT Bhilai. The detailed evaluation method for Prequalification- cum- Technical and Financial Bids is specified below. The Technical and Financial bids will be given weightage of 70 and 30 respectively.

Technical bids of the firms, that meet the prequalification criteria and secure a minimum of 70% of the total technical score of 70 shall be taken up for financial evaluation. In case of non-fulfilment of any pre-qualification criteria, the technical bid of the respective bidder shall be rejected.

The Financial bids of those firms will be opened who secured at least 49 marks out of 70 marks in the Technical Bids.

### Technical and Financial Evaluation Criteria

| Sl. No.                                  | Particulars  | Total Marks | Allocation of Marks                         | Remarks |
|--|--|-------------|---|---------|
| 1.                                       | <b>The firm's Experience in years</b>  | 5           |   |         |
|  | 5 Years –7 years   |             | 1   |         |
|  | > 7 Years –10 years  |             | 3   |         |
|  | > 10 Years   |             | 5   |         |
| 2.                                       | <b>Experience in handling Internal Audit of Educational Institutions/PSU/Govt. organizations during the last five (5) years (i.e. ending with the financial year 2023-24)</b>  | 30          | 10 marks for each organization (Maximum 30) |         |
| 3.                                       | <b>Experience in handling similar work in Central funded Educational Institutions/ Other Educational Institutions, PSU, Govt. Organization Institution during the last five (5) years i.e. ending with the FY 2023-24.</b> | 10          | 3 marks for each organization               |         |
| 4.                                       | <b>Key Experts and Manpower</b>  |             |   |         |
|  | <b>a. Number of Partners in the firm</b>   | 5           |   |         |
|  | 1- 5 Partners  |             | 3   |         |
|  | > 5 Partners   |             | 5   |         |
|  | <b>b. Number of Full-time staff on the payroll.</b>  | 10          |   |         |
|  | 5- 10 Staff (Out of which at least 3 Semi Qualified/Qualified  |             | 5   |         |
|  | >10-20 Staff (Out of which at least 5 Semi Qualified/Qualified   |             | 7   |         |
| >20 Staff (Out of which at least 10 Semi | 10   |             |   |         |
| 5.                                       | <b>Turnover of the firm</b>  | 10          |   |         |
|  | ≤ 50 Lakhs   |             | 0   |         |
|  | ≥ 50 Lakhs but ≤ 1 crore   |             | 3   |         |
|  | ≥ 1 crore but ≤ 2 crore  |             | 6   |         |
|  | > 2 crore  |             | 10  |         |
| 6.                                       | <b>Total Marks of Technical Evaluation</b>   | 70          |   |         |

|    |                             |     |  |  |
|----|-----------------------------|-----|--|--|
| 7. | Score on Financial Proposal | 30  |  |  |
| 8. | Combined Score (06+07)      | 100 |  |  |

### 3.6.3 EVALUATION OF FINANCIAL PROPOSAL

The lowest evaluated financial proposal will be given a maximum score of 30. The score of other firms would be calculated as per the formula:

*F (Other than lowest bidder)*

*= (Price Quoted by Lowest Bidder/ Price Quoted by the bidder) X 30*

The final Price to be used for the Financial Bid evaluation of the technically qualified bidder will be the price quoted for the first year of service along with the applicable taxes.

### 3.6.4 AWARD OF CONTRACT:

The composite score of Technical and Financial evaluation will be taken for final computation. Evaluation will be performed assuming that the contract will be awarded to the bidder whose composite evaluated score stands highest and eligible for contract award, and found to be qualified to perform the contract.

In the event of the Composite Evaluated Score being the same for two or more firms, the firm that quoted the lowest fees amongst them will be considered. In case the financial bids are the same, then the firm scoring the highest marks in experience for handling Internal Audit will be considered. If even after this tie persists, the committee is empowered to find a suitable basis as tie breaker.

### 3.7 LIQUIDATED DAMAGE CLAUSE

- a. The agency 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 contract as well as with other legal recourse at the discretion of the Director IIT Bhilai.
- b. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such a person will have to be replaced immediately upon the instructions from the institute.
- c. The decision of the Director IIT Bhilai shall be final and binding on the agency(s) in respect of any clause covered under the contract.
- d. The firm may be charged with a penalty for shortfall/failure in providing any or all of the service(s) and decision of the Director IIT Bhilai on the matter will be final.

### **3.8 Settlement of Disputes:**

It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of IIT, Bhilai through mutual discussion. The Bidder shall make request in writing to the Director for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute failing which no disputes/claims shall be entertained by IIT, Bhilai. The decision of the Director, IIT, Bhilai will be final and binding on the parties. If differences persist, the settlement of the dispute may be sought in the court of law having territorial.

**3.9 Jurisdiction:** The Court of Durg in the State of Chhattisgarh only will have the jurisdiction to deal with and decide any legal matters or disputes whatsoever arising out of this contract.

**TENDER ACCEPTED LETTER (To be given on letter Head of Organization)**

To,  
The Director,  
IIT Bhilai  
Kutelabhata Khapri,  
Dist Durg, CG Pin - 491002

Date:

Subject: Acceptance of Terms & Conditions of Tender

Tender reference number:

Name of the Tender: TENDER FOR ENGAGEMENT OF INTERNAL AUDITORS FOR IIT BHILAI

Dear Sir,

1. I/We have downloaded/obtained the tender document for the above-mentioned professional assignment from the website namely ..... as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I / We have read the entire terms and conditions of the tender documents from page no ... to... which form part of the contract agreement and I/we shall abide by the terms/conditions/clauses contained therein.
3. The corrigendum(s), if any issued from time to time by your institute to have been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender documents/corrigendum in its totality / entirely.
5. This is certified that we (all the partners and qualified professionals engaged by our firm) have not been indicted/convicted by a Court of Law and no adverse orders have been passed against us by a regulatory authority (including the Institute of Chartered Accountants of India/Institute of Cost Accountants/other statutory bodies).
6. It is further certified that no investigation by any regulatory agency is pending against us.
7. I/We agree to undertake to be liable for all obligations of the tender under the agreement.
8. I/We certify that all information provided in the tender is true and correct, nothing has been misrepresented and omitted which renders such information misleading and all documents accompanying bids are true copies of their respective originals.
9. In case any provisions of this tender are found violated, then your Institute shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Yours faithfully,

(Signature of the bidder with Official Seal)

**ANNEXURE A**

**PRE-QUALIFICATION – CUM – TECHNICAL BID**

| <b>S No.</b> | <b>Criterion</b>   | <b>Firm's Strength and Capacity</b>                             |  |
|--------------|--|---|--|
| 1.           | The firm should be based in Chhattisgarh or have a branch  | Name of the Firm  |  |
|              |  | Address of the Firm   |  |
|              |  | Address of branch in Chhattisgarh                               |  |
|              |  | Name and Address of the authorized Official                     |  |
|              |  | Contact No.<br>Email Id:  |  |
| 2.           | The firm should have at least one partner as FCA   | Attach a copy of the certificate from the ICAI                  |  |
| 3.           | The firm should be registered with the Institute of Chartered Accountants of India/Institute of Cost Accountants of India/other related statutory bodies |   |  |
|              |  | Permanent Account Number (PAN)                                  |  |
|              |  | GST No.   |  |
| 4.           | The firm should be empaneled with the Comptroller & Auditor General of India (C&AG) ( <b><i>Provide registration certificate</i></b> )                   | Registration No.  |  |
| 5.           | The firm should be in operation for at least 5 years after its Registration  | Year of Registration/<br>Start of operation                     |  |
|              |  | No. of Years of operation as at 30 <sup>th</sup> September 2024 |  |
| 6.           | Average Annual Turnover of the firm for the last 3 (three) years (i.e. ending with the FY 2023-24)   | FY 2021-22 (A)  |  |
|              |  | FY 2022-23 (B)  |  |
|              |  | FY 2023-24 (C)  |  |
|              |  | Total (D=A+B+C)   |  |
|              |  | Average Turnover for three years (D/3)                          |  |

|    |   |   |  |                                    |
|----|---|---|--|------------------------------------|
| 7. | The firm should have experience in Internal Audit, of at least 1 (one) Educational Institution like IITs/IISc/IISERs, NITs, IIM, CFTI's /PSU/Govt. organization during the preceding five (5) years (i.e. ending with the FY 2023-24)   | Details of the organizations served<br><br>(Please fill Annexure A-3 with details and attach a copy of work orders for each organization served). | <b>Organization Category</b>             | <b>No. of organizations served</b> |
|    |   |   | <b>Educational Institutes</b>            |                                    |
|    |   |   | <b>PSU's</b>                             |                                    |
|    |   |   | <b>Any other Government Organization</b> |                                    |
|    |   |   | <b>Total</b>                             |                                    |
| 8. | Whether similar services (other than internal audit services as mentioned in Sl. No.7) are provided to the Govt. Educational Institutes Like IITs/IISc/IISERs, NITs, IIM, CFTI's/ Other Educational Institutions of comparable status/ PSU/ Govt. organization Institution during preceding five (5) years (i.e. ending with the FY 2023-24). | Details of the organizations served<br><br>(Please fill Annexure A-4 with details and attach a copy of work orders for each organization served). | <b>Organization Category</b>             | <b>No. of organizations served</b> |
|    |   |   | <b>Government Educational</b>            |                                    |
|    |   |   | <b>Other Educational Institutions</b>    |                                    |
|    |   |   | <b>PSU's</b>                             |                                    |
|    |   |   | <b>Any other Government Organization</b> |                                    |
|    |   |   | <b>Total</b>                             |                                    |
| 9. | Key Experts and Manpower  | a. Number of Partners in the firm   |  |                                    |
|    |   | b. Nos. of Payroll staff (Full Time)  |  |                                    |
|    |   | No. of Qualified Staff (Full-time on payroll) (A)   |  |                                    |
|    |   | No. of Semi - Qualified Staff (Full-time on payroll) (B)  |  |                                    |
|    |   | No. of Assistant (Full-time on payroll)(C)  |  |                                    |
|    |   | Total No. of Staff on Payroll (D = A+B+C)   |  |                                    |
|    |   | c. No. of articles/apprentice (if any)  |  |                                    |

**Signature with Seal:**

**Name & Designation:**

**Date:**



**PROFORMA: A-2**

**Details of the Firm's Experience in internal audit of prescribed organizations.  
[during preceding Five(5)years i.e. ending with the financial year 2023-24].**

| S No. | Name of the Entity Served | Nature of the assignments & services provided<br>(Please specify whether the work involved Internal Audit ) | Duration of the Project<br>[Start date/ End date] |    | Contract Value | Reference of the work order<br><br>(Please attach supporting documents) |
|-------|---------------------------|---|---|----|----------------|---|
|       |                           |   | From  | To |                |   |
| 1.    |                           |   |   |    |                |   |
| 2.    |                           |   |   |    |                |   |
| 3.    |                           |   |   |    |                |   |
| 4.    |                           |   |   |    |                |   |
| 5.    |                           |   |   |    |                |   |

**Note: Furnish a copy of the documentary evidence in support of the information provided above. If required, add/append a page in this format**

**Signature with Seal:**

**Name & Designation:**

**Date:**

**PROFORMA: A-3**

**Details of the Firm's Experience of Similar Services (other than internal audit services) to the prescribed organizations.**

**[during preceding (5) years i.e. ending with the financial year 2023-24].**

| S No. | Name of the Entity Served | Nature of the assignments & services provided<br>(Please specify whether the work involved Internal Audit ) | Duration of the Project<br>[Start date/ End date] |    | Contract Value | Reference of the work order<br><br>(Please attach supporting documents) |
|-------|---------------------------|---|---|----|----------------|---|
|       |                           |   | From  | To |                |   |
| 1.    |                           |   |   |    |                |   |
| 2.    |                           |   |   |    |                |   |
| 3.    |                           |   |   |    |                |   |
| 4.    |                           |   |   |    |                |   |
| 5.    |                           |   |   |    |                |   |

Note: Furnish a copy of the documentary evidence in support of the information provided above. If required, add/append a page in this format.

**Signature with Seal:**

**Name & Designation:**

**Date:**

**PROFORMA: A-4**

**Details of Firm's Partners, of Name Registration Nos.**

| <b>S No.</b> | <b>Name of the Partner</b> | <b>Designation</b> | <b>Reference Identification/<br/>Membership No.</b> | <b>Status<br/>(FCA/ACA/Other)</b> |
|--------------|----------------------------|--------------------|---|-----------------------------------|
|              |                            |                    |   |                                   |
|              |                            |                    |   |                                   |
|              |                            |                    |   |                                   |
|              |                            |                    |   |                                   |
|              |                            |                    |   |                                   |
|              |                            |                    |   |                                   |
|              |                            |                    |   |                                   |

***Note: Please furnish a copy of documentary evidence in support of the information provided above. If required, add/append a page in this format.***

**Signature with Seal:**

**Name & Designation:**

**Date:**

**PROFORMA: A-5**

**Details of the proposed team to be deployed for the work at IIT Bhilai.**

| S No. | Name | Qualification and Specialization | Nature of work to be undertaken |                            |
|-------|------|----------------------------------|---------------------------------|----------------------------|
| 1.    |      |                                  |                                 | Qualified                  |
| 2.    |      |                                  |                                 | Qualified                  |
| 3.    |      |                                  |                                 | Semi-qualified/Assistant   |
| 4.    |      |                                  |                                 | Semi – qualified/Assistant |
| 5.    |      |                                  |                                 | Semi-qualified/Assistant   |
| 6.    |      |                                  |                                 | Semi-qualified/Assistant   |

Note: As per past experiences internal audit assignments would require a minimum of 15 working days per quarter. You may change any of the team members with prior discussion with the institute officials.

**Signature with Seal:**

**Name & Designation:**

**Date:**

**ANNEXURE- B**

**FINANCIAL BID**

(To be uploaded as details of price breakup in the financial cover on CPP portal)

|    | <b>Particulars of Fees</b>           | <b>Fees (in Rs. per annum)</b> |
|----|--------------------------------------|--------------------------------|
| A. | Fees for the 1 <sup>st</sup> year ** |                                |
| B. | GST Charges (as applicable)          |                                |
|    | <b>Total Fees to be paid (A+B)</b>   |                                |

**\*\* The quoted fee should be inclusive of Professional Fee, Travelling, Food, and Other Expenses. Maximum bid value for the first year of service is Rs. 3,00,000/-.**

**The Service provider shall raise the bill quarterly on the pro-rata amount of the annual fee along with the quarterly audit report.**

**N.B.:**

- a) Statutory Changes in GST rates (if any) shall be borne by the Institute.**
- b) Deductions shall be made by the Institute as per statutory rates & norms wherever applicable**

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

**Signature with Seal:**

**Name &**

**Designation: Date:**

**Letter of Consent/Undertaking**

(To be given by the legal owner/partner of the agency on the companies Letter Head)

a) We hereby undertake to provide all the required services, as mentioned above, and in the Technical Bid as well as other documents communicated by IIT Bhilai, if we are appointed as internal auditors.

b) We also agree to continue with our services to IIT Bhilai in the subsequent years, if IIT Bhilai extends our service accordingly.

c) Enhancement of audit fees in the subsequent years will be based upon the performance of the firm. The Institute may increase the annual fee (exclusive of tax) up to 5% of the base year fee.

Place: Signature of Tenderer.

Date: Name .....

Full Address..... (Office seal)

**PLEDGE OF COMPLIANCE**

(To be given by the legal owner/partner of the agency on the companies Letter Head)

Name: ..... Date: .....

Designation: .....

**DECLARATION**

I, ..... (Name),..... (designation), acting on behalf of ..... (agency name & address), which is an applicant for Engagement of Internal Auditor Firm at Indian Institute of Technology Bhilai, hereby undertake that we shall abide by the terms and conditions of the Work Order/Agreement signed between me/us and the IIT Bhilai. In the event of any breach of the terms and conditions of the Work Order/Agreement during the entire period of the contract, the full responsibility for any loss incurred by IIT Bhilai because of our negligence including financial, time, and reputation as assessed by IIT Bhilai, shall lie with my/our agency and I/we will fully compensate IIT Bhilai for all such losses without resort to any legal process.

Signature: .....

Name: .....

Address:

.....

.....

Official Seal