

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

NOTICE INVITING APPLICATION FOR EMPANELMENT OF STATUTORY AUDITORS

Notification No: IIPMB/E-Tender/2024-25/01

Date: 02-04-2024

Indian Institute of Plantation Management, Bengaluru (IIPMB), an Autonomous Organization of the Ministry of Commerce and Industry, GoI, invites applications from interested Chartered Accountant/ firm of Chartered Accountant for empanelment as a Statutory Auditor. The applicants, who intend to participate in the empanelment process, may submit their application in the prescribed format. The application form can be downloaded from E-Tender Wizard. IIPMB reserves the right to accept or reject any application in full or part without assigning any reason whatsoever.

Application Applying Date: 02.04.2024, 16:00 hrs

Application Submission Date: 30.06.2024, 23:59 hrs

Tender Opening Date: 05.07.2024, 15:00 hrs

DIRECTOR

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

NOTICE FOR EMPANELMENT OF STATUTORY AUDITOR

Indian Institute of Plantation Management, Bengaluru (IIPMB), an Autonomous Organization of the Ministry of Commerce and Industry, GoI, invites application in sealed envelope for empanelment of Statutory auditor for audit of books of accounts of the IIPM for the F. Y. 2024-2025 from the eligible individuals and proprietorship/partnership firms fulfilling the criteria appended to this notice in the format annexed along with the supportive documents. The application in prescribed format (annexed), complete in all respect, along with all supportive documents as stated in the application format, must reach to the office of the IIPM up to **30.06.2024** positively. The application with inscription '**APPLICATION FOR EMPANELMENT OF STATUTORY AUDITORS**' should be addressed to:-

Administrative Officer,
Indian Institute of Plantation Management,
Jnana Bharathi Campus, Post. Mallathahalli
Bengaluru – 560 056

Applications, which are not duly filled up and/or lacking required supportive documents, shall be treated as 'REJECTED'. Any complete application received after the above mentioned cut-off date shall not be considered for current process of empanelment. The selected statutory auditor will be intimated through email along with a copy of draft agreement (format annexed) to be executed. On execution of the Agreement the statutory auditor shall be empanelled for three years, unless delisted by the IIPMB in the interim period for valid reasons. IIPMB decision on selection shall be final and no communication in this respect shall be entertained. IIPMB reserves the right to accept or reject any application in full or part without assigning any reason whatsoever. All persons/firms intending to apply are requested to go through the appendix for eligibility criteria and other norms before sending application. Any query in this regard may be sent by email to: accounts@iipmb.edu.in, admin@iipmb.edu.in

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

APPENDIX

Eligibility Criteria and other norms for empanelment of Statutory Auditors

1. Eligibility criteria for empanelment

1.1 Minimum criteria

- The applicant should be a qualified Chartered Accountant or a firm of Chartered Accountant, registered with Institute of Chartered Accountants of India.
- The applicant should have post-qualification practicing experience of at least 10 years with at least 2 years' experience in statutory audits in autonomous statutory body. In case of firms, the experience of the Managing / Senior partners shall be considered as the experience of the firm.
- The applicant individuals / firms must be income tax assessee.
- The applicant should be an Indian citizen and should have office in Bengaluru.
- The firm should have audited educational institute those registered under section 12AA/80G/10(23C).
- The Firm must have conducted audit of educational institutions with Fund based accounting.

1.2 Additional / Preferred Criteria

- Empanelment with Comptroller and Auditor General of India (CAG) as statutory auditor shall be treated as a preferred qualification.
- Where there are common partner(s) in more than one firm, only one of such firms may be considered for empanelment.

1.3 Negative Criteria

- The auditor against whom complaints have been registered with CBI / SFIO / police / court of law &/or blacklisted shall not be eligible
- The auditor convicted of any offence and sentenced to imprisonment / found guilty of misconduct in professional capacity / convicted under IT Act &/or WT Act &/or Gift Tax Act &/or Service Tax Act, shall not be eligible.
- An undischarged insolvent shall not be eligible for empanelment.

2. Categories of the Statutory Auditors

- Individual/proprietorship firm having minimum experience, i.e. post-qualification practicing experience of 10 years with audit experience of Statutory Bodies / IIPMBs of 2 year shall be preferred for the job.

3. Empanelment Procedure

- Applications (as per format given in Annexure–I) will be invited from the eligible firms for empanelment in the format(s) available at IIPMB website. The intending auditor shall apply directly to the Administrative Officer, Indian Institute of Plantation Management, Jnana Bharathi Campus, Post. Mallathahalli, Bengaluru – 560 056.
- The empanelment will be done on the basis of applications received by the office of IIPMB up to a cut -off date, **31.07.2024**
- The list of empanelled auditor, as approved by the IIPMB BoG's/Society, shall be available at the IIPMB website. Only one Individual/Proprietorship firm/ Partnership firm will be given assignment at a time for the particular year. An auditor once empanelled under this guideline shall continue to remain enlisted for a stretch of 3 (three) years unless removed by the IIPMB during the interim period.

4. Duration of Empanelment

- The duration of empanelment shall be for a period of 3 (three) years. However, the quality of service provided / performance of the auditor shall be reviewed annually by the IIPMB.
- Upon expiry of 3 (three) years, the auditor will be required to apply afresh for renewal/re-empanelment, which will be considered by the IIPMB. If no such application is received the auditor will automatically be delisted.
- However, at any time during the 3 (three) years period, the IIPMB may at its discretion de-empanel /remove any auditor after serving due show cause notices. Such auditors will remain debarred from empanelment for next 3 years.

5. Performance review of auditors

- There shall be periodical review of the performance of the empanelled auditor.

6. Removal / de-empanelment of auditors

- Removal / de-empanelment of Auditor will be done by the IIPMB.
- All reports prepared after issuing show cause notices to the auditor and/or the names of the empanelled auditors against whom complaints have been registered with CBI / SFIO / police / court of law &/or blacklisted by any organisation/institute and/or the names of the empanelled auditor convicted of any offence and sentenced to imprisonment / found guilty of misconduct in professional capacity / convicted under IT Act &/or WT Act &/or Gift Tax Act &/or Service Tax Act during the interim period shall be placed before the IIPMB for taking decision.
- The IIPMB shall take decisions on the reported cases and in extreme cases where the auditor has been found to be indulging in unfair practices, guilty of professional misconduct, violating the code of ethics and professional practice and/or where the auditor has been delisted / blacklisted by other state/ Central authorities/agencies/organisation/institutes and/or where the auditor has been convicted by any legal authority, the IIPMB may decide for removal of the errant auditor from the panel.
- Any auditor thus removed / de-empanelled shall be barred for next 3 (three) years for relisting and the name shall be reported to Institute of Chartered Accountants of India immediately as well as to other Government Organisations for information.

7. Appointment of Empanelled auditors

- List of empanelled auditors will be made available at the IIPMB website. The list shall contain the name of the firm / auditor, name of the proprietor / partners, address, contact no., qualification, experience, etc.
- IIPMB reserves right to select or reject any application if does not deemed fit.
- Only one Individual/Proprietorship firm/ Partnership firm will be given assignment at a time for particular financial year.
- An Auditor appointed for one financial year and may be re-appointed or a new auditor may be appointed as decided by the IIPMB. Decision of the authorities shall be final and no communication shall be entertained in this regard.

8. Obligations of IIPMB

- All empanelment / appointment / de-empanelment of auditor shall be done in accordance with the above guidelines.
- No security deposits or any other indemnity money should be taken from the auditor.
- Professional fees to the auditors shall be paid within 45 days of the submission of report and its acceptance by the IIPMB. In case the audit report submitted by the auditor is not in order, the IIPMB shall bring the same to the notice of the auditor within 15 days of submission for rectification and resubmission. In case no such communication is received by the auditor, it would be presumed that the audit report has been accepted by the IIPMB.

9. Compliance of Standards and Procedures

- The reports must be prepared and submitted in the format approved by the IIPMB upon execution of job as per Terms of engagement.

10. Independence and Objectivity

- All empanelled auditors shall act with independence, integrity and objectivity. They shall undertake all audit works with an independent mind and shall not come under influence of anybody. The empanelled auditor shall not be related to any of the personnel in the IIPMB or in the Department dealing with the audit work directly.

11. Professional Fees

- Fees for Statutory Audit will be Rs.89000/- p.a. (excluding GST, Including submission of Audit reports, certifications, making computation of income, filing of institute Income Tax Returns, revised ITR's (if required) along with all statutory forms as required by Income Tax department within the due dates notified by Income Tax Department).

Annexure –I

****Statutory Auditor's / Statutory Auditor Firm's Letterhead Application format for empanelment as statutory auditor**

No.:

Date:

The Administrative Officer,
Indian Institute of Plantation Management,
Jnana Bharathi Campus, Post. Mallathahalli,
Bengaluru - 560056

Dear Sir / Madam, I/we hereby apply for empanelment as Statutory Auditor and furnish hereunder the requisite bio data/ information / documentation for your consideration.

1. Name of the Applicant: _____
2. Constitution : Individual / Proprietorship / Partnership
3. Firm's Details
Address : _____
Phone No. : _____
Email : _____
Date of establishment: _____

Membership/ affiliation details with Institutes of Chartered Accountants

Name of the Body	Members Since	Membership Type	Membership No.

4. Firm's PAN / TAN : _____
5. Practicing as auditor since : _____
6. Experience of statutory audit since : _____

Statutory audit handled in last 3 years with name of clients	Attach Separate sheet if required
Statutory audit (of Autonomous Statutory Body) handled in last 3 years with name of clients	

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7. Details of present set up / infrastructure available to deal with statutory audit : _____

8. Details of existing empanelment : _____

9. Names of proprietor / all partners (also: mention managing/key/senior partner)

1

2

3

4

...

10. Particulars of individual/proprietor/partners Particulars for each partner are to be provided (separate pages may be used for each partner to provide information in prescribed format)

11. Personal details:

Name		Nationality	
Son/Daughter/wife of		Gender	
Date of Birth		Age	
PAN		Telephone	
Address		Mobile	
		Email	

12. Educational / Professional qualifications:

Sr. No	Qualification	Nature*	University/Institution/Examining Body	Date of award

* Graduate degree /diploma / Post-graduate degree/diploma/certificate / Professional certificate

13. Membership / affiliation details:

Name of the Body	Member Since	Membership Type	Membership No

14. Whether proprietor/partner of any : _____
other firm, if so, name and address

15. Duration with the applicant firm : _____

16. Whether empanelled / registered with: _____
others as statutory auditor,
If so give details.

17. Undertakings / Declarations

17 (i). I/We do hereby undertake that [**strike out which is not applicable**]

I/we/none of our employees are ex-employee of your IIPMB,

OR

I/... of our partners/... of our employees was/were ex-employees of your IIPMB (give details, viz. Name, Position and Date of retirement/resignation) but ceased to be under your employment since last 3 years or more.

AND

I/We shall not induct/employ any partner/employee during the tenor of our empanelment as an auditor, who is/are within the abovementioned cooling period of 3 years from the date of retirement / resignation

17(ii). I/We do hereby solemnly declare and affirm that

- I/We have not been removed/dismissed from service/employment earlier
- I/We have not been convicted of any offence and sentenced to a term of imprisonment
- I/We have not been found guilty of misconduct in professional capacity
- I/We have not been convicted of an offence connected with any proceeding under the I.T. act 1961 &/or W.T. Act 1957 &/or G.T. Act 1958
- I/We am/are not undischarged insolvent(s)
- There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law
- I/We have not been blacklisted/depanelled by any bank/FI/IBA/others in the past

18. I/We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed. I/We also affirm that terms & conditions of IIPMB relating to empanelment of statutory auditors are acceptable to us and I/We also undertake to keep the IIPMB informed of any events /happenings which would make me/us ineligible for empanelment / remaining empanelled as statutory auditor.

19. Additional information, if any

For & on behalf of (Firm)

Date:

Place:

(Signature)

(Signature)

Name

Name

Designation

Designation

[All partners to subscribe their signatures]

List of enclosures:

1.....2.....3.....4.....5.....
6.....7.....8.....9.....10.....

Self-attested documents to be provided along with the application

- Identity and address proofs of the applicant statutory auditor/proprietor/all partners
- Copy of registered partnership deed (in case of partnership firms)
- Copies of PAN Card of the applicant statutory auditor/proprietor/all partners
- IT returns of last 3 financial years
- Copies of empanelment with Comptroller and Auditor General of India (CAG) as auditor/proprietor/all partners
- Evidences of professional qualifications and experience of the applicant statutory auditor/proprietor/all partners
- Evidences of experience as a statutory auditor of Educational Institution
- Evidences of existing empanelment, if any, with Autonomous Bodies, Institutions, Colleges, Supreme Court, High Courts, Government authorities/departments, etc.

ANNEXURE – II

[To be executed on non-judicial stamp paper worth `100/- upon selection by Empanelment Committee and name of selected statutory auditor will be enlisted only upon execution]

AGREEMENT WITH THE STATUTORY AUDITOR ON THE APPROVED PANEL OF THE BANK

This Agreement made at on this day of
..... 202__, between

_____ of _____ (hereinafter called the 'Statutory Auditor') of the One Part and Indian Institute of Plantation Management, Bengaluru (IIPMB) incorporated under the Karnataka Society Registration Act 1960, having its office at Jnana Bharathi Campus, Post. Mallathahalli, Bengaluru – 560 056, hereinafter called the 'IIPMB', which term shall unless repugnant to context include its successors and assigns) of the Other Part.

Whereas on the request of the Statutory Auditor, IIPMB has empanelled the Statutory Auditor to undertake audit of books of accounts of IIPMB and other service in the nature of opinion/advise/consultancy/certification, computation of income, filing of institute ITR and all statutory required forms as per IT department requirements, as may be requisitioned by the IIPMB from time to time. Whereas the Statutory Auditor has agreed to render his/her/its services inter-alia on the terms and conditions mentioned hereunder;

NOW THIS AGREEMENT WITNESSETH AS UNDER

1. That the Statutory Auditor agrees to undertake audit of books of accounts as per requisition made by IIPMB from time to time through job specific letter of engagement/assignment with terms of engagement and accepted fee as prescribed / decided by the IIPMB. The accepted fee excludes GST, the fee Includes submission of Audit reports, certifications, making computation of income, filing of institute Income Tax Returns, revised ITR's (if required) along with all statutory forms as required by Income Tax department within the due dates notified by Income Tax Department.
2. That the Statutory Auditor shall not sub-contract the work, when requisitioned by the IIPMB, to any other auditor.
3. That the Statutory Auditor will personally inspect the books of accounts and relevant documents in respect that in connection with the audit of the same.
4. That the Statutory Auditor shall maintain secrecy of the IIPMB's and their assets/liabilities. No files or documents either hard copies or soft copies shall be carried out or transferred through emails or any mode from IIPMB by the Auditors without obtaining prior permission of Administrative/Accounts Officer.
5. That the Statutory Auditor shall act with independence, integrity and objectivity and shall not come under influence of anybody.

6. That the empanelment does not carry assured engagement/appointment of Statutory Auditor and it is the IIPMB's prerogative to engage the services of the Statutory Auditor from the panel.
7. That in case constitution of the Statutory Auditor undergoes any change, the same shall be informed to the IIPMB immediately.
8. That if for any reason whatsoever the IIPMB may not maintain any panel or discontinue the panel, the Statutory Auditor shall have no grievance against the IIPMB and the IIPMB shall not be liable in any manner whatsoever.
9. That in case services of Statutory Auditor are not found satisfactory and their audit reports are unworthy of being acted upon, the IIPMB may delist/de-panel the Statutory Auditor's name from the approved panel of the IIPMB after issuance of show-cause notice.
10. That the IIPMB reserves the right to take appropriate legal action including filing / lodging complaint to the professional body, if there is any misconduct on the part of the Statutory Auditor or audit report submitted by the Statutory Auditor to IIPMB is incorrect or false. This shall be without prejudice to IIPMB's right to delist/de-panel the Statutory Auditor from its panel.
11. That the Statutory Auditor agrees and hereby gives consent to exchange information with other Statutory Bodies, or government organisations directly or through the other medium or any other institution or association about particulars (name, address and other details) of Statutory Auditor, performance as well as cause for delisting / de-panelling, if any.

In witness whereof, the parties hereto have set their hand on the day, month and year mentioned herein above.

Statutory Auditor (signature with Membership/Registration No.)
[In case of partnership firms all the partners to subscribe their signatures]

For Indian Institute of Plantation Management

Administrative Officer