



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5596596
Dated/दिनांक : 12-11-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	02-12-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	02-12-2024 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	Indian Institute Of Information Technology (iiit)
Office Name/कार्यालय का नाम	Kalyani
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

Bid Details/बिड विवरण

Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
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EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Assistant Registrar
Kalyani, Department of Higher Education, Indian Institute of Information Technology (IIIT), Ministry of Education
(Madhumita Sengupta)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
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No. of years of Registration with the Institute of Chartered Accountants of India: a) Between 10 to 12 years: 10 marks b) Above 12 years up to 15 years: 15 marks c) Above 15 years: 20 marks	20	10	View File
No. of FCA/FCMA Partners: a) Between 3 to 5 nos.: 10 marks b) Between 6 to 10 nos.: 12 marks c) Above 10 nos.: 15 marks	15	10	View File
Annual Turnover (last three Financial Years From 2020-21 to 2022-23): a) Between Rs. 50 Lakh to Rs. 75.00 Lakh: 10 marks b) Above Rs. 75.00 Lakh, up to Rs. 100.00 Lakh: 15 marks c) Above Rs. 100.00 Lakh: 20 marks	20	10	View File
Please refer Annexure 1 a)Min 1 Inst: 10 Marks b)Betw 2 Inst :15 marks. c)Between 3 - 4 Inst:20 marks. d)More than 4 Inst:35 marks	35	10	View File
The firm must be empanelled with Comptroller & Auditor General of India. (Self- Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.)	10	10	View File

Total Minimum Qualifying Marks for Technical Score: 50

QCBS Weightage(Technical:Financial):30:70

Interview Venue:IIIT Kalyani

Presentation Venue:IIIT Kalyani

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specificati on	Values
Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm

Specification	Values
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Bank Transactions , Treasury operations , Review system & processes , Risk Management , Compliance with contracts , Governance of company , Internal control of financial , Investigating fraud , Compliance with law & regulations
Type of Industries/Functions	Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	As mentioned in the bid document
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As mentioned in the bid document
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Madhumita Sengupta	741235,WEBEL IT Park Campus, Opp Water Treatment Plant, Kalyani	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 9

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Indian Institute of Information Technology Kalyani,
Webel IT Park, (Near Buddha Park),
Kalyani – 741235.
Nadia,
WB.

4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

5. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.

6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KALYANI

(Autonomous institution under MOE, Govt. of India & Department of
Information Technology & Electronics, Govt. of West Bengal)

Campus:
WEBEL IT Park, Block B, P.O. Kalyani, Dist. Nadia-741235, West Bengal

Tender for Selection of Internal Auditor

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
NADIA – 741235, WEST BENGAL
NOTICE INVITING TENDER FOR SELECTION OF INTERNAL AUDITOR**

NAME OF WORK: For Selection of Internal Auditor

LOCATION OF WORK: IIIT Kalyani, Nadia – 741235.

Note: In case of any clarification needed for submission of bids, please contact the Registrar. Bidders are advised to read the “**General Conditions and Important Instructions for Bidders**”, available at the end of this tender document, before submitting their bids.

Digitally signed by
KAUSHIK K
MUKHERJEE
Date: 2024.11.11
12:29:32 +05'30'

Registrar
Indian Institute of Information Technology, Kalyani

Tender Document

SECTION-I: General Conditions and Important Instructions for Bidders

1. Indian Institute of Information Technology (IIIT) Kalyani invites expression of interest (EOI) from reputed Chartered Accountant Firms for **Internal Auditor** for the Financial year 2024-25 with the **scope of work** as mentioned in Section –II.
2. The price quoted must be inclusive of all charges required to execute the work.
3. **TWO STAGE BIDDING THROUGH QCBS** shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bid amounts to the acceptance of all terms and conditions mentioned therein.
4. Vendors must enclose attested copies of GST Registration, PAN Card, copy of membership certificate issued from the Institute of Chartered Accountants of India (ICAI) or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.
5. Bidders are advised to clear all doubts (if any) before submitting quotations. After submission the same, they shall not be entertained / not eligible to re-consider any issues under any circumstances.
6. SECURITY: The selected firm has to submit Performance Security of 5% of the Contract Value in form of a Demand Draft after the issuance of Work Order.
7. FINAL EVALUATION CRITERIA:

Two Stage bidding (through Quality cum Cost Based Selection (QCBS) Methodology) procedure shall be adopted in evaluation of the proposals. The selection will be done using QCBS process.

30% weightage would be given to the technical evaluation and 70% weightage would be given to the financial bid evaluation. The marking scheme & details are given in Technical Evaluation Criteria marked as Annexure 1.

The top 5 bidders, depending on the number of actual bids as would be received and scoring the maximum marks in technical bid score (Ts) out of 100 shall be eligible for opening of financial bid. Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price (F_L) will be assigned a score of 100 in the financial bid. The other bidders (F) will be allotted score relative to the score of bidder with the lowest quote, as below:

$$F_s = 100 \times F_L / F$$

Where:

F_s = The financial score of the Financial Proposal being evaluated.

F_L = The price of lowest priced Financial Proposal.

F = The price of Financial Proposal under consideration.

The score of technical bid including presentation would be given 30% weightage, and the financial bid would be given 70% weightage. The weighted combined score of the Technical bid (T_s), and Financial proposals (F_s) shall be used to rank the bidders as below:

The first ranked bidder is eligible for award of the work

$$\text{Combined Score} = 30\% \text{ of } T_s + 70\% \text{ of } F_s$$

8. **IIIT Kalyani reserves the right:**

- a) To **accept or reject** any or all bids either in whole or in part or to invite revised price bids or to annul the bidding process
- b) To postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
- c) To omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work or during the execution of work without assigning any reason whatsoever.
- d) To change the quantity or add the item or cancel the item/service required.
- e) To accept or reject any or all the Tenders **without assigning any reason.**

SECTION II: Scope of Work:

1. IT TDS return filing –Quarterly and responding to departmental notices and reconciling any errors in the TDS return filed.
2. Filing of Form 15CA/CB or as applicable in case of Foreign Payment and Form 10BD in case of Donation received.
3. Monthly filing of return for GSTR 1, GSTR 3B & GST-TDS and GST annual return of institute and project cell both.
4. Filing of annual Income Tax Return (ITR) and Generation of Form 16 and Form 16A (Quarterly).
5. Profession Tax return to be filed annually.
6. Society Registrar/Renewal for each of the years, including all paper works.
7. Checking of all accounting vouchers in Tally and Journal entries and assisting in finalisation of accounts and Certification of Annual Accounts of the Institute, Hostel and project cell separately as per Ministry of Education Guidelines.
8. Issuance of all its **Utilization certificates** related to the various Grants (including project Grant) Recurring and Non-Recurring Grants received by the institute.
9. The auditor himself or any senior staff shall be present at the time of C&AG audit to explain various issues.
10. The auditor will be liable to settle any tax related notices and demands raised by the various taxation authorities related to Income tax, GST work and other such statutory taxation matters arising related to their period of service. The auditors should extend necessary support and take responsibility to resolve such notices even if they such notices arises after their end of contract if such notices are related to their period of service.
11. Verification and checking of all financial transactions and vendor payments and Bank Reconciliation Statement on monthly basis.
12. Review the expenses incurred with the approved Budget.
13. Review the last statutory/Internal audit comments and compliances and action taken report.
14. To appraise the Institute on regular basis about applicability of Circulars/Notifications issued by the Govt. / Tax Departments (like Income Tax, TDS, GST & other statutory body etc.).
15. **During the last year of engagement, the auditor has to make tax related compliances as applicable to the institute till Q1 of the next financial year w.r.t. GST, Income tax, Professional tax etc. and any other tax related issue, if any, arises.**
16. Quarterly internal audit report to be provided by the auditor related to various accounting and taxation related transactions and policies of the Institute.

17. Review of Internal Control and Risk Management System:

- i. Independently review and appraise the systems of control throughout the year (not just the financial controls);
- ii. Recommend improvements to internal controls;
- iii. Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- iv. Ascertain Compliance to IIIT Act 2017, instruction of C&AG, Standard Accounting Practices and Guidelines of the Board
- v. Provide reassurance to Competent Authority that their policies are being carried out with adequate control of the associated risks;
- vi. Facilitate good practice in managing risks effectively;
- vii. Ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud.
- viii. Department wise system/process audit and recommendation for best practice to improve the system.

18. Detailed Scope of Work:

Sl. No.	Area	Detailed Scope
01	Revenue	<ol style="list-style-type: none">i. Review, checking & reconciliation of tuition fees and other fees received by the institution from the students/ participantsii. Income from Consultancy etc.iii. Interest on Investments & Bank Interestiv. Grants for research projectsv. Any other Incomevi. Treatment in accounts for all Income and recommendations
02	Expenditures	<ol style="list-style-type: none">i. Procedures followedii. Treatment in Accountsiii. 100% vouching of the transactionsiv. Reporting for any Rectification or improvement.
03	Procurement of Goods & Services	<ol style="list-style-type: none">i. Reviewing the Tendering Processes & selection of the vendor/ contractorii. Accounting Treatments for Fixed Assets and Inventoryiii. Store & Purchase Processes
04	Investments	<ol style="list-style-type: none">i. Procedures followed for Investmentsii. Treatment of Income arising out of Investmentsiii. Recommendations

05	Statutory Compliances	<ul style="list-style-type: none"> i. Review, checking, & applicability of all statutory obligation compliances such as GST, TDS on GST, TDS, Income Tax, NPS, EPF etc. ii. Responsibility of Internal auditor is support for completion of the scrutiny and assessment as and when required.
06	Finance & Accounts	<ul style="list-style-type: none"> i. Review of Account Payable and Receivable ii. Verification and checking of financial transactions from bank book and other ancillary record maintained by the Institute. iii. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract. iv. Bank Management including investment details v. Checking of Bank Reconciliation Statement on monthly basis. vi. Review the expenses incurred with the approved Budget vii. Vouching/Ledger Scrutiny viii. Review the last statutory/Internal audit comments and compliances and action taken report ix. Responsibility of Internal auditor is to prepare the financials as per the Ministry of Education Guidelines and after due checking & verification of schedules and annexure thereto and obtaining the certification from the external firm x. Review of expenses on Sponsored Projects and Its Accounts xi. Review of Subsidiary Accounts at a quarterly Intervals
07	Payroll, Retirement Benefits & Pension	<ul style="list-style-type: none"> i. Rules and Guidelines applicable ii. Review audit of Employee related claims like TA/DA etc. iii. Review/ audit for Payment of Salary etc iv. Treatment in accounts
08	PMC	<ul style="list-style-type: none"> i. Review of tendering process ii. Review of all receipts and payments iii. Treatment in accounts iv. Completion of Capital Work in Progress and conversion to Assets v. Any other work related to PMC

09	Pre Audits	<p>Pre-audit of certain specified transactions on case to case basis restricted to compliance vis-à- vis processes and procedures.</p> <p>The following areas to be covered under pre- audit:</p> <ol style="list-style-type: none"> i. Pre-audit of payments to the employees leaving IIIT Kalyani ii. Any other cases of financial transactions irrespective of value which the Competent Authority thinks appropriate may ask for pre-audit. iii. Internal Auditor is required to submit the observation on pre-audit as soon as possible and not exceeding 5 working days
10	Others	<ol style="list-style-type: none"> i. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature. ii. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions. iii. Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation. iv. Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time v. Periodically reconciling Physical Assets with Books of Accounts so as to submit Annual Physical Verification Report latest by 30th April. vi. Responsibility of Internal Auditor is to obtain the certification from the external firm as and when required. (Form no 15 CA/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. vii. Issue of Utilization Certificates for Grant Based projects as and when required viii. Verification of Income Tax computation sheet (along with the income tax declaration form and proof of investment) of all employees of IIIT Kalyani & preparation of Form 16 & 16A ix. Guide the Institute for preparing the replies against AE's given by the C&AG audit x. To appraise the Institute on regular basis about applicability of Circulars/Notifications issued by the Govt. / Tax Departments (like Income Tax, TDS, GST & other statutory body etc.). xi. Internal auditors or their representatives should coordinate and represent the reply from institute side (if any) to the local government authorities such as Income Tax office, GST office etc. xii. Supports in all types of Statutory/Legal Compliance Xiii Any other works assigned from time to time.

19. AUDIT REPORT

Submission of:

- Quarterly Internal Audit Report .
- Audit/Review Report on Yearly Accounts
- Issue certificate in form no 15CA/CB relating to remittance in foreign currency as per Income Tax Act, 1961 as and when required. The certificate must be issued within two days of receipt of documents.
- Responsibility of Internal auditor is to obtain the certification for Utilization Certificates for Grant Based projects from the external firm as and when required. Detailed scope of work in the tender document related points should be covered in the Audit report.

20. Process of Audit:

- i. Auditor's field personnel will segregate the audit observations and discuss the same with the concerned section in charge for having an in depth understanding of the issue and prepare the draft audit report accordingly.
- ii. The draft audit report will be discussed by senior level personnel of the audit Firm with the Registrar of the Institute or the representative of the Institute. If the auditor is satisfied the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.
- iii. All the document receipt during the course of audit should be returned after completion of the audit and it shall be your responsibility to ensure that all documents and information received from the institute will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.
- iv. In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the Director and Registrar immediately without waiting for the time of submission of the report.
- v. As per the requirements of the Institute, the auditors will also be asked to give presentation on finding in the Audit Reports to the Finance Committee or to the Board of the Institute.

SECTION-III: Minimum Eligibility Criteria:

The interested Bidders shall have to comply to the following criteria to participate in the tendering process: -

1. The Firm should have conducted either statutory audits and/or internal audits of **at least one Autonomous Bodies/Statutory Bodies/Educational Institution** with Minimum Annual Turnover of Rs. 15 Crore each, during the last five financial years i.e. FY 2018-19 to 2022-23. (Work orders issued by the client/ Auditee should be closed). The Annual Turnover for each Autonomous Bodies/ Statutory Bodies/ Educational Institutes shall be as per their Audited Financial Statements for any financial year during the last five financial years i.e. FY 2018-19 to 2022-23. In case the firm has carried out the statutory audit/ internal audit for a branch(s), then the turnover of only that branch(s) will be considered.
2. Must be having minimum Average Annual Income of **Rs. 50 Lakh** during the last 3 Financial Years from FY 20-21 to FY 22-23 (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered.

3. Either the **Branch office or the Head office** of the firm should be located in the state of West Bengal.
4. The firm must be **empanelled with Comptroller & Auditor General of India**. (Self- Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.)
5. Must be having minimum **Three partners** as on (Self- Attested copy of latest Constitution Certificate from Institute to be furnished.)
6. Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
7. The internal auditor appointed under IIIT Act, 2017 or any person employed by him shall not have any direct or indirect interest, whether pecuniary or otherwise, in any matter concerning or related to the administration or functions of the Institute.
8. The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility as on date.
9. There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force.
- 10.** All participants have to submit the declaration of black-listing and/or litigation as attached in the **Annexure IV**.

OTHER GENERAL TERMS AND CONDITIONS:

1. This contract will be applicable **for one year** which may be further **extended for another one year and maximum up to three years on satisfactory performance** and at the discretion of the Institute.
2. Responsibilities of the Service Provider:

Following are the responsibilities of the Firm (Service Provider) –

 - a. Minimum visit at IIIT, Kalyani: 06 days in a Year:
 - i. One qualified professional (CA/CMA with at least 3 years post qualification experience) or
 - b. Minimum visit at IIIT, Kalyani: 01 days per week:
 - i. One experienced Audit Assistant
 - ii. One Article Clerk
 - c. However, IIIT, Kalyani may ask to come at the office of IIIT, Kalyani any of the above as and when required.
 - d. Prior approval to be obtained from the Competent Authority for deploying additional qualified personnel, if required.
 - e. Personnel deployed should ensure proper conduct of the deployed personnel in the office premises and should carry Laptops.
 - f. The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of IIIT Kalyani. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed Shall submit their observations on quarterly basis to IIIT Kalyani and ensure necessary compliance along with rectification/ correction, if any, by IIIT Kalyani within 20 days of receipt of audit observations.
3. Work to be completed within the stipulated time provided by the Institute.
4. In case of non-performance, part performance or non- adherence of the statutory obligations due to negligence on part of the Firm, penalty would be imposed by the IIIT Kalyani proportionate to the extent of default/ non- compliance/financial loss incurred to the institute
5. IIIT Kalyani shall not be responsible for any financial loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or for payment towards any compensation.
6. The Firm shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Firm.
7. IIIT Kalyani may advise the firm to disengage any of its staff from service, with 24 hours prior intimation, in case the Competent Authority of IIIT Kalyani found any negligence on the part of that particular staff.
8. The firm shall be totally responsible for the conduct of the personnel engaged for the service and the Institute shall not be responsible for their conduct at any point of time.
9. The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to IIIT Kalyani with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The firm shall have the responsibility to furnish documentary evidence in support of the statutory compliance to IIIT Kalyani as and when sought for.
10. The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act, GST TDS as applicable and IIIT Kalyani shall provide TDS certificate to the Agency.

11. Penalty Clauses

i. In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender and reserves the right to impose the penalty as detailed below:

- a) 2% of cost of order/ agreement per week, up to 2 weeks delay.
- b) After 2 weeks delay, IIIT Kalyani reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other firm (s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 3 years.

ii. For any breach of contract, IIIT Kalyani shall impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of IIIT Kalyani.

iii. If the lapse is repeated, the extent of penalty will be doubled on each such occasion.

12. If progress/ performance of the audit team is not satisfactory, the management reserves the right to terminate the appointment of the Firm with 15 days' prior notice.

13. **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 IIIT, Kalyani. 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 IIIT, Kalyani. The decision of the IIIT Kalyani will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the Court of law in Kolkata Jurisdiction.

14. **Disclaimer:** IIIT Kalyani reserves the right to accept and/or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reason.

15. **Payment Terms:** Registrar, IIIT, Kalyani is the payment Authority of Bills. Bills in triplicate has to be submitted to the office of the Registrar, IIIT, Kalyani. The payment will be released as

- a. **80% of the invoice value** will be released after finalization of the accounts & submission of Internal Audit report by the auditor.
- b. **20% of the remaining payment** will be released after filling of GST Annual return and Income Tax return(ITR) of the institute.

KAUSHIK K MUKHERJEE
Digitally signed by
KAUSHIK K MUKHERJEE
Date: 2024.11.11
12:30:21 +05'30'

Registrar
Indian Institute of Information Technology, Kalyani

Annexure 1:**TECHNICAL EVALUATION CRITERIA**

Sl. No	Criteria	Max. Marks	Marks Obtained	Remarks
01	No. of years of Registration with the Institute of Chartered Accountants of India: a) Between 10 to 12 years: 10 marks b) Above 12 years up to 15 years: 15 marks c) Above 15 years: 20 marks	20		
02	No. of FCA/FCMA Partners: a) Between 3 to 5 nos.: 10 marks b) Between 6 to 10 nos.: 12 marks c) Above 10 nos.: 15 marks	15		
03	Annual Turnover (last three Financial Years From 2020-21 to 2022-23).: a) Between Rs. 50 Lakh to Rs. 75.00 Lakh: 10 marks b) Above Rs. 75.00 Lakh, up to Rs. 100.00 Lakh: 15marks c) Above Rs. 100.00 Lakh: 20 marks	20		
04	Nos. of Firms having experience in conducting Internal Audit of Autonomous Bodies/Statutory Bodies/Higher Educational Institution with Minimum Annual Turnover of Rs. 15 Crore each in last five Financial Years i.e. from FY 2018-19 to 2022-23. a) At least One Institute: 10 Marks b) Between Two Institute:15 marks. c) Between Three – Four Institute:20 marks. d) More than Four Institute:35 marks.	35		
05	The firm must be empanelled with Comptroller & Auditor General of India. (Self- Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.)	10		
	Total	100		

Annexure II-GENERAL DETAILS

Sl. No	General Particulars/Details of the Firm	
1	Name of the Firm	
2	Address of the Firm	
3	Name of the Contact person of the Firm	
4	Designation of the Contact Person of the Firm	
5	Contact Details of the Firm	
	Mobile No.	
	Landline No.	
	Email Address	
	Income Tax Pan No	
	Goods & Service Tax Registration No.	
6	Date of Registration with Institute of Chartered Accountants of India (Self- Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)	Date of Incorporation/ Registration: Date of Opening of Main Office or Branch Office
7	Year of empanelment with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.)	
8	Any other details of the Firm would like to furnish (Example: Awards & Accreditations)	

Date:

Place:

Signature of Authorized Signatories of the
Firm with Seal

ANNEXURE-III- OTHER TECHNICAL DETAILS

Profile of the Applicant (To be furnished along with the Technical Proposal on the Letter Head of the Firm)

Name and Address of the Chartered Accountants Firm:
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Sl	Particulars	Details
01	Date of Registration with Institute of Chartered Accountants of India (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India to be furnished.)	Date of Incorporation/ Registration: Date of Opening of Main Office or Branch Office
02	No. of Partners as on 1 st April, 2024 (Self-Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India to be furnished.)	
03	Annual Turnover of the Firm from last three FY from 2020-21 to 2022-23	Separate Sheet may be attached, if needed
04	Nos of Firms having experience in conducting Internal Audit of Autonomous Bodies/Statutory Bodies/Educational Institution/ with Minimum Annual Turnover of Rs. 15 Crore each in last five Financial Years i.e. from FY 2018-19 to 2022-23. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Institutes to be furnished)	Separate Sheet may be attached, if needed comprising of following details: 1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contract Status (Completed/Ongoing)
05	Year of empanelment with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.)	

N.B. All the claims made in should be supported by sufficient documents.

Date:

Place:

Signature of Authorized Signatories of the Firm with Seal

Annexure IV

Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm or its owner/partners/directors anywhere in India.

Date the day of 20__

Signature of Bidder _____

Name & Address of Bidder _____

Seal of the Firm