



Bid Number/बोली क्रमांक (बिड संख्या): GEM/2025/B/6017097

Dated/दिनांक : 26-04-2025

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	14-05-2025 19:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	14-05-2025 19:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	180 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Education
<b>Department Name/विभाग का नाम</b>	Department Of Higher Education
<b>Organisation Name/संगठन का नाम</b>	Indian Institute Of Technology (iit)
<b>Office Name/कार्यालय का नाम</b>	Abv-iitm Gwalior, Madhya Pradesh
<b>क्रेता ईमेल/Buyer Email</b>	buycon4683.iiti.mp@gembuyer.in
<b>Item Category/मद केटेगरी</b>	Hiring of Consultants - Milestone/Deliverable Based - NIT for Hiring Chartered Accountant Firms for Auditing Attesting and Related Services; Finance& Accounts, Governance, Risk and Compliance (IT Audit), Transition Expert, Financial Modelling Expert,..
<b>Contract Period/अनुबंध अवधि</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	20 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	7 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b>	Yes

**Bid Details/बिड विवरण**

<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	3 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	500000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	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 :**

Director, ABV-IIITM, Gwalior  
ABV-IIITM, Gwalior, Morena Link Road Gwalior-474015  
(Director Abv-iiitm)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / Stat Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

6. 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.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Extendability of contract requirement:**As per Uploaded bid document.

**Last 3 years average business revenue from consulting:**As per Uploaded bid document.

**Number of Consultants on payroll of firms:**As per Uploaded bid document.

**Number of projects completed in India having similar scope & size of proposed project under hiring:**As per Uploaded bid document.

**Scope Of work:**[1745411508.pdf](#)

**Profile of Consultants:**[1745411512.pdf](#)

**Pre-qualifications Criteria:**[1745411516.pdf](#)

**Payment Terms:**[1745411520.pdf](#)

**Price Break Up Format:**[1745411524.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
09-05-2025 16:00:00	B-106, Academic Block-B, ABV-IIITM, Gwalior

**Hiring Of Consultants - Milestone/Deliverable Based - NIT For Hiring Chartered Accountant Firms For Auditing Attesting And Related Services; Finance& Accounts, Governance, Risk And Compliance (IT Audit), Transition Expert, Financial Modelling Expert,.. ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specificati on	Values
<b>Core</b>	
Consulting Category/ Stream	NIT for Hiring Chartered Accountant Firms for Auditing Attesting and Related Services
Consultant' s Profile	Finance& Accounts , Governance, Risk and Compliance (IT Audit) , Transition Expert , Financial Modelling Expert , Transaction Advisor , Investment Promotion , Legal / Policy/Regulatory , Financial Services , NIT for Hiring Chartered Accountant Firms for Auditing Attesting and Related Services
Proof of Concept (POC) Required	Yes
Deploymen t of Consultants /Resource	Hybrid(As specified in scope of work)
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/प रेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Narendra Pratap Singh Chauhan	474010,ABV-IIITM Gwalior, Morena Link Road, Gwalior, Madhya Pradesh Pin -474015	1	N/A

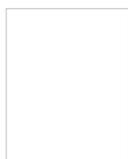
## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses



## **ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR**

*Morena Link Road, Gwalior-474015*

*(An Institute of National Importance of Ministry of Education, Govt. of India)*

### **NOTICE INVITING TENDER FOR HIRING**

### **CHARTERED ACCOUNTANT FIRMS FOR AUDITING, ATTESTING AND RELATED SERVICES**

- 1- ABV-IIITM GWALIOR invites tender from Gwalior based Chartered Accountant Firms, for Auditing, Attesting and Related services of the Institute during the financial year 2025-26.
2. The Institute shall not be responsible for any delay in submission of Bids. The Institute reserves the right to accept or reject any bid, cancel the tender without assigning any reason thereof. Institute's decision in this regard shall be treated as final. No correspondence in this regard will be entertained.
3. Conditional bids shall not be considered and will be rejected outrightly.
4. The Financial Bids of only those bidders who qualify in the technical bid shall be opened after evaluation by a Committee constituted for the purpose. No bidder will be allowed to withdraw its bids after opening of technical bids.
5. The Institute reserves the right to reject any or all the bids submitted by the bidders at any time or relax/withdraw/add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.



# ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR

Morena Link Road, Gwalior-474015

(An Institute of National Importance of Ministry of Education, Govt. of India)

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### CRITICAL DATE SHEET

Date of Issue/Publication of Tender Notice	As per bid published on GeM Portal
Bid Document Submission End Date (Hard Copy)	As per bid published on GeM Portal
Technical Bid Opening Date	As per bid published on GeM Portal
Address for Communication or submission of Bids	Registrar, ABV-IIITM Gwalior, Morena Link Road, India-474015 Email: registrar@iiitm.ac.in

The last date of submission tender document is on or before **As per GeM** Please visit our website <http://www.iiitm.ac.in> for **downloading the tender documents**. Bidders should regularly visit this website to keep themselves updated.

**Registrar**

1) **Bid-Data Sheet**

<b>Tender Number and Date:</b>	As per bid published on GeM Portal
<b>Issue of Tender Forms</b>	Tender Documents / forms can be downloaded from the Institute's website <a href="http://www.iiitm.ac.in">http://www.iiitm.ac.in</a>
<b>Earnest Money Deposit ( EMD)</b>	Earnest money of <b>As per Bid Document published on GeM</b>
<b>Last Date of Submission of Tender</b>	As per bid published on GeM Portal
<b>Opening of Tender (Technical Bid)</b>	As per bid published on GeM Portal
<b>Contact Person</b>	<b>The Registrar,</b> ABV-Indian Institute of Information Technology & Management Gwalior
<b>Contact Address</b>	ABV-Indian Institute of Information Technology & Management, Morena Link Road, Gwalior – 474015
<b>Contact Phone Number (s)</b>	0751-2449815, 07512449720
<b>E-mail Address</b>	<a href="mailto:registrar@iiitm.ac.in">registrar@iiitm.ac.in</a>
<b>Website</b>	<a href="http://www.iiitm.ac.in">http://www.iiitm.ac.in</a>

## 2) TERMS OF REFERENCE

### 2.1) Background

ABV-Indian Institute of Information Technology & Management-Gwalior (ABV-IIITM Gwalior) was established in 1997 by the Ministry of Human Resource Development, Government of India. ABV-IIITM Gwalior is designed to reach the prestigious position in the global setting that IISc, IIMs and IITs presently enjoy. This institute was created for facilitating higher education, research, and consultancy in areas of information technology (IT) and business management. Initially started as IIITM, this institute was prefixed with ABV in 2002 to honor the then Prime Minister Atal Bihari Vajpayee.

ABV-IIITM GWALIOR is maintaining its accounts on Accrual Basis following the applicable Indian Accounting Standard. The expenditure of the Institute is attributed to two major heads- Capital and Revenue. Mainly the expenditure related to construction works, purchase of equipment and books etc. are booked under Capital head and expenditure of recurring nature like salary, maintenance etc. are booked under Revenue heads. Both Recurring and Non-Recurring expenditure are further subdivided into different sub-heads as per the nature of the expenditure. All the transactions (On an average about 700 voucher entry per month) are entered into the tally software (*Tally Prime*), which is being used for keeping records. The accounts of the Institute are prepared as per the prescribed ***Format Applicable to the Central Government Autonomous Bodies (CAB)***, 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 made directly by transferring the money to respective bank accounts. Payments to vendors and contractors are made by electronic transfer. Receipts on account of student admission are directly received in the bank account of the Institute.

Presently Tally Prime is being used in the Finance & Accounts section for recording transactions on a day-to-day basis. Expenditure heads both under capital expenses and revenue expenses are distinctly classified (i.e., works and buildings expenditure, equipment etc. under capital expenses and travelling, salary, repair & maintenance, consumables etc. under revenue expenses). As per the nature of expenditure, heads are being maintained in tally accounting software. The short glimpse of the Institute is as under:

i)	No. of students:	1520
ii)	No. of Regular Employees:	90
iii)	No. of Contract / Outsource Employees:	250 (Approx.)
iv)	No. of Hostels:	06
v)	No. of Sponsored & Consultancy Projects:	70
vi)	No. of FDPs/ MDPs/Conference/Short Term Training Programs	50 (Approx)

For more details kindly visit the Institute website i.e., [www.iiitm.ac.in](http://www.iiitm.ac.in).

## 2.2) SCOPE OF WORK

The nature of the works of the Chartered Accountant Firm shall be as follows.

1. Conduct internal audit of books of accounts, ancillary records, sponsored projects/schemes, MDPs, FDPs, etc., and submit the report on a quarterly basis.
2. Prepare, finalize, and certify Utilization Certificates (UC), Statements of Expenditure (SoE), and Receipt and Payment accounts with relevant schedules for various research project schemes (including MDPs/FDPs/Conferences etc.) of ABV-IIITMG according to the funding agency's format. Verify project cell records, project timelines, and report any deviations from rules and regulations.
3. Conduct pre-transaction audit of all bills (payment), vouchers, purchase proposals, and service hiring proposals related to the Institute and all hostels on a daily basis. Ensure compliance with the Institute's rules and procedures, the General Financial Rules-2017 (GFR), and other applicable Government of India regulations.
4. Ensure day-to-day financial transactions comply with General Financial Rules 2017 (GFR), accounting standards, correct classification of expenses, use of correct ledgers and cost centers, arithmetical accuracy, and various tax laws. Verify records of all departments and activities to ensure adherence to ABV-IIITM, Gwalior rules and regulations. Ensure compliance with policies, rules, regulations, and procedures in all accounting matters and transactions. Adhere to Office Memoranda and Circulars issued by the Institute, Ministry of Education, and Government of India. Ensure compliance with observations from C&AG audits for statutory and transaction audits.
5. Provide comprehensive risk management and internal control recommendations to strengthen the organization's systems and processes. Advise on applicable taxes, rules, laws, and regulations for ABV-IIITMG and its service providers. Conduct audits of the Internal Control System, financial management of infrastructural/construction projects, and strategic initiatives. Review and suggest improvements for the accounting and internal control systems. Ensure major expenditures and incomes adhere to the accrual system, reporting any deviations. Detect systemic flaws and propose corrective measures. Assess risks and recommend mitigation strategies. Perform process audits as directed by management. Report outstanding C&AG audit para and provide remarks on non-compliance or non-settlement.
6. Conduct bank reconciliations monthly, ensuring all books are properly reconciled and necessary actions are taken to address any unmatched transactions. Reconcile the earnest money deposit (EMD) and security deposit (SD)

registers with the accounting records. Scrutinize the institution's tuition and other fee receipts, as well as outstanding balances in student fees receivable and creditor accounts. Reconcile the fees booked in the income and expenditure statements with the receipts and payments.

7. Conduct a thorough check and verification of all student fees, participants fees, other incomes, and receipts. Review the reconciliation process to ensure no revenue leakage. Scrutinize the receipt and utilization of government grants (central/state) and perform quarterly reconciliation and certification (UC). Reconcile grant utilization with acquired assets and ensure proper recording of grants in the books of accounts. Adhere to the applicable Accounting Standards and other relevant guidelines issued by the funding agencies, Government of India.
8. Ensure endowment funds are utilized as per policy, proper entries are recorded in books, and investments are aligned with the investment policy.
9. Procurement of Goods & Services: Verify that procurements adhere to purchase policies, GFR, GoI guidelines, and ABV-IIITMG circulars; check bills for all work and petty repairs awarded by the Institute; and ensure payments for AMC and service contracts comply with agreement terms and conditions.
10. Statutory And Internal Compliance:
  - a. Ensures timely compliance with all statutory obligations, including Income Tax, GST, Professional Tax, and others. Filing quarterly TDS returns, monthly TDS on GST returns, monthly GST returns, professional tax returns, annual Income Tax returns, and annual GST returns. Issue necessary certificates like Form 16 and 16-A, and coordinates with the Income Tax and GST Departments as needed. Provide support for e-filing of TDS and TDS on GST returns and represent the Institute in all taxation proceedings before various tax authorities.
  - b. Conduct compliance audits to ensure adherence to statutory requirements such as Income Tax, GST, EPF, and ESI. Provide advisory services, offering advice and written opinions on issues related to Income Tax, GST, excise duty, and customs laws. Assist in the preparation and submission of necessary compliance documents, and prepare and file all types of statutory returns, providing updates on applicable statutory laws.
  - c. Ensure compliance with recent changes in commercial laws, including Income Tax, GST, EPF, and ESI, and attach a certificate of compliance with the internal audit report for each quarter. Calculate the Income Tax liabilities of the Institute employees after considering the declaration and proof of Investment given by employees and ensure the correct deduction of Income Tax from the salary of the employees. Provide training to staff on amendments to laws applicable to the Institute.
11. Advising on preparation of the Annual Budget and Controlling thereof. Scrutiny of the expenses incurred with the approved Budget.
12. Presentation of comprehensive report highlighting major issues, objections, suggestions, and corrective measures before the Finance Committee at least twice in a Financial Year.
13. Appearance for meetings whenever called/ required.
14. Any other work but not limited to Finance and Accounts, as assigned by the Competent Authority from time to time.

### **2.3) TIME PERIOD**

The Chartered Accountant firm will be required to provide the desired services initially for a period of **One Financial Year** i.e., from the **FY 2025-26 (1<sup>st</sup> Oct 2025 to 30<sup>th</sup> Sept. 2026 and the payment of Services/Fee will start from actual month of engagement)**. However, the performance of the CA Firm will be reviewed after every six months by a committee constituted by the Competent Authority. The contract can be renewed for another term of one year on satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of a Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

### **2.4) SUPPORT AND INPUTS TO THE FIRM**

The Institute shall provide adequate office space for the firm to perform its services. In terms of hardware the Institute will provide computers and printers, stationery to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the scope of work.

## **2.5) PRE-QUALIFICATION CRITERIA**

**The Chartered Accountant firm eligible for the bidding process must satisfy the following eligibility criteria:**

1. The Chartered Accountant should be a Proprietary/Partnership Firm/LLP firms.
2. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and must have valid PAN, TAN and GST Registration.
3. The firm should be 10-Year-Old after its registration and should have at least three full time FCA Partners, in case of partnership firm.
4. The Average Annual Income (i.e., Average Gross Professional Fees earned during the 3 years) of the firm in the last 3 financial years ending on March 31<sup>st</sup> March 2024 must be equal to or more than ₹ 20.00 lakhs (Rupees twenty lakhs).
5. The CA firm should have conducted either statutory audits and /or internal audits in “three Govt. educational institution with Gross Receipts of ₹ 5.00 Crore each with multi locations/offices/ branches/ units” or “three PSUs (inc. Banks)/ Central Govt. Organizations/ Public Limited Companies having annual turnover of more than ₹ 100.00 Crore each with multi locations/offices/ branches/units.”
7. The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility etc. as on date. A self-attested notarized declaration is required to be attached/submitted in support of the same.
8. 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. A self-attested notarized declaration is required to be attached/submitted in support of the same.

The annual turnover for each entity shall be as per their Audited Financial Statements for any financial year falling between 2021-22 to 2023-24.

## **2.6) PAYMENT TERMS**

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

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 change in GST 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 of services. The decision of the Institute will be the final and abiding to the CA firm.
5. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly final audit report to the Institute.

6. During the last three years the Institute has paid remuneration to CA firm in the range of ₹ 4.50 to ₹ 05.00 lakh per annum.

### **Minimum Staff Requirement**

- a. **One (1) Qualified Chartered Accountant with 5 years' post qualification experience.**
- b. **One (1) CA/ICWAI (Inter)/Graduate/Postgraduate and have completed 2 years of article ship training.**

### **2.7) PERFORMANCE SECURITY**

The successful bidder will be required to deposit as per Bid Document published on GeM of the bid amount towards Performance Security in the form of RTGS/NEFT or Bank Guarantee from a Commercial bank in the name of **Director, ABV-IIITM Gwalior**, payable at **Gwalior** with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.

### **2.8) CONFIDENTIALITY**

1. The Proprietor/Partners and employee of the CA Firm shall not disclose any proprietary or confidential information relating to assignment, the services or the information of the office of ABV-IIITMG without written consent of the Director of the Institute.
2. The Firm/Company shall not share the data/information and analysis relating to ABV-IIITMG obtained during course of their assigned job, with unauthorized person persons, entity or agency.

### **2.9) PENALTY**

As per GeM service level Agreement

### **2.10) General Terms & Conditions:**

1. **Sub-Contracting:** Service Provider / Firm to whom the work awarded shall not subcontract the work to any other parties either in part or full.
2. The tender document will remain valid for 180 days from the date of opening.
3. The successful bidder shall be required to enter into an agreement with the Institute. The cost of the Stamp Paper required for the agreement will be borne by the successful bidder.
4. Tenderers who do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.
5. The time for work will be office working hours on working days of the Institute.
6. Salary of employees/articles of the CA firm shall be as per guidelines of ICAI/GoI.
7. All statutory dues be deposited and returns to be filed or certificates be prepared as per concerned act or law in force. Quarterly Internal Audit Report to be provided before last day of next month. Vouching, reconciliation etc. for all accounts of both parts of work be done on monthly basis.

8. A dedicated CA, who has experience of at least 05 years for the work mentioned in Scope of Work will be provided by the successful bidder firm along with his name and registration no/ membership of ICAI.
9. Additional supporting manpower shall be arranged by the firm/bidder for day to day work of the Institute as mentioned in scope of work.
10. The Chartered Accountant firm will not be engaged for a continuous period of more than three years (including extension period, if any) in order to maintain overall effectiveness and transparency. The Chartered Accountant firm will be rotated over a period of three years, and it will be mandatory to undergo a break period/cooling off period of at least three years by the CA firm which has worked previously with the Institute. This condition will also apply to those firms which are/were associated earlier with the Institute.
11. Each and every voucher, reports, documents etc. should be mandatorily signed by an authorized Chartered Accountant only. Articles / Deployed Manpower shall not be allowed to sign the vouchers, documents etc. on behalf of the CA firm.
12. CA and Article/ employee should be available on regular basis in the Institute as per the work requirements. Biometric attendance should be a minimum of 85% on working days of CA and Article/employee.
13. The selected professional firm will liaise with the Management for the periodical meetings to review the progress of the work and to ensure the requirements be fully met out and to suggest the measures of economy for cost control.
14. The appointed firm would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of ABV-IIITMG, and all other documents and information which they think necessary for the purpose of Internal Audit. The Internal Auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the Institute.
15. All matters & disputes arising out shall be subjected to Arbitration by the Director of the ABV-Indian Institute of Information Technology and Management, Gwalior. In case the matter still stands unresolved, and has to go the Court, the dispute will lie within the jurisdiction of Gwalior Courts only.

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

#### **3.1) SUBMISSION OF TENDER**

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i) **Pre-qualification-cum-technical bid in Annexure-A** along with all supporting documents as per GeM bid.
- ii) Financial Bid in **Annexure- B** should be kept in a separate envelope super scribing "**FINANCIAL BID**"

All the pages of the Tender document including the annexure and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm. Both Technical bid and Financial Bid envelopes should be kept in a separate envelop. The envelope should be super scribed:

**“TENDER FOR HIRING CHARTERED ACCOUNTANT FIRMS  
FOR AUDTING, ATTESTING AND RELATED SERVICES FOR  
THE FINANCIAL YEAR 2025-26”**

Submitted by: **(Name, Address, E-mail, and Telephone Number of the Firm)**

Submitted To: **The Registrar,**

**ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY &  
MANAGEMENT, GWALIOR**

**Morena Link Road, Gwalior -474001, INDIA**

The Applicant can submit the Tender by registered post /courier/Speed post so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be accepted.

**3.2) EARNEST MONEY DEPOSIT: - As per GeM bid.**

**3.3) TENDER QUERIES**

The interested firms may seek clarification on Tender documents should send their queries on the email registrar@iiitm.ac.in or in O/o The Registrar, ABV-IIITM, Gwalior.

**3.4) LAST DATE OF SUBMISSION OF TENDER**

Last date of submission of the Tender is: **As per Bid Published on the GeM Portal.**

**3.5) DATE OF OPENING OF TENDER**

The Tender will be opened for technical evaluation **online on the GeM Portal as per GeM bid document**. The authorized representatives must carry authorization letter to attend the bid opening. The date of opening of financial bids will be communicated later.

**3.6) EVALUATION OF TENDER**

The Tender will be evaluated by the Tender evaluation committee constituted by the Director, ABV-IIITM Gwalior. Technical bids will be opened first and evaluated based on the documentary validation and evaluation criteria (including minimum eligibility criteria) stipulated in the tender document. Financial bids of only technically suitable/ qualified bidders will be opened. EMD of technically unsuitable bidders will be given back to the bidders. Bidders will have to collect the same along with a requisition.

The bidders will have to quote the price as per the format provided in the Annexure-B and the L1 firm will be awarded the work. The L1 firm shall be decided on the basis of the lowest grand total rate offered (exclusive of GST, which shall be paid on actual basis as applicable).

Institute reserves the right to cancel abnormal low bids or seek clarification from L1 bidder who quoted abnormal low bid.

The rate must be as per the price bid format without any ambiguity. Conditional offers of proposals not furnished in the prescribed format(s) shall be considered non-responsive and are liable to be rejected.

**All matters & disputes arising out shall be subjected to Arbitration by the Director of the ABV-Indian Institute of Information Technology and Management, Gwalior. In case the matter still stands unresolved, and has to go the Court, the dispute will lie within the jurisdiction of Gwalior Courts only.**

**Annexure- A**

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

SN	Criterion	Firm's Strength & Capacity	
1.	Basic Profile of the Firm (Submit supporting documents)	Name of The Firm	
		Address of the Firm	
		Address of Branch at Gwalior	
		Name and address of the authorized official	
		Contact No., Mobile No. & Email:	
2.	Constitution of Firm	Provide certificates from the Institute of Chartered Accountants of India	
3.	The Chartered Accountant firm should be registered with The ICAI and must have valid PAN, TAN and GST Registration. (Provide all registration certificates)	If registered then mention Registration Number	
		PAN & TAN No. of the Firm	
		GST Registration No.	
4.	The firm should be in operation for at least 10 years after its Registration (Provide necessary certificates)	Year of Registration/ Starting of operation	
		Nos. of Years in operation after registration	
5.	Average Annual Income of the firm for the last 3 (three) years ending on 31 <sup>st</sup> March 2024 [Must be equal to or greater than Rs.20 (Twenty Lakhs)  [Provide copies of the Audited Financial Statements for all the 3 (Three) years up to 31 <sup>st</sup> March 2024 along with an annexure]	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 (three) years ending on 31 <sup>st</sup> March 2024)	
		Rs (in figure)	
		Rs. In words	
6.	Name & Contact details of CA to be deployed		
7.	Registration certificate of CA to be deployed.		
8.	The CA firm should have conducted either statutory audits and /or internal audits in “three Govt. educational institution with Gross Receipts of ₹ 5.00 Crore each with multi locations/ offices/ branches/ units” or “three PSUs (inc. Banks)/ Central Govt. Organizations/ Public Limited Companies having annual turnover of more than ₹ 100.00 Crore each with multi locations/offices/ branches/units.”	Nos. of Organization where Services were provided in the last 3 (Three) Years	
		Nos. (in words) Nos. (in words)	
9.	Detail of Firm's Partners	Nos. of Partners	

	(Submit the proof of the ownership pattern & registration certificates along with details of the Chief Functionary (s) of the CA Firm provided in Performa A-4)	Nos. (in words) Nos. (in words)
10.	Nos. of Payroll staff (Full Time) / Article-ship incumbent/ Apprentices (if any)	i) Nos. of Payroll Staff (Full Time) ii) Nos. of Article-ship incumbent (Full Time) iii) Nos. of Apprentice:
11.	Self-attested notarized declaration as per condition no.07 & 08 of “2.5) PRE-QUALIFICATION CRITERIA”	

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

**SEAL :**

**Signature :**

**Date :**

**Name & Designation :**

**Proforma to Annexure – A**

**PROFORMA: A-1**

**Details of Firm’s Turnover**  
**[Average Annual Turnover of the Firm]**

Particular	Financial Year 2021-22	Financial Year 2022-23	Financial Year 2023-24	Average Annual Income
Annual Income* (Rs. in Lakhs)				

\* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years.

**PROFORMA: A-2**

**Details of Firm's Experience**

**[During last 3 (Three) years]**

<b>Sl. No.</b>	<b>Name of the Project</b>	<b>Duration of the Project (Start Date / End Date)</b>	<b>Name of the Clint</b>	<b>Nature of the assignment &amp; services provided  (Please specify whether the work involved Internal Audit)</b>
1.				
2.				
3.				

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

**SEAL :**

**Signature :**

**Date :**

**Name & Designation :**

**PROFORMA: A-3**

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

<b>Sl. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Membership No.</b>	<b>Status (FCA/ACA)</b>	<b>Remarks</b>
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1.					
2.					
3.					
4.					
5.					

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

**SEAL :**

**Signature :**

**Date :**

**Name & Designation :**

**Annexure – B**

**FINANCIAL BID**

Sl No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in Words	
A.	Fee for the Financial Year 2025-26 (1 <sup>st</sup> April 2025 to 31 <sup>st</sup> March 2026)			The Service Provider will raise the quarterly bills in

<b>B.</b>	Add : GST as applicable			duplicate on submission of the quarterly Audit Report to the Institute
<b>C.</b>	<b>Total Fee to be paid (including GST : A+B)</b>			

**\*\* The quoted fee should be included of Professional Fee, Travelling, Food and Other Expenses.**

**N.B.: Statutory Changes in GST rate if any shall be borne by the Institute. 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.

**SEAL :**

**Signature :**

**Date :**

**Name & Designation :**