

Dt:28.04.2025

Ref.No: RGUKT/NZD/E-Proc/Finance/Internal Audit for the years of 2022-23,2023-24 & 2024-25 year wise/2025/T09

## **BID DOCUMENT**

### **E-Procurement**

### **Open Competitive Bid (OCB)**

*For*

**Conducting internal Audit for the financial years 2022-23, 2023-24 & 2024-25**

**at**

***RGUKT-Nuzvid CAMPUS***



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

**RGUKT-Nuzvid**

**Eluru District, Andhra Pradesh-521202**

**[www.rguktn.ac.in](http://www.rguktn.ac.in) A.P Phone No:0866-2468513**

## **Proprietary & Confidential**

No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of RGUKT except to the extent required for submitting bid and no more.

## **Time schedule of various tender related events**

Bid calling date	28.04.2025
Bid document downloading start date	28.04.2025 at 06.00 PM
Bid document downloading last date	12.05.2025 at 05.00PM
Last date & time for uploading of documents online	12.05.2025 at 05.30PM
Technical bid (PQ stage) opening date & time	13.05.2025 at 09.30AM
Price Bid opening date & time	13.05.2025 at 10.00 AM

**Note:**

1. Submission of Hard copies of technical bid and financial bids are not mandatory
2. After participating in the tender, acknowledgement mail should be sent to **procurement@rguktn.ac.in** as format specified in the Annexure IX

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com). Phone: 08645-246370/71/72/73/74.

For any clarification and further details on the above tender please contact: **9989651051**.

**CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only [purchases@rguktn.ac.in](mailto:purchases@rguktn.ac.in) or [procurement@rguktn.ac.in](mailto:procurement@rguktn.ac.in) on or before last date and time for uploading of documents online. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on RGUKT-Nuzvid, Andhra Pradesh website i.e. [www.rguktn.ac.in/tenders](http://www.rguktn.ac.in/tenders) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The service providers are requested to submit the bids after issue of clarifications duly considering the changes made if any. Service providers are totally responsible for incorporating/complying the changes/ amendments issued if any.

Sd/-  
Administrative Officer (i/c),  
RGUKT-Nuzvid,

**Newspaper advertisement  
E-Procurement Tender Notice**

**Hindu Paper Advertisement**

	<b>Rajiv Gandhi University of Knowledge Technologies</b>	
	Nuzvid Campus, Mylavaram Road, Nuzvid-521 202, Eluru Dist, A.P., Ph : 83339 81193	
	<b>E-Tender Notice</b>	<b>Dt: 26.04.2025</b>
Online tenders hereby invited through AP e-Procurement towards- <b>1.</b> Annual rate contract for supply & delivery of general plumbing material, <b>2.</b> Supply & Delivery of Bed mattresses and Pillows, <b>3.</b> Supply and Installation of 25 Projectors and accessories for Academic Blocks (2nd call), <b>4.</b> Internal Audit for the years of 2022-23, 2023-24 & 2024-25 year wise, <b>5.</b> Supply and Installation of a 20 KVA Online UPS(3P/3P) with 38400 VAH (12V/100 Ah) (3rd call). For further details please visit website <a href="https://rguktn.ac.in/tenders/">https://rguktn.ac.in/tenders/</a> or <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a>		
<b>Sd/- Administrative Officer (I/c)</b>		

**Eenadu Paper Advertisement**

	<b>Rajiv Gandhi University of Knowledge Technologies</b>	
	Nuzvid Campus, Mylavaram Road, Nuzvid-521 202, Eluru Dist, A.P., Ph : 83339 81193	
	<b>E-Tender Notice</b>	<b>Dt: 26.04.2025</b>
Online tenders hereby invited through AP e-Procurement towards- <b>1.</b> Annual rate contract for supply & delivery of general plumbing material, <b>2.</b> Supply & Delivery of Bed mattresses and Pillows, <b>3.</b> Supply and Installation of 25 Projectors and accessories for Academic Blocks (2nd call), <b>4.</b> Internal Audit for the years of 2022-23, 2023-24 & 2024-25 year wise, <b>5.</b> Supply and Installation of a 20 KVA Online UPS(3P/3P) with 38400 VAH (12V/100 Ah) (3rd call). For further details please visit website <a href="https://rguktn.ac.in/tenders/">https://rguktn.ac.in/tenders/</a> or <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a>		
<b>Sd/- Administrative Officer (I/c)</b>		

**Section I**  
**INVITATION FOR BIDS**

**Subject: Conducting internal Audit for the financial years 2022-23, 2023-24 & 2024-25 at RGUKT-Nuzvid, AP.**

Sir/Madam,

1. Bids are invited on the e-procurement platform from the reputed manufactures /registered firms/venders/authorized distributors/wholesale dealers/retail dealers/retailers for **Conducting internal Audit for the financial years 2022-23, 2023-24 & 2024-25** at RGUKT-NUZVID, Nuzvid (M), Eluru District, AP. The details of bidding conditions and other terms can be downloaded from our website [www.rguktn.ac.in](http://www.rguktn.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
2. Bidders would be required to register on the e-Procurement marketplace “[www.apecurement.gov.in](http://www.apecurement.gov.in)” and submit their bids online. On registration with the e-Procurement marketplace they will be provided with a user id and password by the system through which they can submit their bids online.
3. The bidders need to scan and upload the required documents as per the Check list given. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids online.
4. The hard copies of the technical bid, financial/price bid need not to be submitted. The RGUKT-Nuzvid will consider only the bids submitted through online over the copies of the paper-based bids.
5.
  - a) The participating bidder(s) will have to pay non-refundable tender processing fee Rs.3000/- (Rupees Three Thousand Only) Online transfer only to the Director, RGUKT A/c No.39524776434, IFSC code: SBIN0021233 through NEFT/RTGS/UPI etc. After confirmation of payment, payment receipt must be uploaded online on e-procurement website.
  - b) Further the bidder(s) shall furnish, as part of it bid, the EMD/Bid security for an amount of Rs.20,000/- (Rupees Twenty Thousand only) Online transfer only through E-procurement site. It is to be noted that, the Firm who are registered with MSME is exempted to submit the EMD (Copy of valid registration must be provided along with technical bid).
  - c) All the participating Service providers who submit the bids have to pay transaction fee and GST as levied by Govt. of India through online in favor of MD, APTS. The amount payable to APTS is non-refundable
  - d) RGUKT will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT-AP was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of Sub-Standard Quality / Poor Service of Equipment supplies, as defined in the other parts of the Bidding document.
6. Any information pertaining to the tender process and the submission of supporting documents shall not be entertained after the due date.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidder from the tender exercise. For any clarification and further details on the above tender please contact Telephone No: 99 during 10.00 AM to 5.00 PM or e-mail: [ao@rguktn.ac.in](mailto:ao@rguktn.ac.in) or [procurement@rguktn.ac.in](mailto:procurement@rguktn.ac.in).

Sd/-  
Administrative Officer (i/c)  
RGUKT-Nuzvid, Andhra Pradesh

**SECTION II**  
**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

<b>Item</b>	<b>Description</b>
Work Description	Conducting internal Audit for the financial years 2022-23, 2023-24 & 2024-25 at RGUKT-Nuzvid, AP.
Tender Processing Fee	Rs.3000/- (Rupees Three Thousand Only) Online transfer only to the Director, RGUKT A/c No.39524776434, IFSC code: SBIN0021233 through NEFT/RTGS/UPI etc.
EMD/Bid Security (Refundable)	Rs.20,000/- (Rupees Twenty Thousand only) (Online transfer only to the e-procurement site)
Bid Validity Period	180 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Delivery Schedule	work must be started within 21 days from the date of work Order.
Payment terms	Payment shall be made in Indian rupees. 100% Payment shall be released after the successful completion of the audit work and on getting satisfactory certificates for every FY from the concerned department.
Placing purchase order	<ul style="list-style-type: none"> <li>➤ RGUKT-Nuzvid will place order on identified successful bidder.</li> <li>➤ All the payments shall be made directly by RGUKT-Nuzvid to the successful bidder as per the tender terms and conditions.</li> </ul>
Transaction Fee	All the participating bidders who submit the bids have to pay an amount @ 0.04% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & GST applicable as levied by Govt. of India on transaction fee through online in favour of The Managing Director, APTS. The amount payable to APTS is nonrefundable.
Bid submission	Online through e-procurement platform i.e. <a href="http://www.apecurement.gov.in">www.apecurement.gov.in</a> .
Other conditions	<ol style="list-style-type: none"> <li>1. The Documents that are uploaded on e-marketplace will only be considered for Bid Evaluation.</li> <li>2. RGUKT-Nuzvid will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents.</li> <li>3. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Service providers are found to be false/fabricated/bogus, the Service provider will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security/EMD will be forfeited.</li> <li>4. The rates should be quoted through online only.</li> <li>5. The financial bids of the bidders, who qualified the technical bid, shall only be opened.</li> </ol>

## **TENDER SCHEDULE**

### **1. PREAMBLE:**

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. RGUKT-Nuzvid is one of its autonomous campuses started in 2008. The Institute provides an ambience of excellence for the pursuit of knowledge leading to B. Tech degree in different branches of Technology.

Rajiv Gandhi University of Knowledge Technologies - Nuzvid, AP invites online tenders for Supply and Installation of 25 Projectors and accessories for Academic Blocks at RGUKT - Nuzvid, AP from the reputed manufactures /registered firm's /venders/ authorized distributors/wholesale dealers/retail dealers/retailers through e-procurement platform (i.e. [www.apecurement.gov.in](http://www.apecurement.gov.in)).

### **2. SCOPE OF WORK:**

Conducting internal Audit for the financial years 2022-23, 2023-24 and 2024-25 at RGUKT-Nuzvid, Andhra Pradesh.

### **3. INCOME TAX:**

During the contract period, deduction of income tax and surcharge as in force at source shall be made at the prevailing rate of income tax department issued from time to time on the gross amount of each bill.

### **4. RATES, TAXES AND DUTIES:**

All the rates in the tender shall be inclusive of all statutory compliances like GST etc.

### **5. SCOPE OF Audit**

- i. Statutory audit of university accounts RGUKT-NUZVID
- ii. Filing of Income tax returns.
- iii. Assessment of internal/ accounting controls.
- iv. Examining financial Statements for arithmetical accuracy, ensuring compliance with applicable accounting standards / guidelines and policies / Disclosure requirements
- v. To facilitate the university in securing 80G and 12 A registration process as per IT Act, 1962.
- vi. Advice on various accounting issues including those related to Indian GAAPs (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards) when made applicable.
- vii. Certification and authentication of Projects Utilization Certificates.
- viii. To make a review of the Income and Expenditure Account/Receipt & Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.

- ix. Audit of Provident Fund, PRAN Accounts and EHS Scheme.
- x. Detailed description of the works is given in Annexure I
- xi. Any other duty assigned by the Head of the University/ Institution pertaining to Accounting and Tax matters etc.
- xii. IT related issues (Any other registrations required from IT department)

## 6. ELIGIBILITY CRITERIA

- a) Bidder must have registered firm in India. Self-Attested copy of Registration certificate, GST, as applicable shall be enclosed.
- b) The Chartered Accountant firm with minimum of three partners and shall have to enroll with C&AG and also registered in ICAI for the last 7 years continuously. (Proof should be submitted)
- c) Any of the Partners of the firm must have DISA/FAFD Qualification. (Proof should be submitted)
- d) Internal Audit/Statutory Audit Experience in State/Central Government Universities, Academic Institutions, PSUs, Autonomous bodies, and Limited Companies for ten years or more as of 31-03-2025 (Minimum one work completion certificate per each year to be submitted)
- e) The firm should have completed a minimum of three concurrent/statutory audit assignments during the last 5 years to any state/central government Universities, Academic Institutions, PSUs, or Autonomous bodies having a turnover of **Rs. 50 Crores** or more. (Work order copies and work completion certificates are to be enclosed).
- f) The average Turnover of the firm for the past three consecutive financial years (2022-23, 2023-24, and 2024-25) should not be less than Rs.1.0 Crore (Proof of ITR (2022-23, 2023-24, and 2024-25) and other related documents should be submitted as per annexure-v).
- g) The firm should have a Registered office/Branch Office in the State of Andhra Pradesh (Proof to be enclosed).
- h) Bidder should not have been debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/ enterprises/ Organizations and by any other Quasi Government bodies/ Organizations, World Bank or any major Enterprise / Organization in India doing business with them. (Please submit self-declaration as Annexure II).
- i) Tender document with proper seal and signature of authorized person on each page of the bid submitted in token of acceptance of all the terms and conditions of the tender schedule. The person signing the bid should be the duly authorized representative of the firm/ company whose signature should be verified and certificate of authority should be submitted.
- j) Minimum internal Audit Fee is Rs. 1,84,000/- (Excluding GST) per FY including transportation, food and accommodation.
- k) Tender submission: Through E- Procurement
- l) Submission of hard copies for technical bid evaluation and financial bid evaluation are not mandatory.
- m) Tender schedule period:14 days

**Note:** All the copies of certificates furnished should be signed by bidder along with their seal. The bidders must submit all relevant documentary evidence to support their claim for eligibility in placing

bid. **The tenders received without the above documents will be rejected.**

#### **6. Terms and Conditions:**

- i. The audit team shall consist of one senior qualified Chartered Accountant having post qualification experience of not less than 5 years and semi qualified Chartered Accountant as per requirement. If necessary, more than one audit team may be engaged to complete the work assigned in time.
- ii. One Senior partner shall also associate with the audit team to finalize the audit programme and supervise the audit work/finalize the audit report.
- iii. The audit team shall suggest necessary rectifications in accounting aspects, if any
- iv. The firm must ensure timely completion of Audit.

#### **7. Responsibilities of the Auditor**

1. Auditor should prepare a Detailed Plan of Audit in consultation with the officials of respective campus for timely completion of Audit.
2. Issue Audit Report for the Audit conducted after completion of the Audit.
3. Audit should be completed within 2 (two) months' time from the time of start of the Audit.
4. Audit should be conducted in accordance with the generally accepted accounting principles in India.
5. Copy of duly audited accounts need to be furnished to the University duly signed under seal in as many numbers as are required under rules.
6. The provisions approved by the University competent bodies should be given due cognizance.

#### **8. BID PRICE:**

- i. The price should be quoted in Indian Rupees with delivery at RGUKT-Nuzvid, Nuzvid (M), Eluru District, Andhra Pradesh, failing which the bid would be rejected. The price shall be written both in figures & words in the prescribed offer form.
- ii. The rates quoted by the bidder shall be fixed for the duration of the contract period and shall not be subject to adjustment on any account. But any benefit arising out of any subsequent reduction in the prices due to reduction in duty & taxes after the prices are fixed and before the delivery should be passed on to the Purchaser (i.e., RGUKT-Nuzvid, AP).
- iii. Any variation arises between unit price and the corresponding quoted total cost then the unit rate will prevail for calculating the total cost.
- iv. If there is a discrepancy between amount in words and figures, the amount in the words will prevail.
- v. Incomplete and/or conditional bids shall be liable to rejection. Prices should be quoted as per the format of price bid.

#### **9. BID PREPARATION:**

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instructions.

### **Part – 1: Technical Bid**

All the original/self-attested photocopies of documents should be scanned and uploaded as specified in Technical Bid Check list (Annexure I). The financial bids of the bidders, who qualified the technical bid, shall only be opened.

### **Part – 2: Financial Bid**

The bidder shall prepare the price bid as prescribed proforma (Annexure-VII) of the bid document

1. The rates shall be quoted in INR
2. The offered unit price shall be inclusive of standard packing, freight to destination, insurance, loading and unloading charges, installation etc.
3. GST both in percentage and INR shall be shown separately.

### **10. Evaluation of bids and Procedure:**

- i. The Technical Bids will be opened as per the schedule given in the tender document
- ii. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the services with in the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed above.
- iii. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- iv. Price Bids of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- v. **Tie Resolution: If there is a tie in the price bid of two or more bidders, then the priority will be given to the bidder based on marks scored in evaluation matrix as mentioned below. In case of occurrence of tie even after evaluation matrix, then lottery system will be followed for the award of contract. The decision of RGUKT is final in this regard. Bidders need to submit the documents pertaining to tie resolution also at the time of bid submission in AP e-Procurement portal.**

S.No	Criteria	Points	Maximum Points	Points secured by Bidder
1.	Full Time CA partners	3 for each partner	60	
2.	Average Turnover in last three consecutive financial years	1 point for each crore of average turnover	10	
3.	Audit experience in last five years	2 points for each concurrent/ statutory audit	30	
Total			100	

- vi. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT-NUZVID. No further correspondence will be entertained regarding the disqualification.
- vii. The RGUKT-NUZVID, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT-NUZVID also reserves the

right to cancel the selection process for award of the contract at any time. The decision of the RGUKT-NUZVID is final and binding.

### **8. Subletting of Work:**

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of RGUKT-NUZVID which will be at liberty to refuse if thinks fit or unfit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

### **9. DELIVERY/WORK SCHEDULE:**

- a. The delivery period is 8 (Eight) Weeks from the date of Work Order.
- b. In the event of delayed delivery/work i.e. delivery/work after the expiry of the delivery/work period as specified above, the vendor shall be liable to pay a penalty at a percentage of the value of the undelivered items as detailed below:

**Note:** If any items or part of items not delivered as per the work order during the stipulated time, penalty will be calculated on all undelivered items.

- @ 2% for the One week
- @ 4% for Two weeks
- @ 6% for Three weeks
- @ 8% for four weeks
- @ 9% for Five weeks
- @ 10% for six weeks

if delay continues beyond 6 weeks, then the contract is liable to be canceled.

- c. The delivery is not deemed to be completed until and unless the ordered products/work are checked and accepted by the RGUKT-Nuzvid, AP as per the order and specifications. After the delivery/work is made, if it is discovered that the items supplied are not according to our requirement, such supply would be rejected at the supplier's cost.

### **10. PAYMENT TERMS:**

Payment shall be made in Indian rupees.

100% Payment shall be released after the successful completion of the audit work and on getting satisfactory certificates for every FY from the concerned department

Payment shall be paid through RTGS/NEFT/Cheque within 45 days on delivery of items & on receipt of the following details:

- (a) Original invoice duly signed by the authorized signatory.
- (b) Work completion, acceptance certificate duly signed and sealed from authorized representative of RGUKT, Nuzvid, AP.
- (c) PAN card, Bank Account details, Bank Address & RTGS details of the agency are to be forwarded along with the invoice.

## **11. EARNEST MONEY DEPOSIT / BID SECURITY:**

- (a) The bid should be accompanied by Earnest Money Deposit (EMD) of Rs.20,000/- through online payment only.
- (b) The EMD shall not carry any interest. Tenders received without EMD's will be summarily rejected.
- (c) The Firm who are registered with MSME is exempted to submit the EMD. Copy of valid registration MSME certificate must be scanned and uploaded.
- (d) **Forfeiture of the EMD:** the forfeiture of EMD will be made in the following events:
  - i. The bidder qualifies as L1 and backs out of the L1 quotes/tender specification/ tender terms & conditions.
  - ii. The bidder signs the agreement and furnishes the Security Deposit but backs out of his tender bid.
  - iii. The bidder withdraws his tender after acceptance.
  - iv. The bidder withdraws his tender before expiry of the validity period of the tender.
  - v. The bidder violates any provisions of the terms and conditions of this tender specification.

### **REFUND OF EMD:**

- vi. In case of unsuccessful bidder, the EMD will be returned to them after finalization of the L1 bidder.
- vii. The EMD will be returned to the L1 bidder, only after signing of the contract and submission of Security Deposit, completion of formality etc. in all respects to the satisfaction of the RGUKT-Nuzvid, AP.

## **12. PERFORMANCE SECURITY DEPOSIT:**

- i. The successful bidder has to deposit 5% of the total contract value as performance security deposit in the form of Bank Guarantee from any nationalized bank.
- ii. The Performance Security Deposit / Bank Guarantee of successful Bidder will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.
- iii. The Performance Security Deposit / Bank Guarantee shall not carry any interest.

## **13. GUARANTEE:**

The bidder shall provide a Certificate of Guarantee guaranteeing the Purchaser Company of the satisfactory operation of the items given by the vendor.

## **14. ROYALTIES AND PATENTS:**

Any royalties or patents or the charges for the use or infringement thereof that may be involved in the contract shall be included in the price. Bidder shall protect RGUKT-Nuzvid, AP

against any claims thereof.

**15.** RGUKT-Nuzvid, AP shall have the right to relax or waive or alter any of the provisions of the tender document.

**16.** If the bidder wishes to depart from the technical specifications in any respect, he/she shall draw the attention to such points of departure explaining fully the reasons thereof and furnish separately adopting the form as per ANNEXURE-V (Technical Compliance Statement). Unless this is done, the requirements of the technical specification will be deemed to have been accepted in every respect. The RGUKT-Nuzvid, AP reserves the right to accept/reject any or all of the deviations shown by the bidder.

#### **17. INSTRUCTIONS TO BIDDERS**

- (a) Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder.
- (b) Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- (c) Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.
- (d) All assertions made in connection with the tender are to be supported/ substantiated by relevant documents. The Director, RGUKT-Nuzvid, AP reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- (e) The Director, RGUKT-Nuzvid, AP will notify the bidder whose tender has been accepted.
- (f) The successful bidder shall execute an agreement with RGUKT on Non-judicial stamp paper worth Rs.100/- agreeing to all the conditions of the contract within 20 days upon intimation of acceptance of Tender. The successful bidder has to submit performance security guarantee after getting Letter of Intent but before having contract agreement. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.
- (g) Unloading of items and delivery to the store place shall be responsibility of the bidder.

#### **18. METHOD OF SUBMISSION:**

Bids shall be submitted online on [www.apecurement.gov.in](http://www.apecurement.gov.in) Platform.

- i. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website [www.apecurement.gov.in](http://www.apecurement.gov.in)
- ii. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- iii. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- iv. The bidders shall sign on all the statements, documents, certificates uploaded by them, owning responsibility for their correctness/authenticity.

- v. The bidders should scan and upload the respective documents in technical documentation as per the check list.
- vi. **No physical submission of technical bid and price bid will be entertained**
- vii. Failure to furnish any of the uploaded documents, certificates, will be entitled in rejection of the bid. If any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- viii. RGUKT, Nuzvid AP will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- ix. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- x. The rates should be quoted online only.

#### **19. EVALUATION PROCEDURE:**

- i. The Technical Bids will be opened first as per the schedule given in the tender document
- ii. The tenders will be evaluated to ascertain the capability of the bidders to provide the material within the period mentioned above and to assess whether the bidder satisfies the eligibility criteria as per Annexure-I (Technical Check List).
- iii. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- iv. Price Bids of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- v. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT, Nuzvid AP. No further correspondence will be entertained regarding the disqualification.
- vi. The RGUKT, Nuzvid AP, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT, Nuzvid AP, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Nuzvid AP is final and binding.

#### **20. FORCE MAJEURE:**

During force Majeure i.e. Acts of God, War, Floods, Riot, Earthquake, General Strike, Lock outs, Epidemics, Civil Commotions, the bidder shall inform the Purchaser immediately and provide their best possible service in given circumstances, and resume services as soon as possible after force majeure ceases.

**21. ARBITRATION:**

In the event of any dispute or differences between the supplier and the purchaser whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to:

- (a) The Construction or interpretation of the terms and conditions
- (b) The respective rights and liabilities of the parties hereto there under
- (c) Any matter or thing out of or in relation to or in connection with these terms and conditions then either party shall give notice to the other of the same and such dispute or difference shall be and hereby referred to the arbitration of such person as the Director, RGUKT, Nuzvid may nominate, and the decision of such Arbitrator shall be conclusive and binding on the parties hereto. The provisions of Arbitration and Conciliation Act 1996 shall apply.

**22. DISPUTES:**

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably (by negotiations) and the RGUKT, Nuzvid decision shall be final on all such matters and shall be binding on the Bidder.

**23. DISCLAIMER:**

- (a) Neither RGUKT, Nuzvid nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT, Nuzvid to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability, and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.
- (b) RGUKT, Nuzvid reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- (c) RGUKT, Nuzvid reserves the right to change any or all of the provisions of this tender document.

**24. REJECTION OF TENDERS:**

- (a) The RGUKT, Nuzvid reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- (b) No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited.
- (c) For breach of any of the conditions prescribed in the tender or as specified by the RGUKT, Nuzvid from time to time, the EMD is liable to be forfeited. Decision of the Director, RGUKT, Nuzvid in this regard is final and binding on bidder.

**25. GENERAL TERMS AND CONDITIONS:**

- (a) The rate quoted by the supplier/bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.

- (b) The tender is issued subject to the jurisdiction of the local courts at Nuzvid only. All disputes arising out of the tender notice and resultant work order shall have the jurisdiction of the competent court at Nuzvid only
- (c) No conditional bid will be accepted, bidder need to Bid as per the above terms and conditions only and will be declared non – responsive.
- (d) All statutory payments and arrangement, like transportation, helper, loading or supply of goods to the premises, compensation in case of accident or loss, etc., to the workers or machinery employed by the supplier shall be borne by the supplier only.
- (e) Bidder is liable to bear all the losses made to the office premises by bidder or any of its representative. The probable amount could be adjusted in the security deposit or any other medium as decided by the competent authority.
- (f) In case any items are found in unsatisfactory condition the same will have to be replaced by the bidder immediately on directions of RGUKT, Nuzvid within the stipulated period.
- (g) L1 will be decided on the grand Total price of all the items. The vendor who stood lowest (L1) in Grand Total Price (including Tax, transportation, loading unloading charges etc.) will be awarded the contract. Also. The RGUKT- Nuzvid may ask for negotiations for some or all of the items with L1 bidder.
- (h) RGUKT- Nuzvid reserves its right in not considering the bid of a bidder, if such bidder was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.

**Annexure I**  
**Technical Bid Check List**

S.No.	Description	YES/NO	Remarks
1	Payment receipt for Bid Processing Fee of Rs 3,000/-		
2	Payment receipt for EMD/ Bid Security of Rs. 20,000/-		
3	Bidder Letter Form (Annexure II)		
4	Bidder Information Sheet (Annexure III)		
5	Certificate of firm registration/incorporation/ Valid GST registration certificate.		
6	Copy of PAN Card		
7	Firm should be empaneled with C&AG (provide empanelment number and certificate)		
8	Registration certificate in ICAI for the last seven years continuously with minimum of <b>three</b> partners Number of partners:		
9	Details of the full-time partners as per Annexure V		
10	DISA/FAFD qualification certificate of any of the partners		
11	Internal Audit/Statutory Audit Experience in State/Central Government Universities, Academic Institutions, PSUs, Autonomous bodies, and Limited Companies for ten years or more as of 31-03-2025 (Minimum one work completion certificate per each year to be submitted)		
12	The firm should have completed a minimum of three concurrent/statutory audit assignments during the last 5 years to any state/central government Universities, Academic Institutions, PSUs, or Autonomous bodies having a turnover of Rs. 50 Crores or more. (Work order copies and work completion certificates are to be enclosed).		
13	The average Turnover of the firm for the past three consecutive financial years (2022-23, 2023-24, and 2024-25) should not be less than Rs.1.0 Crore (Proof of ITR (2022-23, 2023-24, and 2024-25) and other related documents should be submitted).		
14	The firm should have a Registered office/Branch Office in the State of Andhra Pradesh (Proof to be enclosed)		
15	Non block List certificate (Annexure -VI)		
16	Bid document bearing signature and firm seal on all the pages		
17	Documents for evaluating the bids in case of tie resolution		
18	Any other supporting documents, if any		

**Annexure II**  
**Bidder Letter Form**

From:  
(Registered name and address of the bidder)

To  
The Director,  
RGUKT-Nuzvid  
Mylavaram road, Nuzvid  
Nuzvid Mandal  
Eluru District-221202  
Andhra Pradesh.

Sir,

Having examined the bidding documents and amendments there on, for the “Conducting internal Audit for the financial years 2022-23, 2023-24 and 2024-25 at RGUKT-Nuzvid”, Mylavaram road, Nuzvid, Nuzvid Mandal, Eluru District-521202, Andhra Pradesh in response to your tender call dated.....

1. I/We hereby offer Conducting internal Audit for the financial years 2022-23, 2023-24 and 2024-25 at RGUKT Nuzvid as listed in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by RGUKT-Nuzvid.
3. I/We have understood the Instruction to bidders and terms and conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly Examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
4. Certified that ours is:
  - (a) A sole proprietorship firm and the person signing the bid document is the sole Proprietor/constituted attorney of the sole proprietor (OR)
  - (b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
  - (c) A company and the person signing the document is the constituted attorney/authorized signatory.

(NOTE: Strike out whatever is not applicable. All corrections/deletions should in variably be attested by the person authorized to sign the bid document).

5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to;
  - (a) Provide services/execute the work according to the time schedule specified in the bid document,

(b) Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and

(c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

Dated this day of \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

**Annexure III**  
**Bidder Information Sheet**

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	PAN No	
5	GST No	
6	Name & Designation of Authorized person:	
7	Phone No.	
8	Email-ID	
9	Nature of the firm (Proprietary/partnership/etc...)	
10	Whether Manufacturer/authorized dealer/retailer/Supplier etc.	
11	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	

**Annexure-IV**  
**List of Major Customers**

S.No.	Customer full address with Phone number and mail id	Year of work	Work performed

## Annexure-V

### Details of Full Time Partners of the Firm

<b>Sr. No.</b>	<b>Name of the Partner</b>	<b>Membership No.</b>	<b>Whether FCA/ ACA</b>	<b>Date of joining the firm (full time)</b>

**Annexure-VI**  
**NON-BLACKLISTING CERTIFICATE**

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT, Nuzvid and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT, Nuzvid may impose any action as per the rules.

Date:

Place:

Name:

Business Address:

Signature of Bidder:

Seal of the Bidder:

**Annexure-VII**  
**Financial Bid**

S.No	Item Name	Unit price (without taxes) in Rs. (A)	GST in % (B)	GST In Rs. (C=A*B)	Unit price with Taxes in Rs. (D=A+C)	No. of quantities (No's) (E)	Total Price (F=ExD)
1.	Internal Audit 2022-23					1	
2	Internal Audit 2023-24					1	
3	Internal Audit 2024-25					1	
Total Cost (Rs.)							

**Note**

- 1). The rates should be quoted online only. Physical submission this Annexure – VII will not be considered for price bid evaluation.

**(Signature of Bidder along with stamp)**

## Annexure-VIII

### The details of the audit work as follows

<b>S. No</b>	<b>Description</b>
1	All Payments and receipts in F & A Section
2	Engineering Section works procedures being adopted for raising bill. Administrative section, technical sanction, physical verification of works in accordance with payments
3	Students fee and scholarship receipts
4	Verification of Central and Departmental Library records, such as Accession registers, Fines & Penalty registers, Issue registers, Gate registers, Stock registers, etc.
5	Central stores records and physical verification
6	Engineering and PUC laboratories – stock registers and physical verification
7	Issue and settlement of advances/Leave encashment/annual increments/ pay fixation/ Payment of DA arrears
8	Vehicle log books and others
9	Pay bills of regular/ contractual staff
10	Payments of outsourcing staff/security staff/ housekeeping personnel
11	IT infrastructure records and physical verification
12	Student amenities records and physical verification
13	Procurement section records and physical verification
14	Review of all sanction orders/proceedings
15	Physical verification of various registers, such as Fixed Asset registers, Stock registers, DCB, Cash Books, FDs Register, Cheque issue registers, etc.
16	Audit of income and expenditure related to Examinations section
17	Review of indirect and direct taxes remittances
18	Verification of collection of power bills and user charges (if any) from staff quarters
19	Verification of compliance with terms and conditions in an agreement made with caterers related to penalties, water charges, electricity charges, and payment of bills.
20	Collection of rents
21	Physical Verification of Land documents
22	Investment policy
23	Verification of expenditure on medical dispensary and stock registers.
24	Audit of expenditures of Sponsored projects, Consultancy if any.
25	Others, which are not covered in above

**Annexure-IX**  
**Acknowledgement E-Mail format**

The following confirmation mail should be sent to [procurement@rguktn.ac.in](mailto:procurement@rguktn.ac.in)

**E-mail Subject:** Confirmation of bid submission for “Conducting internal Audit for the financial years 2022-23, 2023-24 and 2024-25 at RGUKT-Nuzvid, AP.

**Body:**

Dear Sir,

We would like to inform you that, we have participated in the tender for “Conducting internal Audit for the financial years 2022-23, 2023-24 and 2024-25” at RGUKT-Nuzvid, AP against your tender reference number. Ref.No: RGUKT/NZD/E-Proc/Finance/Internal Audit for the years of 2022-23,2023-24 & 2024-25 year wise/2025/T09. This is for your kind information.

With regards,  
Company name