

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण / Bid Details   |  |
|---|--|
| बिड बंद होने की तारीख/समय / Bid End Date/Time   | 27-09-2025 15:00:00  |
| बिड खुलने की तारीख/समय / Bid Opening Date/Time  | 27-09-2025 15:30:00  |
| बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)   | 120 (Days)   |
| मंत्रालय/राज्य का नाम / Ministry/State Name   | Ministry Of Education  |
| विभाग का नाम / Department Name  | Department Of Higher Education   |
| संगठन का नाम / Organisation Name  | Indian Institute Of Management (iim)   |
| कार्यालय का नाम / Office Name   | Old University Campus Canal Road Jammu   |
| वस्तु श्रेणी / Item Category  | Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Statutory compliance as per the NIT; Audit Firm, CA Firm   |
| अनुबंध अवधि / Contract Period   | 9 Month(s)   |
| बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)             | 12 Lakh (s)  |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service            | 5 Year (s)   |
| इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required                                   | Yes  |
| एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover       | No   |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover | No   |
| विक्रेता से मांगे गए दस्तावेज़ / Document required from seller  | Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Annual Turnover, Additional Doc 1 (Requested in ATC)<br>*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 |

| बिड विवरण/Bid Details  |  |
|--|--|
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension  | 3  |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended  | 7  |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count  | 1  |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled   | No   |
| बिड का प्रकार/Type of Bid  | Two Packet Bid   |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation  | 2 Days   |
| अनुमानित बिड मूल्य /Estimated Bid Value  | 300000   |
| मूल्यांकन पद्धति/Evaluation Method   | Total value wise evaluation  |

#### ईएमडी विवरण/EMD Detail

|                   |    |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

#### ईपीबीजी विवरण /ePBG Detail

|   |                     |
|---|---------------------|
| एडवाइजरी बैंक/Advisory Bank                                       | State Bank of India |
| ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)                           | 3.00                |
| ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months). | 12                  |

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

#### लाभार्थी /Beneficiary :

CAO IIM Jammu  
Indian Institute of Management Jammu, Jagti, Jammu  
(Kesavan Baskaran)

## UIN Number NCTGC2415P

### विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

### एमआईआई अनुपालन/MII Compliance

|                               |     |
|-------------------------------|-----|
| एमआईआई अनुपालन/MII Compliance | Yes |
|-------------------------------|-----|

1. 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.
2. 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 / State 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.
3. 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.
4. 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.

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

| Parameter Name             | Max Marks | Cutoff Marks | Qualification Methodology Document |
|----------------------------|-----------|--------------|------------------------------------|
| As per the tender document | 100       | 60           | <a href="#">View File</a>          |

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):70:30**

**Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Statutory Compliance As Per The NIT; Audit Firm, CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/<br>Specification                   | मूल्य/ Values  |
|---|--|
| <b>कोर / Core</b>                         |  |
| Scope of Work                             | Review of Financial Statements , Financial Reporting Framework , Audit report , Statuory compliance as per the NIT   |
| Type of Financial Audit Partner           | Audit Firm , CA Firm   |
| Type of Financial Audit                   | Internal Audit   |
| Category of Work under Financial Audit    | Reliability of financial reporting , Internal control of financial , Deterring , Compliance with law & regulations , Compliance with contracts , Risk Management , Review system & processes , Bank Transactions , Internal Control over Financial Reporting |
| Type of Industries/Functions              | Purchase & Procurement , Inventory & Store management , Sales, Services and Revenue , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , as per NIT    |
| Frequency of Progress Report              | Quarterly  |
| MIS Reporting for Financial Audit support | Yes  |
| Frequency of MIS reporting                | Quarterly  |
| State                                     | NA   |
| District                                  | NA   |
| <b>एडऑन /Addons</b>                       |  |
| Post Financial Audit Support              | NA   |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.No. | प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address                              | संसाधनों की मात्रा / To be set as 1 | अतिरिक्त आवश्यकता /Additional Requirement |
|---------------|--|--|-------------------------------------|---|
| 1             | Vaibhav Gupta  | 181221,Katra Road, NH 44, Jagti, Nagrota | 1                                   | N/A                                       |

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

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

## अस्वीकरण/**Disclaimer**

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.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---



**NOTICE INVITING TENDER (NIT) FOR ENGAGEMENT OF  
FIRM FOR CONDUCTING INTERNAL AUDIT & TAX  
CONSULTATION SERVICES OF INDIAN INSTITUTE OF  
MANAGEMENT JAMMU**

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**INDIAN INSTITUTE OF MANAGEMENT JAMMU**

Jagti, Jammu (J&K)- 181221 INDIA

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## 1.1 BACKGROUND:

Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, postgraduate programme in management equivalent to MBA, Doctoral level programmes and executive training programs in all the functional areas of Management.

IIM Jammu is operating from its permanent campus at Jagti, the 200 acres of state-of-the-art campus at Jagti, 14 Kms. from Jammu City, about 16 Kms from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus is a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.

IIM Jammu is also operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016.

IM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Athwajan, Pantha Chowk, Srinagar-190015 J&K.

The Accounts of the Institute are maintained in TALLY ERP. The major functions of the Department are furnished below:

**Central Accounts:** Processes all the Bills & Vouchers by booking in proper heads of accounts. Deals with Budget, Quarterly/Half yearly/Annual Accounts, GST, Income Tax, BRS, Fixed Assets, Statutory Matters etc. Payroll Accounting, disbursements to parties, NPS etc. Engineering Division for construction Projects, repair, maintenance, capitalization etc.

The Major Activities of the Institute leading to various financial transactions are given below:

| Sr. No. | Activities/Resources                   | Remarks<br>(Tentative Strength) |
|---------|--|---------------------------------|
| A       | Degree Programmes for one year & above | Student Strength: 907           |
| B       | Staff Strength (Regular, Contractual)  | Staff Strength: 93              |
| C       | Total Income as on 31.03.2024          | Rs. 85.40 Crore                 |
| D       | Total Expenditure as on 31.03.2024     | Rs. 51.28 Crore                 |

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

### 1.2 SCOPE OF WORK:

#### 1.2.1 LOCATIONS:

IIM Jammu is having offices at following locations; therefore, firm shall be responsible for audit of these locations as per scope of the work mentioned below:

**Location 1:** Permanent Campus at Jagti, Nagrota, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport.

**Location 2:** Indian Institute of Management Jammu, Srinagar Campus, Athwajan, Pantha Chowk, Near Mehjoor's Tomb, Srinagar-191101 J&K.

#### 1.2.2 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 IIM Act 2017, instruction of C&AG, Standard Accounting Practices and Guidelines of the Board
- (v) Provide reassurance to management that their policies are being carried out with adequate control of the associated risks.
- (vi) Facilitate good practice in managing risks effectively.
- (vii) Department wise system/process audit and recommendation for best practice to improve the system.
- (viii) Determine whether the existing system of controls is in harmony with the structure of the Institute. As far as possible keeping the controls within the operating functions acts as a cost-effective measure.
- (ix) Review each control and analyze them in terms of costs and benefits.
- (x) Review the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information.
- (xi) Review the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports and should determine whether the Institute is in compliance.
- (xii) Ensure that assets and interests are safeguarded from fraud, deter fraudsters, and possibly identify fraud.
- (xiii) The objective of the Internal Auditor is to ensure that assets are reasonably and adequately protected against loss and that they are properly managed and accounted for. The safeguard of assets should not be restricted to mere pilferage but physical threats like fire, water, electricity, etc.

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

### 1.2.3 DETAILED SCOPE OF WORK:

1.2.4 **Tax Consultation:** IIM Jammu intends to engage a firm of tax consultant for a period from October 1<sup>st</sup> to March 31<sup>st</sup>, 2026, for Q-3 & Q-4.

#### Scope of Work:

- (i) The consultant must have vast experience in handling various Direct and Indirect Taxation issues. Expertise in GST matters, and TDS is a core requirement for IIM Jammu under the area of Direct and Indirect Taxes.
- (ii) The consultant will have to undertake all the related activities of the Internal Audit for Quarter II, III and IV of FY 2025-26 and Tax consultancy period for Quarter III and IV of FY 2025-26. The firm will have to undertake all services w.r.t. scope of work mentioned below during the contract period irrespective of any Financial Year.

#### B.1 Indirect Tax

##### **Goods and service Tax (GST)**

- a) Computation of monthly GST liability and preparing the challans.
- b) Computation of monthly GST credit and adjustments thereof.
- c) Maintenance of the GST Credit register for input services used based on documents provided by the client.
- d) Reconciling of the GST liability account on regular basis.
- e) Preparation and submission of the monthly/yearly returns in appropriate Form of GST.
- f) Scrutinizing documents from time to time to ensure proper compliance.
- g) Providing updates on statutory changes in GST related matters to the Client.
- h) Causing appearance and making submissions in the course of assessments.
- i) Providing monthly information of GST liability and GST credit as applicable to IIM Jammu.
- j) Providing opinions with regard to taxation matters.
- k) Preparation and submission of replies against the notice issued by the tax authority from time to time.
- l) Computation of monthly GST liability for purchases of goods and services made from unregistered suppliers/vendors.
- m) Computation of monthly GST liability for reverse tax mechanism.
- n) Providing assistance and guidance for any changes required in the ERP system for GST implementation at present/future.
- o) Handling all assessment proceedings initiated by appropriate authorities including drafting/filing of replies and submissions, representation before the authorities for assessment proceedings, drafting/filing of submissions with authorities regarding rectification applications including any penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders, etc. and attending hearing.

#### B.2 Direct Tax

##### **Annual tax Return and Withholding Tax Compliance.**

- a) Filing of Annual Income - Tax returns as per the provision of the Income Tax Act.
- b) Under the Indian tax laws, educational institutions are also required to deduct the tax at source on various payments made on account of both domestic and international transactions. Further, the law imposes an obligation to deduct tax and deposit the same with the Government on timely basis.

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

Educational Institutions are also required to issue certificates for the tax deducted at source (TDS) to the payee and file quarterly TDS return with the tax authorities. Accordingly, the selected firm will be responsible for:

- i. Preparation and review of monthly and quarterly statements in respect of tax deducted/deposited from Salary, Honorarium and Contractors, etc. before filing returns.
  - ii. Filing of the TDS returns in due time as per the provision of the Income Tax Act.
  - iii. Generation of TDS certificate from TRACES as per the time limit of issue of the same to Contractors/ employees.
  - iv. The Institute is also required to deduct the tax at source on various payments made on account of international transactions, so the firm will generate form No 15CA/15CB/ applicable compliance and assist in arriving at correct rate of TDS on such foreign payment. The firm must issue Form 15CA/CB within two days of receipt of the documents.
- c) Failure to comply with the TDS provisions attracts levy of interest and penalty. Hence, timely compliance is mandatory, and the firm is expected to ensure the same.
  - d) Given the onerous TDS requirements under the Act, it is pertinent that IIM Jammu monitors its payments for the applicability of TDS and also complies with the provisions under the Act strictly.
  - e) Handling all assessment proceedings initiated by appropriate authorities including drafting/filing of replies and submissions, representation before the tax authorities for assessment proceedings, drafting/filing of submissions with tax authorities regarding rectification applications including any penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders, etc. and attending hearing.
  - f) Advising IIM Jammu for further course of action consequent to assessment / reassessment / rectification orders issued by the Income Tax Authorities, filing of appeals before CIT (Appeals) including drafting of Grounds of Appeal and Statement of Facts, filing of written submissions/paper book and representation in all existing/new appeal proceedings before CIT (Appeals), representing IIM Jammu in various Statutory Authorities and representing IIM Jammu in ITAT cases.
  - g) Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refunds due to IIM Jammu.
  - h) Rendering expert opinion as and when required by IIM Jammu for all the taxation issues including international taxation matters, etc. Updating IIM Jammu on all applicable changes in relevant taxation laws and suggesting measures for effective adaptation of changes in IIM Jammu, wherever required.
  - i) Services for obtaining 80 G certificate from Income Tax Authorities.
  - j) Advice on tax withholding rates on various categories of payments (including salary); and
  - k) Preparation and review of quarterly statements in respect of tax deducted/deposited from Salary, Honorarium and Contractors, etc. before filing return.
  - l) The consultant is requested to obtain lower/NIL withholding tax certificates whenever required. In this regard, the scope of service would be as under:
    - a. Filing of application and submissions/replies to be filed with the income tax authorities in relation to the above.
    - b. Providing representation and appearance before the income tax authorities in connection with the issue of lower/Nil withholding tax certificates.
    - c. Filing additional letter/application and representation before the income tax

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

authorities in connection with updating the list of payers in the certificate obtained by IIM Jammu, if required.

- m) In case of any penalties and interest levied by the authorities on IIM Jammu due to noncompliance or delays or any other matter which is in the scope of the consulting firm, the institute may at the discretion of the Director decide on the recovery of the same from the consultant.

### B3. Other conditions for Tax Consultation Services:

- I. One representative of the Tax Consultant firm, having knowledge of Tax matters, will be required to visit IIM Jammu at a frequency decided in consultation with the Account & Finance department of the institute based on the workload. The visit frequency may be on a daily basis / twice a week or as and when required to verify all the deductions of tax on account of TDS and GST and preparation of challan for GST and TDS and file monthly/quarterly return and file correction statements if any. The representative will be required to visit the IIM Jammu on short notice for discussing any urgent matters with the FACAO/FAO.
- II. Partner/professional CA assigned for this project by the Tax Consultant firm should be available at least one day in a month to discuss important and pending issues. The Consultant will be required to visit the IIM Jammu on short notice for discussion on urgent matters with the Director/CAO/FA-CAO/FAO as the case may be.
- III. Any other matter/work not mentioned in the scope of Indirect tax and Direct Tax given under point no. B1 & B2 above.

#### 1.2.4.1 Review of procurement of material/invoices by following General Financial Rule (GFR) 2017:

- (i) Review of the system for Purchase Requirements and procedure followed in issue of NIT and opening of bids, comparative statements, and selection of vendors.
- (ii) Life Cycle costing approach followed properly before initiation of procurement of equipment, etc.
- (iii) Checking of rate contract, Purchase Orders placed on vendors for procurement of Material/Services etc.
- (iv) Checking of payments made to vendors with reference to Purchase Order terms, other supporting documents, adjustment of advances, deductions for shortage/damage, statutory deductions, L.D. etc.
- (v) Justification and approval from competent authority for variations in the quantity, payment terms, and delivery schedule etc.

#### 1.2.4.2 Procurement of Goods & Services:

- (i) Tendering Processes & selection of the vendor/ contractor
- (ii) Accounting Treatments for Fixed Assets and Inventory
- (iii) Store & Purchase Processes
- (iv) Checking and verification of procurements of goods and services to ensure that prescribed procedure mentioned in the IIMJ Store & Purchase manual / GFR / Gol guidelines etc have been followed.

### 1.2.4.3 HR & Personnel:

- (i) Review of leave, LTC Records.
- (ii) Review of Employee records maintained and updated on regular basis.
- (iii) Statutory deductions of EPF, ESI, etc. for outsourced Manpower are correctly deposited by the contractor.

### 1.2.4.4 Payroll, Retirement Benefits & Pension:

- (i) Rules and Guidelines applicable
- (ii) Review audit of Employee related claims like TA/DA, LTC, Children Education, etc.
- (iii) Review/ audit for Payment of Salary, superannuation benefits, Pensions etc.
- (iv) Treatment in accounts

### 1.2.4.5 Inventory Management and Fixed Assets:

- (i) Review of stores ledgers-maintained system of receipts and issuance under appropriate Register.
- (ii) Custody & Physical verification and valuation etc.
- (iii) Inventory management. Disposal of surplus/scrap materials.
- (iv) Check that approval from the competent authority is taken prior to the acquisition of fixed Asset.
- (v) Check that approval from competent authority is taken before disposal of fixed assets & fixed asset register.
- (vi) Comment upon proper maintenance of records & internal control thereon.
- (vii) Comment upon system & its adequacy of physical verification of assets and ensure its necessary financial treatment at the year end.
- (viii) Inventory verification on yearly basis
- (ix) Fixed Assets verification of Stores and library books/journals on yearly basis.

### 1.2.4.6 Transport:

- (i) Utilization of vehicles/logbook maintained.
- (ii) Hiring of vehicles, logbooks
- (iii) Checking of all bills, approvals made by transport section and deposit of the same to the Institute Accounts in time.

### 1.2.4.7 Pre-Audits:

Pre-audit of certain specified transactions on case-to-case basis restricted to compliance vis-à-vis processes and procedures. The following areas to be covered under pre-audit:

- (i) Pre-audit of payments to the employees leaving IIMJ either on retirement (like Gratuity, Leave Salary, Commutation of Pension, etc.
- (ii) Any other cases of financial transactions irrespective of value which the management thinks appropriate may ask for pre-audit.

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

- (iii) Internal Auditor is required to submit the observation on pre-audit as soon as possible and not exceeding 5 working days.

### 1.2.4.8 Finance and Accounts:

- (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/vendors and also to review the compliance on them with term of contract.
- (iv) Checking of Bank Reconciliation Statement on monthly basis.
- (v) Review the expenses incurred with the approved Budget.
- (vi) Vouching/Ledger Scrutiny
- (vii) Review the last statutory/Internal audit comments and compliances and action taken report.
- (viii) Review of expenses on Sponsored Projects and Its Accounts
- (ix) Review of Receipts of Grant and its utilization.
- (x) Statutory Compliances under FEMA and other related statutes with respect to foreign payments and receipts.

### *Revenue:*

- (i) Reconciliation of Fees from students / participants
- (ii) Income from Consultancy/ Executive Programmes
- (iii) Interest on Investments, Bank Interest
- (iv) Grants for research projects
- (v) Any other Income
- (vi) Treatment in accounts for all Income and recommendations

### *Expenditure:*

- (i) Treatment in Accounts
- (ii) 100% vouching of the transactions and as per the financial delegation of powers
- (iii) Reporting for any Rectification or improvement
- (iv) Utilization of Grant

### *Investments:*

- (i) Procedures followed for Investments.
- (ii) Treatment of Income arising out of Investments.

### *Others:*

- (i) As and when required opinion/comments/ observation of the Internal Audit will be taken on financial transactions of special value or special nature.
- (ii) As and when required opinion/comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions.
- (iii) Report on risk management issues and internal control deficiencies identified and provide recommendation for improving Institute's operation.
- (iv) Suggestion for improvement of the existing System of Accounting, internal

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

- control and Management Information System (MIS) from time to time.
- (v) Periodically reconciling Physical Assets with Books of Accounts to submit Annual Physical Verification Report latest by 30th April.
- (vi) Issue certificate 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 Certificate under FEMA and other related statutes with respect to foreign payments and receipts.
- (viii) Issue of Utilization Certificates for Grant Based projects as and when required.
- (ix) Any Other Internal Audit related matters.

### 1.2.5 Engineering and Estate Division:

- (i) All records relevant to the Estate are correctly recorded and updated at a regular interval.
- (ii) Review of all receipts and payments
- (iii) Income from Estate, Shops rentals, etc.
- (iv) Timely recoveries of electricity, water charges etc.
- (v) Treatment in accounts
- (vi) Completion of Capital WIP and conversion to Assets
- (vii) Any other work related to engineering division.

### 1.2.6 Checking of outsourced service due diligence at IIM Jammu:

Auditor should ascertain the level of due diligence of outsourced service done on background checks of the person provided or handling the various jobs of the Institute apart from other parameters of due diligence.

### 1.2.7 Compliance of Statutory Liabilities:

- (i) Review of the different statutory registers & records are maintained as per GFR2017.
- (ii) Review & reporting about the Compliances of the decision made in Board.
- (iii) Meeting & Finance Committee meeting, etc.

### 1.2.8 Other Matters:

- (i) Implementation of the decisions of Board of Governors, Finance Committee and Institute's policies and procedure.
- (ii) Review of contingent liabilities.
- (iii) Examination of legal (Court) cases, their follow up/update status and proper accounting.
- (iv) Examination of claims against Institute and their follow up/update status and proper accounting.

### 1.3 AUDIT REPORT:

#### *SUBMISSION OF:*

- (i) Quarterly Internal Audit Report of Permanent Campus (Jagti).
- (ii) Half Yearly Internal Audit Report of Srinagar Campus
- (iii) Audit/Review Report on Yearly Accounts
- (iv) Issue of Utilization Certificates for Grant Based projects as and when required.
- (v) Physical Verification of Inventory & Fixed Assets on a yearly basis.
- (vi) The audit reports to be submitted along with corrective/suggestive measures, if any are to be submitted immediately on completion of audit as per format of internal audit report.

#### 1.3.1 PROCESS OF AUDIT

- (i) Auditor's field personnel will segregate the audit observations and discuss the same with the concerned department/section head 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 department heads 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) The draft report is also required to be presented before the Director by senior partner of the firm through online or offline mode (as per the discretion of the IIM Jammu.
- (iv) All the document receipt during the course of audit should be return 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.
- (v) In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the Management immediately without waiting for the time of submission of the report.
- (vi) 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.

# INDIAN INSTITUTE OF MANAGEMENT JAMMU

## RESPONSIBILITIES OF THE SERVICE PROVIDER:

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

- (i) Engage at least 30-man days in a Quarter:
- (ii) One qualified professional (CA/CMA with at least 5 Years post qualification experience), who should be available during the entire audit period during the conduct of the Quarterly Internal Audit of the Institute".
- (iii) One Semi qualified (Inter CA/CMA with 3 years' experience)
- (iv) One experienced Audit Assistant
- (v) Personnel deployed should ensure proper conduct of the deployed personnel in the office premises and should carry Laptops.
- (vi) The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of IIMJ. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed.
- (vii) Shall submit their observations for Permanent Campus (Jagti) on quarterly basis and for Srinagar Off Campus on half yearly basis to IIMJ and ensure necessary compliance along with rectification/ correction, if any, by IIMJ within 20 days of receipt of audit observations.
- (viii) Advice and Guidance to the Institute on Circular / notifications issued by authorities on routine basis.

**1.3.2 TIMELINE:** The auditor should submit internal audit reports by the 15th of the subsequent Quarter.

**1.3.3 DURATION OF CONTRACT:** The firm will be required to provide the desired services for the Quarter II, III and IV FY 2025-26, subject to satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory at any time during the period.

**1.3.4 SUPPORT AND INPUT 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 printers 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. Eligibility Criteria:

### 2.1 MINIMUM ELIGIBILITY CRITERIA/ PRE-QUALIFICATION

- (i) The Consultant (Audit firm) shall be independent of the entity to be audited.
- (ii) No partner in the audit firm or any qualified employee of the firm is related to any officer of the Institute. Relative would mean husband, wife, brother or sister or any lineal ascendant or descendant.
- (iii) Neither the firm nor its partners or Associates have any interest in the business of IIM Jammu.
- (iv) From the time of appointment and for the one year after (to be counted

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

from the date of issue Internal Audit Report) the Firm ceases to be Internal Auditor, no other assignment of any kind to the IIM Jammu will be accepted, either by the firm or by its partners or relatives of partner of the firm or by its associates without permission of IIM Jammu.

- (v) The audit will not be done by a person who was either an employee in the IIM Jammu or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.
- (vi) The Consultant (Audit firm) is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. A declaration is to be submitted with Tender. document by the firm.
- (vii) Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she -
  - a) has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India; or
  - b) is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

### 2.2 ELIGIBILITY CRITERIA

- (i) The Firm must be registered with the Institute of Chartered/Cost Accountants of India for not less than 5 years as on date of publish of tender. (Self-Attested copy of Registration Certificate issued by Institute of Chartered/Cost Accountants of India to be furnished.)
- (ii) The Firm must be having minimum three Fellow partners as on date of publishing of tender (Self-Attested copy of latest Constitution Certificate from Institute to be furnished.)
- (iii) The Firm must have a minimum of two years of experience as on date of publishing of tender, in last Five (05) years in conducting Internal Audit of Central Funded Technical CFTIs under Ministry of Education, Gol, Autonomous Bodies under Ministry of Education, Gol, Institute of National Importance under Government of India, Gol. (Self-Attested copies of Appointment Letters/Agreements/Work Orders along with Satisfactory Performance Report issued by such Organizations / Institutions).
- (iv) The Firm is required to submit the Satisfactory Work Completion Certificate/ Documentary Proofs.
- (v) The Firm must be registered under the Goods & Service Tax Act. (Self-Attested GST Registration Certificate to be furnished.)
- (vi) The Turnover should be as per the GeM
- (vii) The internal auditor appointed under sub-section (/) of Section 25 of the IIM 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.

**2.3 PERFORMANCE SECURITY:**

- (i) The Performance Security of 3% of the tender awarded value is to be submitted by the successful bidder within 15 days from the day of Award of contract.
- (ii) Performance Security would be returned on successful completion of the contract. No interest shall be payable on performance security.
- (iii) In case of breach of contract, performance security shall be forfeited, and the agency shall be blacklisted for such a period as decided by the competent authority in addition to termination of the contract.

**ONLINE BIDS SUBMISSION:** The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

| <b>COVER - 1 (TECHNICAL BID)</b>                               |               |   |            |
|--|---------------|---|------------|
| (Following documents to be uploaded online as single PDF file) |               |   |            |
| Sr. No.  | Documents     | Content   | File Types |
| 1.   | Technical Bid | INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted | .PDF       |
| 2.   |               | Technical Bid As per Annexure - II  | .PDF       |
| 4.   |               | Tender Acceptance Letter as per Annexure-III.   | .PDF       |
| 5.   |               | Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.       | .PDF       |
| 6.   |               | Copy of GST Registration Certificate.   | .PDF       |
| 7.   |               | MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER as per Annexure-IV                       | .PDF       |
| 8.   |               | Proof of Turnover related eligibility of last three financial years Copy of CA Certificate.       | .PDF       |

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

|   |               |   |      |
|---|---------------|---|------|
| 9.  |               | Details of work experience (as per Annexure-V) in support of Experience related eligibility criteria. | .PDF |
| 10.   |               | Proof of Experience: must also be attached along with Annexure-V, in the same sequence.               | .PDF |
| 11.   |               | Self-Declaration about Non-Black Listing as per Annexure-VII.   | .PDF |
| 12.   |               | Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.      | .PDF |
| 13.   |               | All other documents, as required in terms of the tender, to claim eligibility.                        | .PDF |
| Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit. |               |   |      |
| <b>COVER - 2 FINANCIAL BID (PRICE-BID)</b>  |               |   |      |
| <b>Sr. No.</b>  | <b>Types</b>  | <b>Content</b>  |      |
| 1.  | Financial Bid | To be quoted on GeM   |      |

### 3. TECHNICAL EVALUATION CRITERIA

| Sr. No.      | Particulars   | Max Marks        |          |
|--------------|---|------------------|----------|
| 1.           | <b>No. of years of Registration with the Institute of Chartered/Cost Accountants of India:</b>  |                  | 25 Marks |
|              | Minimum 5 Years   | 15 marks         |          |
|              | Above 5 Years up to 8 Years   | 20 marks         |          |
|              | Above 8 Years   | 25 marks         |          |
| 2.           | <b>No. of FCA/FCMA Partners:</b>  |                  | 25 Marks |
|              | Between 3 to 5 nos.   | 15 marks         |          |
|              | Between 6 to 10 nos.  | 20 marks         |          |
|              | Above 10 nos.   | 25 marks         |          |
| 3.           | <b>Years of Experience in conducting Internal Audit of Central Funded Technical Institutes, CFTI's under MoE (At least 02 years in last five Financial Years)</b> |                  | 15 Marks |
|              | 2 Years and above   | 10 marks         |          |
|              | 3 Years and Above   | 15 marks         |          |
| 4.           | <b>Average Turnover (last three Financial Years)</b>  |                  | 35 Marks |
|              | Minimum 40 Lakh To 50 Lakh  | 25 marks         |          |
|              | Above 50 Lakh and up to 60 Lakh   | 30 marks         |          |
|              | Above 60 Lakh   | 35 marks         |          |
| <b>Total</b> |   | <b>100 Marks</b> |          |

The following formula will be used to evaluate the overall ranking of the qualified tenders.

$$\text{Overall Score} = \frac{\text{Score of Technical Bid} \times 70}{\text{Highest Score of Best Technical Bid}} + \frac{\text{Lowest Financial Bid} \times 30}{\text{Price of Financial Bid}}$$

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

Selection of tender will be based on overall score calculated from the above formula. An Example of the same is presented below: QCBS (Technical: Financial = 70:30)

| Bidder    | Score of Technical Bid | Price of Financial Bid | Overall Score | Overall Rank |
|-----------|------------------------|------------------------|---------------|--------------|
| Company A | 90                     | 280                    | 97.85         | First        |
| Company B | 80                     | 270                    | 91.10         | Third        |
| Company C | 80                     | 260                    | 92.22         | Second       |

- (i) A bidder must score at least an overall minimum score of 60 in the technical evaluation in order to be technically qualified.
- (ii) The financial evaluation will be only for technically qualified bidders. The lowest priced qualified bidder will get the maximum financial score (30) while the others will have a pro-rated score lower than 30. More specifically, the financial score of a technically qualified bidder is calculated as financial score =  $30 * (\text{lowest price bid}) / (\text{price bid of the bidder})$ .
- (iii) In the case of two or more technically qualified firms having the same highest scores, the firm having the highest average annual Income in last 3 Financial Years immediately preceding to the year of award.
- (iv) IIM Jammu reserves the right to negotiate the quoted price, only with the successful bidder to arrive at the fair and reasonable price.
- (v) A Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- (vi) The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

### AWARD OF CONTRACT:

- (i) The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- (ii) IIM Jammu reserves the right to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.
- (iii) The IIM Jammu is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counteroffer rate is offered to the bidders. IIM Jammu reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIM Jammu.
- (iv) It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

#### 4. TERMS AND CONDITIONS OF CONTRACT

- (i) **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the **Institute**.
- (ii) **Exit Clause:** The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.
- (iii) IIMJ may advise the firm to disengage any of its staff from service, within 24 hours prior intimation, in case the management of IIM Jammu found any negligence on the part of that particular staff.
- (iv) The firm shall be totally responsible for the conduct of the personnel engaged in the service and the management shall not be responsible for their conduct at any point of time.
- (v) In case of any damage/ pilferage caused to the property of IIMJ due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their quarterly bill.
- (vi) The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.
- (vii) The Management shall provide suitable place for sitting for the deployed persons.
- (viii) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to IIMJ 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 IIMJ, as and when sought for.
- (ix) 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 IIMJ proportionate to the extent of default/ non-compliance.
- (x) IIMJ 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.
- (xi) 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.

### 4.1 PAYMENTS TERMS:

- (i) The Firm shall be paid on a quarterly basis an amount equal to 1/4th of annual audit fees quoted by the Firm, as agreed by IIMJ on submission of quarterly audit reports and attendance sheets.
- (ii) IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However, for delayed payment, the agency will not charge any penalty or interest to IIM Jammu.
- (iii) Bill to be made in the name of Indian Institute of Management Jammu.
- (iv) No advance payment will be made under any circumstances.
- (v) TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule. GST No, Pan No and account details should be clearly mentioned on the bill of Vendor.

## 4.2 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:
- (ii) 2% of cost of order/ agreement per week, up to 2 weeks delay.
- (iii) After 2 weeks delay, IIMJ reserves the right to cancel the contract and withhold the agreement and get this job to 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.
- (iv) For any breach of contract, IIMJ 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 IIMJ.
- (v) If the lapse is repeated, the extent of penalty will be doubled on each such occasion.
- (vi) language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
- (vii) **Non-disclosure of Contract documents:** Except with the written consent of the Buyer, the Seller/Service provider/other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- (viii) **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- (ix) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- (x) If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

- (xi) Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.
- (xii) The decision of IIM Jammu in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- (xiii) With mutual consent between the IIM Jammu and the Contractor, any other point can be included in the agreement at the time of its execution.
- (xiv) In case of any disputes regarding the execution of the work during the period of the contract, the decision of the Director, IIM Jammu shall be binding and final, agreeable in full by both the parties.
- (xv) **ARBITRATION CLAUSE:** In the event of any dispute or difference(s) between the vendee Institute (IIM Jammu) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Director, IIM Jammu”, who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act,1996. The decision of the arbitrator shall be final and binding on both parties.
- (xvi) The venue of the arbitration shall be the place from where the order is issued.
- (xvii) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- (xviii) Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

### ANNEXURE-I

#### INDEX/ COMPLIANCE SHEET

(To be submitted on the letterhead of the Agency/ Firm)

| Sr. No | Document Name  | Compliance<br>(Yes / No) | Page No |    | Remarks |
|--------|--|--------------------------|---------|----|---------|
|        |  |                          | From    | To |         |
| 1.     | Technical Bid as per Annexure-II   |                          |         |    |         |
| 3.     | Tender Acceptance Letter as per Annexure-III   |                          |         |    |         |
| 4.     | Copy of Permanent Account Number (PAN)   |                          |         |    |         |
| 5.     | Copy of GST Registration Certificate   |                          |         |    |         |
| 6.     | Copy of Registration Certificate issued by Institute of Chartered/Cost Accountants of India  |                          |         |    |         |
| 8.     | Copy of latest Constitution Certificate from Institute of Chartered/Cost Accountants of India to be furnished as a proof of No. of FCA Partners as on date of publish of tender. |                          |         |    |         |
| 9.     | Copy of documentary evidence in this respect to number of staff of the firm.   |                          |         |    |         |
| 10.    | Copies of Audited Income & Expenditure Accounts and Balance Sheet to claim the Turnover related eligibility of last three financial years.                                       |                          |         |    |         |
| 11.    | Details of work experience (as per Annexure-IV)  |                          |         |    |         |
| 12.    | <b>Proof of Experience:</b> Copies of Appointment Letters/Agreements/Work Orders along with Satisfactory Performance Report, issued by CFIT                                      |                          |         |    |         |
| 13.    | MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- V.   |                          |         |    |         |
| 14.    | Duly signed and stamped of the entire Tender document along with its addendum/corrigendum if any   |                          |         |    |         |
| 15.    | All other documents, as required to claim eligibility  |                          |         |    |         |

**ANNEXURE-II**

**TECHNICAL BID**

(To be submitted on the letterhead of the Agency/ Firm)

**Copies of all supporting documents duly signed and stamped by the Agency in support of the particulars below must be attached along with this checklist.**

|     |   |    |   |
|-----|---|----|---|
| 1.  | Name of the Agency<br>(In Block Letters)  | :: |   |
| 2.  | Registered Office Address<br>(With telephone no. & email address)   | :: |   |
| 3.  | Date of Registration with Institute of Chartered/Cost Accountants of India  | :: | Date of Incorporation/ Registration:<br><br>Date of Opening of Main Office or Branch Office |
| 4.  | No. of FCA/ FCMA Partners as on date of publish of tender   | :: |   |
| 5.  | Authorized Signatory Details  | :: | Name: _____<br>Designation: _____<br>Mobile No: _____<br>Email: _____                       |
| 6.  | Details of Contact Person Other than Authorized Signatory:  | :: | Name: _____<br>Designation: _____<br>Mobile No: _____<br>Email: _____                       |
| 7.  | PAN No.   | :: |   |
| 8.  | GST No. and Date of Registration under Goods & Service Tax Act.   | :: |   |
| 09. | Total No. of Year of Experience in Conducting Internal Audit of Central or State Govt organization / Institutions with annual income exceeding 10 Crores. Details of work experience (as per Annexure-IV) in support of Experience related eligibility criteria). | :: |   |
| 10. | Firms having experience in conducting Internal Audit of the   | :: |   |

## INDIAN INSTITUTE OF MANAGEMENT JAMMU

|  |  |
|--|--|
| CFTIs under Ministry of Education, Gol, Autonomous Bodies under Ministry of Education, Gol, Institute of National Importance under Government of India, Gol for at least 3 years in last five Financial Years. |  |
| 11. No. of Staff of the Firm   | ::   |
| 12. Annual Business turnover for last three financial years, duly certified by the Chartered Accountant (in Lakhs)   | :: FY 2024-25: Rs _____ (in Lakhs)<br>FY 2023-24: Rs _____ (in Lakhs)<br>FY 2022-23: Rs _____ (in Lakhs)<br>Avg Turnover of Last Three Years: Rs. _____ (in Lakhs) |
| 14. Any other details the Firm would like to furnish (Example: Awards & Accreditations)  | ::   |

Verification: -

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit.

Signature of authorized signatory Name:

Seal:

# INDIAN INSTITUTE OF MANAGEMENT JAMMU

## ANNEXURE-III

### TENDER ACCEPTANCE LETTER

(On the letter head of the Agency)

To  
Chief Administrative Officer,  
Indian Institute of Management Jammu  
Jagti, Jammu-181221 (J&K)

Date:

**Sub: Acceptance of Terms & Conditions of tender for 'Engagement of Internal Auditor'**

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely as per your notice given in the above-mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract, and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of IIM Jammu is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
6. I/We certify that all information and data furnished, and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

# INDIAN INSTITUTE OF MANAGEMENT JAMMU

## ANNEXURE-IV

### DETAILS OF EXPERIENCE

(To be submitted on the letterhead of the Agency/ Firm)

| Sr. No | Name of the organization/ Institute where goods /services were provided with Name of Contact Person, Contact No. & email id. | Value of the contract in INR | Duration of contract |                 | Total years of experience (YY/MM) | Whether it is academic institute / Govt. Organization (Yes/No) | Years of Experience in conducting Satisfactory Internal Audit of Central Funded Technical Institute i.e., CFTI's under MoE |
|--------|--|------------------------------|----------------------|-----------------|-----------------------------------|--|--|
|        |  |                              | From (DD/MM/YYYY)    | To (DD/MM/YYYY) |                                   |  |  |
| 1.     |  |                              |                      |                 |                                   |  |  |
| 2.     |  |                              |                      |                 |                                   |  |  |
| 3.     |  |                              |                      |                 |                                   |  |  |
| 4.     |  |                              |                      |                 |                                   |  |  |
| 5.     |  |                              |                      |                 |                                   |  |  |

- Note:** Bidders are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Bidders may add row / rows in the above format, if No of organizations / Institutions are more or may add additional sheet also.

Signature of Agency

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

## ANNEXURE-V

### MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Agency/ Firm)

The Chief Administrative Officer  
Indian Institute of Management Jammu  
Jammu

Date:    /    /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Firm/Company/Institute:**
2. **Address of the Firm/Company/Institute:**

City \_\_\_\_\_

Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_

Mob No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

3. **Particulars of Bank**

|   |        |             |             |
|---|--------|-------------|-------------|
| Bank Name   |        | Branch Name |             |
| Branch Place  |        | Branch City |             |
| PIN Code  |        | Branch Code |             |
| MICR No   |        |             |             |
| (9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number) |        |             |             |
| IFS Code: (11-digit alphanumeric code)  |        |             |             |
| Account Type  | Saving | Current     | Cash Credit |
| Account Number:   |        |             |             |

**DECLARATION:**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for the purpose of credit of amount through NEFT/RTGS Transfer.