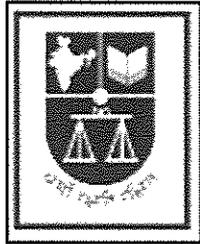


RFP NO: NLSIU/RFP/2025-26/012/Services

**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
(NLSIU)**



**REQUEST FOR PROPOSALS(RFP)
FOR
APPOINTMENT OF INTERNAL AUDITORS FOR
'PROVIDING INTERNAL AUDIT SERVICE TO NLSIU'**

"RFP NO: NLSIU/RFP/2025-26/012/Services" Dated 18.11.2025

CONTENTS

CHAPTER 1. INTRODUCTION.....	3
1.1. Request For Proposal (RFP)	3
1.2. Timeline for Bidding Process.....	3
1.3. RFP Submission.....	3
1.4. General Information for Bidders	4
CHAPTER 2. CRITERIA.....	5
2.1. Pre-Qualification and Technical Criteria.....	5
2.2. Submission of documents to assess pre-qualification criteria:.....	5
CHAPTER 3. SCOPE OF WORK	6
3.1. Scope of Audit – Internal Audit	6
3.2 Bid submission	7
3.3 Pre qualification for Internal audit.....	7
3.4 Submission of documents to Access pre-qualified criteria.....	7
3.5 Technical proposal by Bidder	7
3.6 Opening of Price Bid.....	8
CHAPTER 4. BID EVALUATION PROCESS	9
ANNEXURE – I. PARTICULARS OF BIDDER.....	11
ANNEXURE – II. CHECK LIST OF DOCUMENTS TO BE SUBMITTED.....	12
ANNEXURE – III. PRICE BID.....	13
ANNEXURE - IV TECHNICAL BID.....	14

CHAPTER 1. INTRODUCTION

The National Law School of India University, Bangalore (NLSIU), established under the National Law School of India Act, 1986, invites **quotations** from eligible bidders for the "**Appointment of Internal Auditors**". Interested service providers/bidders are requested to submit their quotations in accordance with the terms and conditions outlined below:

NLSIU Bengaluru intends to appoint auditors for conducting **Internal Audit**.

1.1. Request For Proposal (RFP)

National Law School of India University invites quotation from experienced bidders for appointment as Internal as per Detailed Scope of Work (Chapter 3)

1.2. Timeline for Bidding Process

Date of Publishing RFP	18th November 2025
RFP Submission Date	1st December 2025 up to 05.00 P.M.
Bid Opening Date	2nd December 2025
Presentation by shortlisted bidders	Will be intimated, if required by the University

1.3. RFP Submission.

RFP shall be submitted in two parts:

Sealed Envelope 1 - Technical Bid.

Sealed Envelope 2 - Price Bid in the format given in RFP.

1. Both envelopes are to be marked as such and placed in a third envelope clearly superscribed with RFP name & No. and name of the bidder.
2. The complete RFP as detailed above must reach NLSIU before the last date as per timeline at following address:

TO
Mr. Rajesh Kumar Behera
Manager Finance
National Law School of India University
Gnana Bharathi Mani Road, Opp. NAAC, Nagarabhavi
Bengaluru - 560072

Validity period of the Bid: The bids will be valid for a period of 90 days from the date of submission.

1.4. General Information for Bidders

1. Bidders should acquaint themselves with the scope of work and reach out to NLSIU for any queries / clarifications they might need regarding the bid or the work requirements. Contact details rajesh.behera@nls.ac.in.
2. **Period of appointment:** The initial period of appointment will be for **three years starting from Financial Year 2026-27**. The auditors may be reappointed for a further period up to a maximum period of two years. The appointment shall not be for more than three years at a time. The reappointment is subject to satisfactory services by the auditors and will be at the discretion of the University. The financials for the reappointment will be invited from the auditor and will be mutually decided.
3. **Assignment & sub-contract:** Selected Firm/LLP shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the NLSIU.
4. **Confidentiality and Disclaimer:** All information supplied by NLSIU in connection with this RFP must be treated as confidential by Bidders.
5. **Arbitration:** All disputes regarding quality of service, specifications and rates shall be settled mutually by making references to conditions of contract, documents, or prevailing local practices etc.; but if not settled mutually, shall be referred to arbitration as mandated in the Arbitration and Conciliation Act, 1996 and its amendments or modifications to-date.
6. **Exit Clause:** Both the parties can terminate the contract at the end of the period of a particular financial year when the term expires. The contract can also be terminated by either side after giving a three month's notice period.
7. **Legal dispute:** Any dispute which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Bengaluru, Karnataka only.
8. **Payment:** For Internal Audit work (Chapter 3, 3.1)- After completion of Assignment as per scope of the work.
9. **Authorization and Manpower deployment:** The applicant shall inform NLSIU in writing the names of the persons authorized to sign vouchers, raise bills, and collect payments.
10. **Rejection clause:** The bidder who does not fulfil any of the PQ conditions or submits incomplete documents in any respect is liable to be rejected summarily.
11. **Selection of Auditor:** Through Techno-Commercial evaluation as detailed in Chapter 4.
12. NLSIU reserves the right to accept/ reject any RFP in part or full, without assigning any reason whatsoever.
13. The delivery of services is required at National Law School of India University, Gnana Bharathi Mani Road, Opp. NAAC, Nagarabhavi, Bengaluru – 560072.
14. The price quoted by the Bidder shall be firm and final and no increase on whatsoever account shall be admissible except for an increase/decrease of government levy. If the contract period is extended for a further period, the rates will be mutually decided between the Institute and the bidder considering the factors contributing to the increasing cost. However, when a bidder has to incur additional expenses in connection with scope of work for travel and lodging outside Bengaluru the same shall be reimbursed as per prevailing rules/regulations of NLSIU.

CHAPTER 2. CRITERIA

2.1. Pre-Qualification and Technical Criteria

Only those Bidders who meet the following minimum criteria will be considered for evaluation:

Sl. No.	Minimum Criteria to be met
2.1	The applicant should be a partnership firm/ LLP with minimum five full time partners.
2.2	The applicant firm/LLP should in practice for more than 05 years as per records of the Institute of Chartered Accountants of India (ICAI)
2.3	The applicant firm/LLP should be registered under GST and should have a n annual turnover exceeding Rs.50 Lakhs in each of the financial years 2022-23, 2023-24, 2024-25.
2.4	Experience in handling similar or other relevant assignments for educational institutions such as NLUs, IITs, IIMs, or other institutions of comparable repute or statutory standing. Documentary evidence supporting such experience must be furnished.
2.5	The Registered office of the firm/LLP should be within Bengaluru jurisdiction.

2.2. Submission of documents to assess pre-qualification criteria:

1. Bidders must submit the documentary proof in support of meeting the pre-qualification criteria. Simply an undertaking signed by the bidder for any item of the criteria shall not suffice. All the documentary proof must be submitted with the bid document.
2. Bidders fulfilling the above criteria will be considered for technical evaluation as detailed in Chapter 4.
3. In deciding upon the selection of the auditor emphasis will be placed on the ability and competency of the firm/LLP to provide high quality services according to the time schedule and in close co-ordination with NLSIU.

CHAPTER 3. SCOPE OF WORK

3.1. Scope of Audit – Internal Audit

Sl. No	Particulars
1	Verification of income from Regular Courses, Distance Mode Courses and external programs
2	Review of Treasury operations including physical inventory checking of investment document
3	Review of Bank Reconciliation Statement
4	Age wise analysis of Receivables and Advances
5	Surprise Cash verification
6	Review of budgeting process including the reporting formats
7	Review of Capital Expenditure
8	Financial Accounting and Reporting
9	Review of any one department specified by management
10	Statutory compliances*: 10.a TDS and TCS 10.b Goods and Service Tax 10.c FCRA Compliances 10.d Professional Tax 10.e Provident Fund
11	Periodical and timely professional advice on queries related to compliances, Zoho books configurations, finance policies and best practices to guide day to day operations.
12	Limited editions procure-to-pay audit.
13	Review of Research Project transactions on a rotation basis during each audit cycle

Note: The appointment will be for **Financial Year 2026-27** & onwards.

3.1.2. Other work

The Internal auditor/s may also be asked to do the following works, at a **separate fee**:

- On-site resource support on a request basis for up to six (6) months in a year to assist with admissions and year-end finalizations.
- Any other assignments, provided they do not create a conflict of interest with the duties and responsibilities of the Internal Auditor.

Bid Submission

3.2 Submission of Tender:

PART-1: Pre-qualification documents as per Part -1, Part II and Annexure-1 on firm/LLP letterhead with sign & stamp.

PART-2: Price bid as per Price Bid format

PART 1

Pre-qualification bid

3.3 Pre-qualification for Internal Audit.

- i. CA firms/ LLPs with at least 05 years of relevant experience as on 31.03.2025.
- ii. Gross annual revenue of Rs.50 lakhs and above (Average of last three financial years).
- iii. Experience in audit of Educational Institution(s) comparable to NLUs/IIMs/ IITs/or other institutions of similar repute/statute.
- iv. Head Office/ fully operational branch office in Bengaluru

3.4 Submission of documents to assess pre-qualification criteria:

Bidders must submit documentary proof in support of meeting the pre-qualification criteria. Merely an undertaking signed by the bidder for any item of the criteria shall not suffice.

PART II

Technical Bid

3.5 Technical proposal by the bidder

Each bidder shall compile their proposal to contain the following details, which will form the basis of evaluation.

Parameters
Number of years of firm's/LLP's existence
Extent of experience with educational institutes

PART III

Price bid

3.6 Opening of Price bid

The quoted prices shall be inclusive of all applicable fees, duties, and charges, except GST. The GST component, if applicable, shall be indicated separately and will be paid additionally as per prevailing rate.

CHAPTER 4. BID EVALUATION PROCESS

- 4.1. The technical bid shall carry a weightage of 70 marks and the price shall carry a weightage of 30 marks.
- 4.2. Evaluation of price bid shall be taken up to determine the competitive prices of the techno-commercially acceptable bids and include the following:
- 4.1.1 The Total amount quoted in Price Bid will be considered for evaluation purposes. The quoted prices shall be checked to determine the arithmetical correctness of the same.
- 4.1.2 A bidder having the highest composite score of Technical and Price Bid will be selected for award of contract.
- 4.1.3 NLSIU reserves the right to accept/ reject any tender in part or full, without assigning any reason whatsoever.
- 4.1.4 NLSIU reserves their right to negotiate the quoted price.
- 4.1.5 Technical bid score, out of 70, will be arrived based on the following parameters:

Sr. No.	Description	Maximum Marks
1	No. of years of existence/experience	10 Marks
2	Annual turnover of the bidder	10 marks
3	Number of Key Professionals & their Post Qualification Experience	10 Marks
4	Profile of Professionals proposed to be assigned to NLSIU Bengaluru	10 Marks
5	Experience of handling similar and relevant assignments of Educational Institution(s) such as NLU s / IITs/NITs/IIMs/other institutions of similar repute/statute.	30 Marks
	TOTAL	70 Marks

Based on annexures for supporting documents related to experience, the bidder scoring highest marks (H1) in technical assignment will be assigned score as 70. Each of the bidders will be scored as below:

Technical score of bidder X= (Marks assigned to bidder being evaluated * 70) / (Marks scored by H1)

4.3. Methodology for Arriving at the Price of Bidders

Price bid score "Y shall be out of 30"

$$Y = \text{Score of Price bid} = \frac{30 * (\text{Price quoted by lowest bidder})}{(\text{Price quoted by the bidder being evaluated})}$$

Formula to calculate total score of the bidder:

$$\text{Total Score out of 100} = X + Y$$

The bidder getting the highest composite techno-commercial score (X+Y) will be awarded the contract.

Note:

1. NLSIU reserves the right NOT to award the work to the highest scorer or any bidder at its sole discretion.
2. NLSIU reserves the right to reject any or all bids without assigning any reason.
3. NLSIU reserves the right to increase, decrease or modify the scope of work at any stage of the process.
4. NLSIU reserves the right to award the work to any bidder in the event of a tie in the overall scores of two or more bidders.
5. NLSIU reserves the right to seek clarifications, additional documents, or presentations from any bidder, if considered necessary for evaluation.
6. NLSIU reserves the right to verify the credentials and information provided by the bidders through independent sources and may reject the bid if any discrepancy or misrepresentation is found.
7. NLSIU reserves the right to negotiate the terms, conditions, and quoted price with the selected bidder before final award of work.
8. NLSIU reserves the right to cancel or withdraw the RFP at any stage without incurring any liability or obligation towards the bidders.

NS Nigam
Registrar *IK*

National Law School of India University

ANNEXURE – I. PARTICULARS OF BIDDER

SR.NO	DESCRIPTION	
1	Name of the bidder	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) Fill the details in Block letters	
C	Name of Proprietor /Partners /Directors (in block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	PAN (attach self-attested photocopy)	
6	GSTIN (GST Registration No.) (attach self-attested photocopy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender as stipulated in the tender notice No. **RFP NO: NLSIU/RFP/2025-26/012/Services Dated 17.11.2025**. Accordingly, I/ we accept the terms and conditions and hereby offer the rates “as per Price Bid”.

Signature_____

Date_____

Official seal of bidder

ANNEXURE – II. CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Bidder is required to furnish the bid as per checklist below:

Sr. No	Item Description	Submitted/Attached YES/NO	Remark
1	PAN copy		
2	GST Registration copy		
3	Particulars of bidders (Annexure I)		
4	Establishment/registration certificates as proof for Number of years of existence		
5	Price Bid in separate envelope		
6	Profile of Key Professionals: (please mention the credentials of professional(s) to be assigned to NLSIU 1. Qualification 2. Experience (Minimum 10 years)		
7	Profile of services offered by the bidder		
8	List of prominent clients (Assignments undertaken – to support technical scoring)		
9	Self-declaration mentioning the amount of Turnover for FY 2022-23, 2023-24 and 2024-25 as per audited financials. (audit report is not required)		
10	Whether any regulatory action including fines /strictures levied in last 5 years (Self declaration)		
11	Any other information relevant to your response to this BID that you may wish to provide.		
12	RFP document signed and stamped on each page		

ANNEXURE – III. PRICE BID

For appointment as Internal auditor for NLSIU

Name of the bidder :

Sr. No	Particulars	Fees in INR		
		FY 2026-27	FY 2027-28	FY 2028-29
1	Annual Internal Audit Fees as per scope of work as defined in Chapter 3.1. (Inclusive of all out-of-pocket expenses).			
2	GST__% and amount			
	Total Amount			

Signature of Authorized Person: Official Seal

Technical Bid

Annexure- IV

Engagement of Chartered Accountant Firm or LLP for Internal Audit at National Law School of India University, Bengaluru.

Sl No	Particular	Submission by Bidder
1	Name of the Chartered Accountant Firm/LLP	
2	Official Address of the CA Firm/LLP with complete contact details inclusive of Cell number and mail ID	
3	PAN No. (Enclose a copy)	
4	GST Registration No. (Copy of the Registration Certificate is to be enclosed).	
5	Self-declaration of Audited Turnover of FY 2022-23, 2023-24 and 2024-25 (only the selected bidder may need to submit a copy of Audited Financial Statement when asked by the University)	
6	Number of years of experience of the Firm / LLP	
7	List of the Educational Institute(s), Financial statement was prepared by the Firm/LLP as per the Format prescribed by the MHRD, GoI	
8	List of similar Internal audits assignment carried out by the CA Firm / LLP in last 5 years ending 31 st March 2025 – a. At least one Work Order for the similar audit assignment from a reputed Educational Institute as defined in Chapter III of tender paper. b. Copy of the latest audited Financial Statement of the Institute. c. Self-attested copy of Ranking of the Institute as per NIRF 2025 list. d. The name of the authority issued the Work Order, Mail ID, contact number for reference check, if required. Note - Internal audit experience of any Branch / Subsidiary will not be considered.	
9	Whether any regulatory action including fines levied since the inception. Whether any disciplinary action is pending.	
10	Presence in Bengaluru with address / telephone number, if any (Optional)	
11	Any other information the bidder wish to give in support of their experience / professional achievements.	

Note: Please attach an extra sheet in support of your information, if required.

Signature
Name of Tenderer _____

Official Seal