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# INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

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**NOTICE INVITING TENDER FOR APPOINTMENT OF  
FIRM FOR CONDUCTING INTERNAL AUDIT OF  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

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Kharagpur- 721302, Dist: Paschim Medinipur, West Bengal, INDIA

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## NOTICE INVITING TENDER FOR CONDUCTING INTERNAL AUDIT OF INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Date: 27<sup>th</sup> January, 2026

Tender Number: No. IIT/ KGP/F&A/IA/2025-26/01

Indian Institute of Technology Kharagpur (IIT Kharagpur) invites sealed Bids from Chartered Accountants/ Cost Accountants Firms for conducting Internal Audit of IIT Kharagpur Details are available on IIT Kharagpur's website at <http://www.iitkgp.ac.in> and CPP Portal at <https://eprocure.gov.in/epublish/app>. The last date for submission of bids is **19<sup>th</sup> of February 2026 upto 15:30 hours**. If there is any corrigendum/addendum, it shall also be published on the Institute's Website and Central Public Procurement Portal.

The Contract will issue initially for One (01) Year from the date of issue of Contract which may further extend for maximum another Two (02) more year on yearly renewal basis subject to the satisfactory performance, recommendation of the Committee Members and approval of the Committee Members.

Place: Kharagpur

  
Registrar



## 1. BID-DATA SHEET

<b>TENDER NOTICE Number:</b>	No. IIT/ KGP/F&A/IA/2025-26/01
<b>Date:</b>	<b>27<sup>th</sup> January, 2026</b>
<b>Estimated Cost (excluding GST)</b>	₹16,00,000.00 (Rupees Sixteen Lakh Only)
<b>Earnest Money Deposit (EMD):</b>	₹50,000 (Rupees fifty thousand only) by way of Bank Guarantee / Demand draft in the name of <b>Registrar, Indian Institute of Technology, Kharagpur</b> , payable at <b>Kharagpur</b> should be submitted along with the Bid Documents.  Note: IIT Kharagpur will give exemption for submission of Tender Fee and EMD who are registered with MSME, NSIC or start-ups as recognized by DIPP for the tendered item/services. However proper and valid documents in this regard must be submitted by the bidders in support of their claim. EMD should be kept in separate covers and placed in the technical bid cover.
<b>Issue of Tender Notice</b>	TENDER Document / forms can be Downloaded from the Institute's website at <a href="http://www.iitkgp.ac.in">http://www.iitkgp.ac.in</a> and CPP Portal at <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>
<b>Last Date of Submission of Tender Notice:</b>	<b>19<sup>th</sup> February, 2026 upto 15:30 hours</b>
<b>Opening of Bids:</b>	<b>19<sup>th</sup> February, 2026 at around 16.00 hours</b>
<b>Pre-Bid Meeting:</b>	<b>9<sup>th</sup> February, 2026 at around 15:30 hours</b>
<b>Contact Person:</b> <b>Address:</b>	The Registrar, Indian Institute of Technology, Kharagpur Kharagpur- 721 302, Dist. Paschim Medinipur, West Bengal, INDIA <a href="mailto:registrar@hijli.iitkgp.ac.in">registrar@hijli.iitkgp.ac.in</a>
<b>Contact Phone Number(s):</b>	032222-82022/24/82160/82162
<b>Bid validity</b>	120 days from the opening of Price Bid

## 2. TERMS OF REFERENCE

### 2.1 BACKGROUND:

The Indian Institute of Technology, Kharagpur (IIT Kharagpur) is set up by the Act of Parliament called "The Indian Institute of Technology Act 1961".

IIT KHARAGPUR is maintaining its accounts on Accrual Basis following the applicable Indian Accounting Standards/ MoE's guidelines. The expenditure of the Institute is attributed to two major heads- Recurring and Non-Recurring. Mainly the expenditure related to construction works, purchase of equipment and books etc. are booked under Non-recurring head and expenditure of recurring nature like salary, maintenance etc. are booked under recurring heads. Both Recurring and Non-Recurring expenditure are further subdivided into different sub-heads as per the nature of the expenditure.

The accounts of the Institute are prepared as per the prescribed Format of Accounts of Central Educational Institutions (CEIs).

Most of the payments like salary, reimbursements, scholarships etc. made to the employees/ students of the Institute are done by directly transferring the money to the respective bank accounts through PFMS. Payments to the vendors and contractors are made by electronic transfer. Receipts on account of student admission are directly received in banks through "Payment Gateways". The Accounts are maintained under ERP system developed by the Institute. All records are also kept under ERP system.

### 2.2 SCOPE OF WORKS

#### 2.2.1 Review of the existing Internal Control System:

- (i) 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.
- (ii) Review each control and analyze them in terms of costs and benefits.
- (iii) Review the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information;
- (iv) 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;
- (v) Review the means of safeguarding assets and, as appropriate, verify the existence of

such assets. 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.

#### 2.2.2 Review of Works Contracts by following General Financial Rule (GFR) 2017:

- (i) Review of the system for awarding contracts including preparation of estimates, fixation and evaluation of pre-qualification criteria, procedure followed in circulation of NIT, opening of Tender bids and receipt of EMD etc.
- (ii) Review of procedures followed in tender evaluation, preparation of comparative statements.
- (iii) Checking of the documents/statutory registration documents/financials submitted by contractors.
- (iv) Checking of payments made to contractors as per terms and conditions of the contract, supporting documents, adjustment of advance, TDS. Measurements Books, deduction of LD, final payments, contract closure.
- (v) Review of the system for issuing Project Authority certificates.
- (vi) Checking of accounting made in respect of WIP and capitalization.
- (vii) Checking of internal control systems being followed in project execution in respect of works contracts.
- (viii) Review of outstanding security deposits/retention moneys/liabilities to be settled, age wise analysis of entries outstanding.

##### 2.2.2.1 Extent of checking in respect of Works Contracts:

- (i) Contracts of value above Rs.500 lakh - 100%
- (ii) Contracts between Rs.100 Lakh to 500 Lakh - 50%
- (iii) Contracts below Rs.100 lakhs - 20%

#### 2.2.3 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.
- (vi) Review of procedure for procurement of items through GeM.

#### 2.2.3.1 Extent of checking in respect of Procurement:

- (i) Purchase Orders of value above Rs.25 lakh - 100 %
- (ii) Purchase Orders value between Rs.1 Lakh to 25 Lakhs- 50 %
- (iii) Purchase Orders value below Rs.0.25 Lakhs – 75 %

#### 2.2.4 HR & Personnel:

- (i) Review of leave, LTC Records, Pay fixation, etc.
- (ii) Review of Employee master records maintained and updated under ERP system on regular basis.
- (iii) Review of Pensioner master records maintained and updated under ERP system on regular basis.
- (iv) Review of statutory deductions of GPF, NPS, CPF, TDS etc for employees and whether the same are correctly deposited by the Institute or not.
- (v) Review of all the statutory deductions of Outsourced employees and whether the same are correctly deposited by the contractors or not.

#### 2.2.5 Inventory Management:

- (i) Review of stores ledgers maintained, system of receipts and issue under ERP System/ Manual Register.
- (ii) Custody & Physical verification and valuation etc.
- (iii) Disposal of surplus/scrap materials.

#### 2.2.6 Transport:

- (i) Utilization of vehicles/log book maintained
- (ii) Hiring of vehicles, log books
- (iii) Checking of all collection made by transport section and deposit of the same to the Institute Accounts in time.

#### 2.2.7 Finance & Accounts:

- (i) Checking of bank transaction and journal vouchers etc., at least 50% for the period.
- (ii) Review of Account payable and Receivable.

- (iii) Checking of periodical Bank Reconciliation Statements.
- (iv) Checking of classification of expenditure under Object Head wise as per guideline of MoE/ GOI.
- (v) Checking of Expenditure under **(EAT)** module of PFMS.
- (vi) Ledger scrutiny including sub-ledger, proper adjustments of the various outstanding etc.
- (vii) Deposit of all statutory dues and filing of various reports and returns as per: -
  - (a) Income Tax Act, 1961
  - (b) International Taxation
  - (c) GST – All returns matching with the books of accounts and compliance of statutory provisions applicable under GST.
  - (d) Verification of secured and unsecured advances.
  - (e) Verification and classification of assets created through Higher Education Funding Agency(HEFA) and its record.
  - (f) Review of internal control systems placed / in existence.
  - (g) Reviewing and checking for compliance of the accounting policies, Accounting Standards, Guidelines issued by MoE time to time.
  - (h) Review of the yearly accounts and submit the Review Report on Annual Accounts of the Institute.

#### 2.2.8 Investment:

- (i) Physical Verification of Investment Certificates.
- (ii) To obtain management confirmation and reconcile it with the Banks confirmation in the form of certificates.
- (iii) To Check the Interest Income with the TDS certificates, Interest certificates, etc.
- (iv) To Check the Management Approvals for Investment in FD's like Boards Resolution or the Delegation of Power.

#### 2.2.9 Fixed Assets:

- (i) Check that approval from the competent authority is taken prior to the acquisition of fixed Asset & the same is being recorded properly under ERP system.
- (ii) Check that approval from competent authority is taken before disposal of fixed assets & the same is being recorded properly under ERP system & fixed asset register.
- (iii) Comment upon proper maintenance of records & internal control thereon
- (iv) Comment upon system & its adequacy of physical verification of assets and ensure its necessary financial treatment at the year end.



#### 2.2.10 Estate Management:

- (i) To check the collection of license fees in compliance with the Rules and Regulation of the Institute.
- (ii) All records relevant to the Estate are correctly recorded and updated at a regular interval.
- (iii) To check the unauthorized occupancy and action initiated by the Management as per rule.
- (iv) Review of quarter allotment and availability with the requirement and any loss to the Institute

#### 2.2.11 General Provident Fund (GPF), Contributory Provident Fund (CPF) & NPS:

- (i) Check the bank balance of the GPF, CPF and NPS.
- (ii) Match both balances and prepare reconciliation, if necessary and locate the reasons for differences.
- (iii) Obtain monthly contribution sheet of each members and check it thoroughly:
  - (a) Make sure every member's contribution is rightly posted in his accounts.
  - (b) Check for similar names and compare their contributions.
  - (c) Reconcile pay roll with the contribution sheets.
  - (iv) Verify the permanent withdrawal and full and final settlement.
  - (v) Payables and expenses of GPF and CPF.
  - (vi) Investments of the GPF and CPF Fund.

#### 2.2.12 Checking of outsourced service due diligence at IIT Kharagpur:

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

#### 2.2.13 Compliance of Statutory Liabilities:

- (i) Review of the different statutory registers & records are maintained as per GFR 2017.
- (ii) Review & reporting about the Compliances of the decision made in Board of Governors Meeting & Finance Committee Meeting, etc.

#### 2.2.14 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.

### 2.3 DURATION OF CONTRACT:

The firm will be required to provide the desired services initially for a period of One year i.e. for the FY 2025-26 which can be renewed for another two years, subject to satisfactory performance and approval of the Competent Authority. 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 or without any reason.

### 2.4 SUPPORT AND INPUTS TO THE FIRM:

The Institute shall provide adequate office space to the firm to perform its services. In terms of hardware the Institute will provide computers and 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.

#### 2.4.1 MANDATORY DEPLOYMENT OF PROFESSIONALS:

The firm needs to mandatorily deploy professionals as specified below to ensure timely and efficient execution of the scope of work throughout the contract period:

Sl. No.	Professionals dealing with Audit	Minimum Man-days/month
1.	Partner	1 (one) Partner, 2 (two) days in a month (fortnightly)
2.	2 Qualified CA/CMA	2 (Two) Qualified CA/CMA, 4 (four) days in a month
3.	4 Semi-Qualified Assistants	4 (Four) Semi-Qualified Assistants, 5 (Five) days in a month

The deployment of professionals as prescribed herein is mandatory and shall be deemed a material obligation under the contract. Failure to adhere to this deployment requirement shall constitute a breach of contract and may result in penalties, including contract termination and forfeiture of performance security. Payment and all other obligatory are to be borne by the bidder during the entire contract period. Institute will not pay any other extra charges except the selected quoted price bid and applicable taxes.

## 2.5 ESTIMATED COST FOR AUDIT FEE:

The estimated audit fee for the contract period is ₹16,00,000/- (Rupees Sixteen Lakh Only) per annum excluding GST. This estimate is provided solely for the guidance of prospective bidders. The final contract value shall be established based on the bid submitted, Lowest Bid Quoted and accepted by the competent authority.

Note: The audit fees should be quoted inclusive all charges such as conveyance, fooding and lodging and any other charges etc. No accommodation will be provided to the Internal Auditor during the period of audit. GST will be paid extra as applicable.

Important Note: Interested bidders are advised to quote realistic and justified prices in line with the scope of work and the terms and conditions mentioned in the Tender Notice.

If the Institute finds that the lowest quoted rate is abnormally low in comparison to the estimated cost, scope of work, and the terms and conditions mentioned in the Tender Notice, the Institute may, in such case, seek written clarifications from the Bidder, including detailed price analyses of its Bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the tender document. If, after evaluating the price analyses, the Institute determines that the Bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the Institute may reject the Bid and evaluate the next higher bidder (and so on) for the award of contract.

(An Abnormally Low Bid (ALB) is one in which the Bid price, in combination with other elements of the Bid, appears so low that it raises material/services concerns as to the capability of the Bidder to perform the contract at the offered price.

## 2.6 MINIMUM ELIGIBILITY CRITERIA:

- (i) The Audit firm shall be independent of the entity to be audited.
- (ii)
  - (a) No partner of 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.
  - (b) Neither the firm nor its partners or Associates have any interest in the business of IIT Kharagpur.
  - (c) From the time of appointment and for the one year after (to be counted from the date of issue Internal Audit Report) the Firm ceases to be Internal Auditor, no other assignment of any kind to the IIT Kharagpur 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 IIT Kharagpur.

(d) The audit will not be done by a person who was either an employee in the IIT Kharagpur or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.

(iii) The 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 bid documents by the firm** (Refer - Annx-IV).

(iv) 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.

(v) The head/branch office of the Consultant (Audit firm) should be located in Kolkata, West Bengal. Proof of Address needs to be attached with the tender documents.

## 2.7 PERIODICITY AND TIMELINES OF AUDIT:

- a. IIT Kharagpur's Internal Auditor will be required to conduct the internal audit in four quarters: 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March.
- b. The appointed Internal Auditor shall be required to conduct the Internal Audit for the preceding three quarters of FY 2025–26 immediately upon appointment, followed by the audit of the fourth quarter and subsequent quarters of next financial years, which will commence in accordance with the timeline specified in the table below.
- c. The auditors will also be required to audit the annual accounts of IIT Kharagpur for the year 2025-26 and also for subsequent years, if re-appointed.
- d. Timelines for conducting the Audit: The Auditor shall strictly follow the timelines mentioned below in the table:

Sl No	Description of Audit	Timeline
01	Commencement of Internal Audit of every Quarter	The audit should start from the 10th day of the month following the end of the quarter of which audit is to be done of IIT Kharagpur Campus and other offices of IIT Kharagpur
02	Submission of Final Internal Audit Report	The final Internal Audit Report of the Institute and Consolidated Report after discussion with the IIT Kharagpur's Competent Authority should be submitted within 30 days from the date of start of Internal Audit.

## 2.8 PAYMENT TERMS:

Payment Schedule: - The payment shall be made as follows:

The 75% payment of professional fees for internal audit will be released on quarterly basis on submission of bills subject to timely submission of quarterly internal audit reports to the Institute along with consolidated executive summary, action taken report & signed attendance sheet and balance 25% after its approval by the Competent Authority of IIT Kharagpur.

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

- (i) Any increase in tax rates during the contract period will be borne by the Institute.
- (ii) TDS under Income tax/GST will be deducted at applicable rates.
- (iii) The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

## 2.9 PERFORMANCE SECURITY:

The successful bidder will be required to deposit 5% of the bid amount towards Performance Security in the form of Bank Guarantee/Demand Draft in the name of Registrar, Indian Institute of Technology Kharagpur, payable at KHARAGPUR with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute. In the case of Performance Bank Guarantee, PBG may be issued from any commercial bank, which shall be valid for the duration of Contract period plus 60 days. If the contract renews further, the PBG must be extended accordingly.

## 2.10 ACCEPTANCE OF BID & WITHDRAWALS:

The right of final acceptance of the Bid is entirely vested with the Director, IIT, Kharagpur who reserves the right to accept or reject, any of the Bid in full or in parts without assigning any reason whatsoever. There is no obligation on the part of IIT Kharagpur to communicate with rejected bidders. After acceptance of the Bid, the bidder shall have no right to withdraw his Bid. The Bid acceptance authority may also reject all the Bids for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

## 3. SUBMISSION AND EVALUATION OF THE BID & OTHERS

### 3.1 SUBMISSION OF BID:

The interested firms meeting the Minimum eligibility criteria are required to submit their Bid in sealed envelopes. A Respondent will, by responding to IIT Kharagpur for tender, be deemed to have accepted the terms of this Introduction and Disclaimer. The Bid should contain the following documents:

The Bidding Firm is required to submit the details of its proposal in three (3) sealed envelopes.

The first envelope should be super-scribed "Selection Criteria for Engagement of Internal Auditor at IIT Kharagpur for a period of 1 (one) year" and should contain the particulars of compliance with eligibility criteria for short listing as given above, in the format given at Annexure I.

The second envelope super-scribed "Technical Evaluation for Engagement of Internal Audit Firm at IIT Kharagpur for a period of 1 (one) year" should contain detailed statement giving the various technical particulars of the proposal covering aspects of the firm like name and location, year of establishment, names of its partners, staff, their qualification / experience, registration number of the firm, and all other such relevant particulars in the format given in Annexure I & II (Format-A,B,C,D,E,F & G) along with Earnest Money Deposit (EMD) of ₹50,000 (Rupees fifty thousand only) in the form of Demand Draft as mentioned in point 3.2 and should be kept in a separate envelope be superscripting "Bid for ....."

The third envelope super-scribed "Financial Bid - Engagement of Internal Audit Firm at IIT Kharagpur for a period of 1 (one) year should contain the details of the financial bid of the proposal exclusive of taxes in the format given in Annexure III.



All the above mentioned three sealed envelopes should then be put in a large sealed envelope and super-scribed "Engagement of Internal Auditor at IIT Kharagpur for the FY 2025-26" and submitted to the office of the Registrar, Indian Institute of Technology Kharagpur, on or before **15:30 hrs on 19<sup>th</sup> February 2026**, at the following address:

Submitted to: **The Registrar**  
**Indian Institute of Technology, Kharagpur**  
**Kharagpur- 721 302, Dist. Paschim Medinipur, West**  
**Bengal, INDIA**

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

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

### 3.2 EARNEST MONEY DEPOSIT (EMD):

The bidder shall furnish an Earnest Money Deposit (EMD) Rs. 50,000.00 (Rupees Fifty Thousand only), along with the bid.

The EMD shall be deposited in the form of a Bank Guarantee/Demand Draft, from any Scheduled Commercial Bank drawn in favour of "**Registrar, Indian Institute of Technology, Kharagpur**", payable at **KHARAGPUR**, should be submitted along with the TENDER NOTICE. Tenders without EMD shall be summarily rejected.

**Exemption from EMD:** IIT Kharagpur will give exemption from submission of EMD who are registered with MSME, NSIC or start-ups as recognized by DIPP for the tendered item/services. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.

**Forfeiture of EMD:** The EMD shall be forfeited by the Institution in the following cases:

- a. If the bidder withdraws, modifies, or alters the bid during the period of bid validity.
- b. If the successful bidder fails to sign the contract or furnish the required Performance Security within the stipulated time.



**Refund of EMD:** EMDs of unsuccessful bidders shall be returned without interest after finalization of the tender and award of contract. In respect of the successful bidder EMD shall be returned without interest after acceptance of the offer letter and receipt of the performance security.

**No Interest Payable:** No interest shall be payable by the Institution on the EMD amount under any circumstances.

### 3.3 PRE-BID MEETING:

A pre-bid conference will be held at 15:30 hours on 9<sup>th</sup> February, 2026 in the Committee Room of the Institute. All eligible applicants are encouraged to attend the pre-Bid meeting. The corrigendum, if any based on Pre-Bid meeting will only be available in the website of the Institute.

### 3.4 LAST DATE OF SUBMISSION OF BID

The Last date of submission of the Bid is 19<sup>th</sup> of February, 2026 upto 15.30 hours.

### 3.5 DATE OF OPENING OF BID:

The Bid will be opened for technical evaluation on 19<sup>th</sup> of February, 2026 at 16:00 hours in the Committee Room of the Institute. The authorized representatives must carry authorization letter to attend the bid opening.

### 3.6 SHORT LISTING CRITERIA:

- (i) The Chartered Accountants/Cost Accountants Firm should be engaged in providing Audit & Assurance Services.
- (ii) **Empanelment with C&AG:**  
The CA/CMA Firm should be empaneled with the Comptroller & Auditor General of India (C&AG) in any one year in last three financial years 2024-2025, 2023-24 & 2022-23.
- (iii) **Experience:**  
The Chartered Accountants/Cost Accountants Firm should be in operation for at least 15 years after its registration which is supported by firm constitution certificate issued by ICAI/ ICWA.
- (iv) **No. of Partners:**  
The Audit Firm should have minimum 15 no. of active partners.
- (v) **NO. OF QUALIFIED STAFFS(CA/CMA):**



The Audit Firm should have at least 5 no. of full time qualified staff (CA/CMA) (other than partners) on the roll of the Establishment which needs to be supported by Firm Constitution Certificate.

(vi) **LOCATION OF CA/CMA FIRM's OFFICE:**

The CA/CMA firm should have the registered / main office in Kolkata. In case the CA/CMA firm does not have registered / main office in West Bengal then it should have a branch office in Kolkata. Further, the CA/CMA firm shall provide a list of their branch offices located across India.

(vii) **ANNUAL TURNOVER OF THE FIRM:**

The Audit Firm should have gross receipt ₹150 lakh or more for each of the last 3 financial years prior to the date of making applications.

(viii) **NO. OF STATUTORY AUDIT / INTERNAL AUDIT:**

- a. The Audit Firm should have experience of handling Internal Audit of at least 3 (three) PSU/ Govt. Organizations/Reputed Organizations having annual revenue/turnover of more than ₹500 crore or more during last five (5) years.
- b. The Audit Firm shall demonstrate similar experience of rendering internal audit of at least 2 (two) in Central Funded Educational Institutes of National Importance like IIT/NIT/IIM/IISER/NISER and Central/State Universities during last five (5) years.

(ix) **DISQUALIFICATION:**

The Audit Firm should not have been black listed/debarred/ disqualified by any regulatory/ statutory body or Government entity or any International/National agency/Reputed Organizations for corrupt or fraudulent practices or any others. A declaration as per Annexure IV is to be submitted along with the tender.

### 3.7 SELECTION PROCESS:

This proposal will be assessed on the following Selection process: -

Invited tender wherein eligibility, Technical and Financial bids are submitted in separate envelopes. Selection in three phases consisting of –

- (i) **Phase 1 - Pre-Qualification based on Eligibility criteria**
- (ii) **Phase 2 - Technical Evaluation**
- (iii) **Phase 3 - Financial Evaluation of Technically Qualified Bidders**

#### Technical Evaluation

After the expiry of last date for submission of bids, in the first instance the first envelope containing the compliance with the "Eligibility Criteria" would be opened in respect of all the bidders to verify the compliance of the bidders with the prescribed eligibility requirements. The second envelope containing technical particulars would be opened only in respect of those firms who satisfy the selection criteria. Thereafter technical evaluation of the eligible bidders would be undertaken. Conditional BIDs other than the conditions mentioned in the Tender document will be liable for rejection.

The Technical bid will be evaluated by an in-house Committee constituted by IIT Kharagpur. The list of technically qualified bidders would be short listed. Technical Capability of the bidders would be evaluated based on the following criteria and weight age: -

Sl. No.	Particulars	Total Marks	Allocation of Marks
1	<b>Firm's Presence</b>		
a)	Head office	10	10
	Branch Office		5
	<b>Firm's Experience</b>		
b)	Firm's Existence in years	15	
	15 Years - 20 Years		5
	>20 Years to <25 Years		10
	>25 Years		15
	<b>Average Annual Turnover of the Firm (in the last 3 financial years) ending on 31<sup>st</sup> March 2025</b>		
c)	Rs.150 Lakhs to Rs.500 Lakhs	15	5
	> Rs.500 Lakhs and upto Rs.800 Lakhs		10
	Above Rs.1000 Lakhs		15
	<b>Experience of Internal Audit of at least 3 PSU/ Govt. Organizations during last five (5) years having annual revenue/ turnover of more than ₹500 crore.</b>		
d)	Upto 3 Organizations	15	6
	> 3 to 5 Organizations		10
	> 5 Organizations (1 mark for each additional org., maximum 5 marks)		15
	<b>Experience of internal audit of at least 2 Central Funded Educational Institutes of National Importance like IIT/NIT/IIM/IISER/ NISER and Central/State Universities during last five (5) years.</b>		
e)	Experience in Institutes of National Importance (IIT/NIT/IIM/ IISER/NISER) (5 marks for each org.)	15	15
	Experience in other Govt. Educational Institutions (3 marks for each org.)		15
	<b>Sub Total (01)</b>	70	
2.	<b>Key Experts and Manpower:</b>		
	<b>Number of Partners' in the firm</b>		
a)	15 Partners	15	10
	> 15 Partners (0.5 marks for each partner)		5
b)	<b>Number of Full Time Qualified staff (CA/CMA) on the roll of the Establishment (other than partners)</b>		
	Upto 5 Staff	15	8
	>5 Staff (1 marks for each additional staff)		7
	<b>Sub Total (02)</b>	30	
	<b>Total Marks of Technical Evaluation (1+2)</b>	100	

All bidders scoring more than 60 marks (in Technical Criteria) will be selected as the Technically Qualified Bidder.

While IIT Kharagpur would form a panel of Internal Audit Firms from the technically qualified bidders, the technically qualified bidders alone will be informed of the date of opening of the financial bid for Engagement as Internal Audit Firm. **The decision of IIT Kharagpur will be final in this regard.**

### 3.8 EVALUATION OF FINANCIAL PROPOSAL:

Shortlisted firm quoting lowest price will be declared as successful. However, quoting of lowest price does not entitle the firm for award of contract.

- a) The final selection of the successful bidders from the technically qualified bidders will be done by considering both the technical and financial bids using the following criteria and weightage: -

Sl. No.	Criteria	Max. Marks (Weightage)	Method of allotting marks for Combined Score
1.	Financial	20	The bidder with the lowest quote in Financial Bid (Annexure-III) will be awarded 20 marks and other bidders will be awarded proportionately less marks (e.g.) if the lowest quote is ₹60/-, the bidder quoting this price will get 20 marks. A bidder quoting ₹90/- will get $(60/90) \times 20 = 13.33$ marks.
2.	Technical	80	The bidder with the maximum technical score will be awarded 80 marks and other bidders will be awarded proportionately less marks (e.g.) if the highest technical score is 84, bidder having this will get 80 marks. Bidder having technical score of 60 will get $[60/84]$
	<b>Total</b>	<b>100</b>	

- b) All marks will be rounding off up to 2 decimal places. The bidder getting the maximum combined score out of 100 will be selected as the successful bidder.
- c) In case of a tie, preference will be given to the bidder having higher technical scoring.

- d) IIT Kharagpur reserves all rights to accept or reject any or all proposals without assigning any reasons thereof.

#### 4. OTHER GENERAL TERMS AND CONDITIONS:

- (i) Bids received after the schedule date and time shall not be considered.
- (ii) The firm submitting BID is required to sign all pages of the BID Document.
- (iii) After selection of the firms as per the procedures as above, they will be intimated to their registered address to accept the audit as per the scope of the work and the date of commencement and completion of work in writing through registered letters. Within seven days of receiving the offer letter they have to submit the acceptance letter to the Registrar, Indian Institute of Technology Kharagpur, Kharagpur-721302, West Bengal, India. Failing which their offer letter shall be treated as cancelled and no further communication in this regard will be entertained. The next best firm will be given the fresh offer letter.
- (iv) After taking up the audit assignments they have to stick to the dead line stated in the offer letter to complete the audit. Failing to complete the audit assignments within the due date the authority reserves the right to cancel the assignment.
- (v) If progress/ performance of the audit team is not satisfactory, the management reserves the right to terminate the appointment of the Firm with 7 days prior notice.
- (vi) The Management reserves the right to seek any information/ clarifications related to engagement at any time during the process of audit as per the requirement.
- (vii) The Audit Firm is not permitted to sub-contract the work to any other firm.
- (viii) They should keep themselves away from illegal & dishonest practices.
- (ix) The Internal Auditor shall have an obligation to work objectively and diligently while performing duties.
- (x) The Audit Report should be in conformity with the "Scope of Work" as indicated in Annexure and Auditor may add more meaningful inputs depending on the findings in the course of Audit.

(xi) The audit will be conducted during the office hours of the Board.

(xii) No advance payment will be made on any account.

(xiii) **Letters and Declaration to Accompany Tenders**

The bid must be accompanied by a letter on firm's letter head showing the full registered name(s) and registered office address of the bidder. It should be signed by a person of suitable authority to commit the bidders to a binding contract.

(xiv) **Declaration/Undertaking:**

The Audit firm should submit the declaration/undertaking as per Annexures of the tender document.

(xv) **Confidentiality**

The Audit Firm shall during the tenure of the Contract and at any time thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by the Competent Authority, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Internal Auditor or its personnel or agents.

(xvi) **Settlement of Disputes:**

It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of IIT, Kharagpur. The Bidder shall make request in writing to the Director for settlement of any dispute within 30(thirty) days of arising of the cause of dispute failing which no disputes/claims shall be entertained by IIT, Kharagpur. The decision of the Director, IIT Kharagpur will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law in Kolkata jurisdiction.

(xvii) **Jurisdiction:**

The Court of Kolkata in the State of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract

(xviii) **Disclaimer:**

IIT Kharagpur reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reason.



(xix) **Termination**

IIT Kharagpur may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the Consultants of IIT Kharagpur's decision by written instruction to that effect. In the event of the Contract being so terminated, the firm shall take such steps as are necessary to bring the Services to an end, (including terminating any sub-contracts placed by the firm) in a cost effective, timely and orderly manner.

Annexure I  
Eligibility Criteria

Sl. No.	Requirements	Compliance	Details
1	Firm should have Head office/branch office in Kolkata/ West Bengal.	Yes/No	
2	Firm should be in operation for at least 15 years after its Registration.	Yes/No	
3	Empanelment with C&AG in any one year in last three financial years 2024-25, 2023-24 & 2022-23.	Yes/No	
4	Firm should have minimum 15 CA/CMA qualified partners.	Yes/No	
5	Firm should have minimum 5 CA/CMA qualified staffs.	Yes/No	
6	Firm should have experience of rendering internal audit services in any of the last five years in atleast 3 PSU/Government Organization/Reputed Organisations having Annual Revenue/ Turnover of more than ₹500 crore or more.	Yes/No	
7	Firm should have experience of rendering Internal Audit of atleast 2 Central Funded Educational Institutes of National Importance like IIT/NIT/IIM/IISER/NISER and Central/State Universities during last five (5) years prior to the date of making application.	Yes/No	
8	Firm should have gross receipt of ₹150 lakhs or more for each of the last 3 financial years prior to the date of making applications.	Yes/No	
9	Whether EMD is submitted? If the firm pertains to the exempted category as mentioned in clause 3.1 then submit valid self-attested documents.	Yes/No	



Annexure II

FORMAT – A

Sl. No.	Criterion	Firm's Strength & Capacity	
1.	The firm should have a registered / main office/ branch in Kolkata.  (Submit supporting document regarding address)	Name of the Firm	
		Head Office Address	
		Address of Branch at Kolkata	
		Name and address of the Authorized Official	
		Telephone No.	
		Mobile No.	
		E-mail :	
2.	The Chartered Accountants/ Cost Accountants firm should have at least 15 partners;	Provide certificates from the ICAI / ICWAI of India and Firm Profile	FCA –  ACA-
3.	The Chartered Accountants/ Cost Accountants firm should be registered with the Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India.  Firms must have Income Tax Permanent Account Number (PAN) and GST Registration (Provide all registration certificates)	If registered then mention, Firm Registration Number	
		PAN of the firm	
		GST Registration No.	

4.	The firm should be inoperation for at least 15 years after its Registration	Year of Registration		
		Nos. of years in operation		
5.	Average Annual Turnover of the firm for the last 3 (three) years ending on 31 <sup>st</sup> March, 2025 must be equal to or greater than Rs.150 Lakhs. [Provide copies of the Audited Financial Statements for all the 3 Years (three) years along with a Certified in Format-G as per annexure]	Average Annual Income (i.e. Average Gross Professional Fees received/earned) of the CA / Cost Firm in last 3 (three) years ending on 31 <sup>st</sup> March, 2025)	FY: 2022-23	
			FY: 2023-24	
			FY: 2024-25	
6.	Experience of handling Internal Audit of at least 3 PSU/ Govt. Organizations during last five (5) years	1) 2) 3) 4) 5)		
7.	Experience of handling similar work in atleast 2 Central funded Educational Institutes/Other Govt. Educational Institutions/ Universities during last five (5) years	Central funded Educational Institutes (Institute of National Importance)	Other Govt. Educational Institutions	
		1)	1)	
		2)	2)	
		3)	3)	
		4)	4)	
		5)	5)	

8.	Nos. of Payroll staff (Full Time) / Articleship incumbent/ Apprentices (if any)	No. of Qualified Staff :
		No. of Semi Qualified Staff :
		No. of Article-ship incumbent :
		No. of Payroll staff (Full Time) Total:
9.	Details of Earnest Money	DD No. .... Date: ..... Drawn on ..... If, exempted, enclose MSME certificate.

I/We, .....hereby confirm that the information furnished herein are correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, IIT Kharagpur is free to initiate any appropriate action against us.

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal

Note: Copy of proof of various empanelment, registration certificates, and proof of allocation of Audit assignments mentioned above must be attached with the application.

[illegible]

Any other relevant information about the partners:

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal



FORMAT – C

Details of Qualified Staff (Chartered Accountants/Cost Accountants)

(Please provide a self-attested copy of Certificate of ICAI / ICWAI for each qualified staff)

Sl. No.	Name of Staff	Length of Association with Firm (in years)	Educational Qualification	Area of Key Expertise	Membership No.	Relevant Experience

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal

FORMAT – D

Details of Semi – Qualified Staff (Including Article, Clerks etc.)

Sl. No.	Name of Staff	Length of Association with the Firm (in years)	Education Qualification	Area of Key Expertise	Relevant Experience	Remarks
<b>Semi Qualified Staff:</b>						
1						
2						
3						
<b>Article Clerks:</b>						
1						
2						
3						
<b>Others:</b>						
1						
2						
3						

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal



FORMAT – E

**Experience of Internal Audit of at least 3 (three) PSU/ Govt. Organizations having annual revenue/turnover of more than ₹500 crore or more during last five (5) years.**

Sl. No.	Name of the Organization	Type / Nature of Assignment	Duration of Assignment	Proof of the Letter of workor assignment awarded by the Organization

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal



FORMAT – F

**Experience of Internal Audit of at least 2 Central Funded Educational Institutes of National Importance like IIT/NIT/IIM/IISER/NISER and Central/State Universities during last five (5) years.**

Sl. No.	Name of the Organization	Type / Nature of Assignment	Duration of Assignment	Proof of the Letter of work or assignment awarded by the Organization

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal





FORMAT – G

**Details of Firm's Annual Turnover/Revenue**  
**[Gross Annual Revenue earned excluding GST]**

Particular	Financial Year 2022-2023	Financial Year 2023-2024	Financial Year 2024-2025	Average Annual Income
Annual Income* (in Lakhs)				

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

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal



Annexure-III

Financial Bid

Name of the Services:	Engagement of Internal Audit Firm at IIT Kharagpur for a period of 1 (one) year
Tender Number:	IIT/ KGP/F&A/IA/2025-26/01
Tender Dated:	27 <sup>th</sup> January, 2026
Name of the Bidder:	

Particulars	Amount (₹) (Excluding GST)
Lump-sum annual fee for rendering services in relation to the Internal Audit for Scope of Work as mentioned in the tender document	
<b>Total Fees (₹)</b>	
<b>Total Fees (₹) in words:</b>	

- The quoted fee should be inclusive all out-of-pocket expenses and any other incidental expenses.
- The quoted fee should be **exclusive of taxes**. Tax shall be borne by IIT Kharagpur as applicable.
- Bidders are required to quote financial proposal / fee structure strictly as sought above.

We, undertake that the rates quoted above by us will not change during the contract period and accept the payment schedule as described in the appropriate column.

Note: No other charges except above will be admissible whomsoever.

Date:

Place:

Signature of Authorized Signatory of  
the Firm with Seal



Annexure-IV

*Declaration of Confidentiality*

Subject to conditions contained in this TENDER NOTICE, Firm shall take all necessary steps to safeguard the privacy and confidentiality of any information about IIT Kharagpur during the audit and shall use its bestendeavors to secure that:

- a) No person acting on behalf of Firm divulges or uses any such information except as may be necessary in the course of providing services to IIT Kharagpur;
- b) No person seeks such information other than that is necessary for the purpose of internal audit works as specified in the TENDER NOTICE; and
- c) The Firm shall bind its employees to terms of confidentiality clause and shall take all action reasonably necessary to secure the confidentiality of such information against theft, loss or unauthorized disclosure.

This clause shall survive till the termination or expiry of the assignment as Internal Auditor of IIT Kharagpur.

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal



### Declaration on Independency

I/we, ..... hereby declare that the ..... is independent of the entity to be audited that we have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial or close business relationship with the entity during the period(s) covered by the audit or immediately thereafter for a period of two years).

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal



### Declaration on Conviction/Debarred/Disciplinary Action

That there has not been any disciplinary action initiated or contemplated/suspension of business against the entity by ICAI/ICMAI/RBI or any other regulatory /statutory authority during the last five years-

- i. *None of the partners/employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.*
- ii. *No appeal/unresolved dispute/suit/case/application has been pending at any court in India regarding the existence of the business/ right to carry on practice.*
- iii. *No partner of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India or The Institute of Cost Accountant of India is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner;*

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal



### Undertaking

I certify that the information provided in the above Expression of Interest forms is true to the best of my knowledge. I also understand that any misleading or wrong information will disqualified this application straightaway.

Date:

Place:

Signature of Authorized Signatory of the  
Firm with Seal