

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-07-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-07-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (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 Information Technology (iiit)
कार्यालय का नाम/Office Name	Vadodara
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.iiitv.gj@gembuyer.in Buyer Email id: arun_thapar@iiitvadodara.ac.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(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	3 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 Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details

विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू 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	1
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	7 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	300000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

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 tender document	100	50	View File

Total Minimum Qualifying Marks for Technical Score: 50

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specifica tion	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Review system & processes , Risk Management , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/ Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	QUARTERLY
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	QUARTERLY
State	NA
District	NA
एडऑन /Addons)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Shakya Shobhna	382028,Block No. 09, Government Engineering College Campus, Sector 28, Gandhinagar	Project / Lumpsum Based	N/A

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---



Indian Institute of Information Technology Vadodara
Block No. 09, c/o Government Engineering College Campus,
Sector 28, Gandhinagar, Gujarat.
Phone No.: 079 - 23977 519 | www.iitvadodara.ac.in

No.: IIITV/PUR/TENDER/INTERNAL AUDIT/26-27/06

23 June 2026

NOTICE INVITING TENDER FOR APPOINTMENT OF INTERNAL AUDITOR FOR THE INSTITUTE FOR THE FINANCIAL YEAR 2026-27 (FROM 01.04.2026 TO 31.03.2027)

Dear Bidder,

The Institute invites tender for 'Appointment of Internal Auditor of IIITV for the Financial Year 2026-27 on Quarterly basis for a period of one year, which can be extended for two more years on yearly basis on the basis of satisfactory performance at same terms and conditions.

1	Type of Tender	Open Tender
2	Earnest Money Deposit (EMD)	₹50,000/- (Rupees Fifty Thousand Only) in form of Account Payee Demand Draft, in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.
3	Security Deposit / Performance Security	The successful bidder is required to submit security deposit of ₹50,000/- (Rupees Fifty Thousand Only) in form of Account Payee Demand Draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.
4	Estimated Bid Value	₹3,00,000/- (Rupees Three Lakh only)
5	Pre - Bid Meeting	02 July 2026 at 1500 hours at the Conference Hall at the Institute's Gandhinagar Campus.
6	Last Date & Time for seeking Clarification	07 July 2026 up to 1700 hours by an email on <purchase_section@iitvadodara.ac.in> OR an ink signed copy at the Institute.
7	Closing Date & Time of Bid submission (Technical and Financial Bid)	14 July 2026 up to 1500 hours.
8	Technical Bid opening Date & Time	14 July 2026 at 1530 hours.
9	Financial Bid Opening Date & Time	Bidder would be informed by email/phone
10	Bid Validity	180 days from the due date of submission of bid
11	Correspondence Address	PIC Purchase, Indian Institute of Information Technology Vadodara Block No. 09, c/o Government Engineering College Campus, Sector 28, Gandhinagar, Gujarat – 382028 Contact No. – 079-23977519



Handwritten signature and date: 23/06/26

A. BACKGROUND OF THE INSTITUTE:

Indian Institute of Information Technology Vadodara (IIIT-V) was established in the year 2013 by the Ministry of Education, Government of India, under the Public-Private Partnership (PPP) model and has been declared an Institute of National Importance. The Institute has been set up with the participation of the Government of India, Government of Gujarat, Gujarat State Fertilizers and Chemicals, and Tata Consultancy Services as its industry and institutional partners.

At present, the Institute is functioning from its temporary campus located at Government Engineering College Gandhinagar, pending operationalization of its permanent campus at Vadodara, Gujarat. The Government of Gujarat has extended support to the Institute by allotting approximately 50 acres of land at Dumad, Vadodara, and by providing academic infrastructure at GEC Gandhinagar.

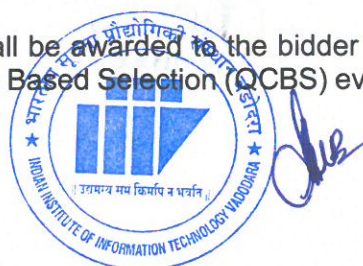
The Institute also operates a satellite campus known as Indian Institute of Information Technology Vadodara International Campus Diu (IIITV-ICD), established at the Education Hub, Kevdi-Diu, in collaboration with the Government of Dadra & Nagar Haveli and Daman & Diu (UT Administration of DNH & DD).

The Institute maintains its accounts using the Tally accounting software. The expenditure of the Institute is broadly classified under two categories, namely Recurring and Non-Recurring expenditure. Most payments relating to salaries, reimbursements, scholarships, and similar disbursements are made directly through electronic transfer to the respective bank accounts of employees and students. Payments to vendors and contractors are generally made through cheque or electronic fund transfer modes.

Any further clarification relating to the scope of work or tender conditions may be sought during the pre-bid meeting.

B. GENERAL TERMS AND CONDITIONS:

1. The tender document may be downloaded from the official website of the Indian Institute of Information Technology Vadodara or through the Government e-Marketplace (GeM) portal. Any corrigendum, amendment, clarification or modification pertaining to this tender shall be published only on the Institute's website and/or the GeM portal, and bidders are advised to regularly visit the same for updates.
2. The tender shall be processed through the Government e-Marketplace (GeM) portal under a two-bid system comprising technical bid and financial bid. The Earnest Money Deposit (As applicable) under the tender conditions) shall form part of the technical bid. Any bid submitted without the prescribed EMD shall be liable for rejection.
3. The EMD of unsuccessful bidder will be returned without any interest within 30 days after awarding the offer.
4. The EMD of successful bidder will be returned without any interest after submission of security deposit.
5. The security deposit must be submitted within 15 days from the date of notification of award of contract.
6. The tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates then the tender is liable for rejection.
7. The contract shall be awarded to the bidder obtaining the highest combined score under the Quality and Cost Based Selection (QCBS) evaluation methodology as prescribed in the tender document.



8. The tenderer should sign and affix firm stamp at each page of the tender documents as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENTS.**
9. The financial bid should be submitted in the form given in **Annexure - III**. The financial bids of those tenderers who are found technically responsive, will be opened on a specified date and time to be intimated to the respective tenderer.
10. The evaluation of the tender documents will be made on the basis of technical information furnished. The financial bid of only those firms will be opened who will qualify the evaluation criteria.
11. The Institute reserves all rights to reject tender not fulfilling the criteria mentioned in the tender documents, without communicating any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Director of the Institute shall be final and binding.
12. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderer bid.
13. The tenderer is at liberty either himself or authorise, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter authority from the tenderer and proof of identification and will mark his attendance before opening of the tender.
14. In case of breach of any of terms and conditions mentioned above, the Institute will have the right to cancel the contract without any reason thereof and nothing will be payable by the Institute in that case.
15. The tenderer shall not assign or sublet the work or any part of it to any other person or party without the written permission of the Institute. **THE TENDER IS NON-TRANSFERABLE.**
16. The firm should not be statutory auditor, consultant, or service provider having conflict of interest in relation to the assignment if:
 - It is providing consultancy/services that may result in conflict with the internal audit function; or
 - Any situation exists which may impair the independence and objectivity of the audit process.
17. The agency shall be paid on Quarterly basis. No payment shall be made in advance and loan from bank or financial institution shall not be recommended on the basis of the order of award of work. Hence, the agency shall submit the Quarterly bills.
18. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.
19. Any dispute arising out of or in connection with this contract shall be referred to arbitration as per the Arbitration and Conciliation Act, 1996, as amended. The arbitrator shall be a mutually agreed person or appointed by a designated authority. The place of arbitration shall be Gandhinagar, Gujarat.
20. The procurement process shall be governed by GFR 2017 and procurement policies issued by Government of India from time to time.
21. The contract can be terminated by giving at least **03-months written notice from either side.**



22. The Institute shall deduct Income Tax at source as per the applicable provisions, as amended from time to time.
23. The Institute shall deduct GST TDS as per the CGST & SGST Act 2017, as amended from time to time.

C. PRE - QUALIFICATION CRITERIA:

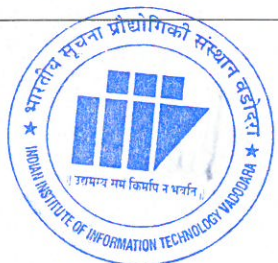
Interested CA firms are advised to carefully read and understand the eligibility criteria mentioned below before submitting their bids. The firms are also required to submit the relevant supporting documents, as specified in **Annexure-II and at clause C of the tender document**, against each eligibility criterion:

1. **EMPANELLMENT WITH C&AG:** The CA firm must have been empanelled with the Comptroller and Auditor General of India (C&AG) in at least one of the immediately preceding three financial years.
2. **EXPERIENCE:** The CA firm must possess a minimum experience of four (04) years from the date of registration of the firm, as on the date of opening of the technical bid.
3. **EXPERIENCE IN STATUTORY / INTERNAL AUDIT:** The CA firm must have conducted either statutory audits or internal audits for at least one Autonomous Body, Statutory Body, Educational Institution, or PSU having a minimum annual turnover of ₹10 Crore in any of the immediately preceding three financial years (2022-23, 2023-24, and 2024-25). The annual turnover of such Autonomous Bodies, Statutory Bodies, Educational Institutions, or PSUs shall be considered based on their audited financial statements for the respective financial year.
4. **ANNUAL TURNOVER OF THE FIRM:** The interested CA firm should have an average annual turnover of not less than ₹12 lakhs during the immediately preceding three financial years.
5. **LOCATION OF THE OFFICE:** The CA firm must have its registered/head office located in Ahmedabad, Gandhinagar or Vadodara. In case the firm does not have its registered/head office in the aforementioned locations, it must have a branch office in Ahmedabad or Gandhinagar.

D. DOCUMENTS REQUIRED FOR PRE-ELIGIBILITY CRITERIA:

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the eligibility criteria should be provided:

Sr. No.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	REMARKS
1.	EMPANELLMENT WITH C&AG:	Self-Certified copy of empanelment letter issued by C&AG is to be submitted.	
2.	TAXPAYER INFORMATION	1. Income Tax Registration (PAN No/TAN No.) 2. GSTIN Registration, if applicable	
3.	REGISTRATION: WITH THE ICAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India.	
4.	NO. OF PARTNERS	Copy of Firm Registration Certificate (FRC) and Membership number issued by The Institute of Chartered Accountants of India of each partner/member as on 1 st April 2026.	
5.	NO. OF QUALIFIED CA's	Certified copy of relevant documents from ICAI is required.	



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6.	EXPERIENCE OF NO. OF STATUTORY AUDIT /INTERNAL AUDIT: as stated in Pre-eligibility Criteria	Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Auditee organization.	
7.	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for immediately preceding three financial years	Copy of audited/ CA certified Balance Sheet, Profit & Loss Account and Income tax return along. with income computation for the immediately preceding three financial years	
8.	LOCATION OF CA FIRM'S OFFICE	Proof of having Office in Ahmedabad/ Gandhinagar/ Vadodara/ Diu	
9.	INFORMATION SHEET	As per Annexure I	
10.	TECHNICAL BID DOCUMENTS	As per Annexure II	
11.	FINANCIAL / PRICE BID	As per Annexure III	
12.	TENDER ACCEPTANCE LETTER	As per Annexure IV	
13.	DECLARATION REGARDING DEBARMENT FROM BIDDING	As per Annexure V	
14.	EARNEST MONEY DEPOSIT	As per Annexure VI	
All supporting documents to be submitted should be self-attested by the bidder			

E. SPECIAL TERMS AND CONDITIONS:

1. The appointment of the Internal Auditor for the Indian Institute of Information Technology Vadodara shall initially be for a period of one financial year, i.e., FY 2026–27. Subject to satisfactory performance, the Institute may extend the engagement for up to two additional financial years, on a year-to-year basis, with an annual escalation of 5% on the professional fees on a non-cumulative basis. All other terms and conditions shall remain unchanged during the extended period. Each extension shall be considered separately for the respective financial year and shall be granted solely at the discretion of the Institute. However, under no circumstances shall the total tenure of the appointment exceed three years.
2. All supporting documents submitted with the bid must be duly signed by the bidder on each page.
3. The tender must be submitted only in the prescribed/official tender document format. Submission in any other format shall render the bid liable for rejection.
4. The tender documents must be neatly and legibly filled in and should be free from overwriting, erasures, or corrections. If, during verification or evaluation, any information furnished by the bidder is found to be false or misleading, the bid shall be summarily rejected, and no further correspondence in this regard shall be entertained.
5. Indian Institute of Information Technology Vadodara reserves the right to seek clarifications from bidders, wherever considered necessary. However, such clarifications shall not entitle the bidder to alter the substance of the bid or the quoted price.
6. The technical bids shall be evaluated in accordance with the eligibility criteria and other terms and conditions specified in this tender document.
7. The Institute reserves the right to issue corrigenda / amendments to the tender document, whenever required, which shall form an integral part of the tender. Any corrigendum shall be published on the Institute's website and / or on the relevant procurement portal.



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8. Indian Institute of Information Technology Vadodara reserves the right to cancel the tender process at any stage, without assigning any reason, prior to the selection of the CA Firm. The bidders shall not be entitled to claim any compensation or damages on account of such cancellation.
9. The tender process and any disputes arising therefrom shall be subject to the exclusive jurisdiction of the competent courts at Gandhinagar/Ahmedabad, Gujarat.
10. Bids submitted in violation of the prescribed bid submission process, including submission of technical and financial bids together shall be rejected.
11. The Institute shall not entertain any claim other than the professional fees/charges specifically quoted in the financial bid.
12. The CA Firm should not have any ongoing disputes with its clients. If any such dispute comes to the notice of the Institute at any stage, the services of the concerned firm may be terminated. Any bid not conforming to the stipulated terms and conditions may be rejected.
13. The contract shall be executed solely between Indian Institute of Information Technology Vadodara and the selected CA Firm, based on the terms and conditions contained in this tender document. The selected firm must accept the contract within one week from the date of issue failing which their EMD shall be forfeited.
14. The terms and conditions contained in the contract shall constitute the entire agreement between the parties. Any amendment or modification shall be valid only if made in writing and duly signed by authorized representatives of both parties.
15. The selected CA Firm shall ensure commencement and completion of the audit work within the timelines prescribed in the tender document. In the event of delay in submission of audit reports or non-compliance with prescribed timelines attributable to the Auditor, the Institute may impose a penalty at the rate of 0.2% of the quarterly payable professional fees (excluding GST) per day of delay, subject to a maximum of 10% of the respective quarterly payable amount. If the delay exceeds thirty (30) days, the Institute reserves the right to terminate the contract and get the work executed through alternate sources at the risk and cost of the defaulting firm.
16. The bid submitted by the bidder shall remain valid for a period of 180 days from the date of opening of the technical bid.
17. Subletting or outsourcing of the assigned work shall not be permitted.
18. Indian Institute of Information Technology Vadodara reserves the right to terminate the contract under the following circumstances:
 - 18.1 The CA Firm fails to comply with the terms and conditions of the contract.
 - 18.2 Failure to provide services within the stipulated timelines.
 - 18.3 Insolvency, bankruptcy, or liquidation of the CA Firm.
19. Upon receipt of a termination notice, the CA Firm shall immediately discontinue the services and take necessary steps for closure of all related activities.
20. In the event of Force Majeure occurring during the contract period, the timeline for completion of the internal audit assignment may be extended by the Institute upon receipt of a written request from the CA Firm, subject to approval by the competent authority.



F. TECHNICAL INFORMATIONS AND UNDERTAKING:

1. Name of the tenderer: (i.e. Sole proprietor or partnership firm or a company) (attach documentary evidence).
2. Address (with phone and email)
3. PAN & GST No. of tenderer (attested copy should be attached)
4. Whether each page of tender documents have been signed and stamped: (YES/NO)
5. Proof of average annual turnover for immediately preceding three financial years: (YES/NO)
6. Any other information important in the opinion of the tenderer.

G. UNDERTAKING:

1. I / We hereby undertake that I / We have carefully read and understood all the terms and conditions of the tender, including the scope and requirements of the proposed work of the Institute, and agree to abide by the same.
2. I / We further undertake that I / We have thoroughly understood the parameters and technical specifications prescribed for execution of the work as detailed in the tender document, and shall carry out the work strictly in accordance with the prescribed specifications and requirements.
3. I / We hereby declare and undertake that the information furnished in this tender document is true, correct, and complete to the best of my / our knowledge and belief, and I / We shall be fully responsible for the authenticity of the same.
4. I / We hereby undertake and certify that the firm is neither involved in any pending court case or police complaint, nor has it been blacklisted/debarred by any Government Department, Government-aided Institution, or Autonomous Institution.
5. I / We hereby undertake and certify that no criminal case has been registered against the agency/firm or any of its partners/directors/proprietors.



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- (i) **Technical Bid Evaluation Criteria** - All technically qualified bids shall be evaluated based on the scoring criteria specified under **Point H: Evaluation of Technical Bid (Rating Sheet)**. It shall be assigned out of a maximum of 70 points.
- (ii) **Financial (Price) Bid Evaluation Criteria** - Financial Bids of technically qualified bidders shall be opened and evaluated. The lowest financial bid (FP) shall be assigned a Financial Score (FS) of 30 points. Financial scores of other bidders shall be calculated as.

$$FS = 30 \times (FP / F)$$

Where:

FP = Lowest Financial Bid

F = Financial Bid of the bidder

- (iii) **Combined and Final Evaluation**- The Consolidated Score (CS) shall be calculated as:

$$CS = TS + FS$$

The bidder securing the highest Consolidated Score shall be ranked first and declared successful.

- (iv) **Scoring Methodology**-

- 70% weightage will be awarded for Technical Evaluation and 30% weightage will be awarded for Financial Evaluation.
- Technical Bid will be assigned a technical score (Ts) out of a maximum of 70 points, as per the Scoring Model provided in the previous section.
- The Price bid would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

- (v) **Tie-breaking Criteria** - In case of a tie in Consolidated Score:

- Bidder with higher Technical Score shall be ranked higher.
- If tie persists, bidder with lower Financial Bid shall be ranked higher.

J. **SCOPE OF WORK:**

The scope of work for the Internal Auditor shall include, but not be limited to, the following:

1. Examination and evaluation of the adequacy and effectiveness of the internal control systems and risk management framework governing various operations and activities of Indian Institute of Information Technology Vadodara.
2. Review and assessment of the accuracy, completeness, and reliability of the accounting records and financial statements/reports maintained by the Institute.
3. Verification and examination of financial transactions as well as the effectiveness of internal control procedures implemented across various departments/offices of the Institute.
4. Assessment of compliance with applicable statutory, legal, and regulatory requirements, as well as adherence to approved policies, rules, and procedures of the Institute.
5. Evaluation of the effectiveness and adequacy of the existing policies and procedures, along with recommendations for improvement and strengthening of the same.
6. Identification of opportunities for cost reduction and operational efficiency, and submission of suitable recommendations for achieving cost optimization.



7. Examination of whether the Institute's resources are procured economically, utilized efficiently, and adequately safeguarded against loss or misuse.
8. Suggestion of appropriate measures to enhance value addition, strengthen internal controls, improve operational efficiency, and mitigate risks.
9. Verification of all receipts, payment vouchers, and journal vouchers on a 100% basis.
10. Attendance and participation in meetings, whenever required by the Institute, in connection with matters relating to internal audit.
11. The Internal Auditor shall conduct audit, review, evaluation, and appraisal of the following functional and operational areas of Indian Institute of Information Technology Vadodara:

Sr. No.	AREA	BROAD SCOPE OF AUDIT COVERAGE
1.	Finance & Accounts	<ol style="list-style-type: none"> 1. Review of cash and bank management systems, 2. Verification of fixed assets management practices. 3. Examination of fund management processes. 4. Review of payable management systems. 5. Verification of loans and advances. 6. Review of budgeting processes and controls. 7. Scrutiny of expense ledgers and accounting records. 8. Verification of investments such as Fixed Deposits, Bonds, and other investments. 9. Review of insurance-related records and compliance
2.	Income Accounts	<ol style="list-style-type: none"> 1. Verification of fee collections from students. 2. Verification of admission fees and confirmation that refundable amounts are properly reflected under liabilities. 3. Reconciliation of fees received with receipts issued to students. 4. Verification of levy and collection of late fee penalties, wherever applicable. 5. Review of approvals relating to fee concessions and waivers. 6. Verification of accounting treatment of income earned from investments, including interest and dividends. 7. Review of accounting treatment of donations and government grants, including compliance with applicable accounting standards such as AS-12. 8. Verification and proper vouching of donation receipt counterfoils.
3.	Expenses Accounts	<ol style="list-style-type: none"> 1. Verification and vouching of all expenditure transactions. 2. Examination and verification of salary registers and payroll records. 3. Verification of approvals and authorizations for expenditure incurred on prize distribution, sports activities, library resources, sports equipment, and similar activities.



4.	Human Resources & Administration	<ol style="list-style-type: none"> 1. Review of employee entitlement management relating to loans, advances, medical reimbursement, LTC, uniforms, accommodation, and other benefits. 2. Review of engagement and management of outsourced agencies such as security service providers. 3. Examination of administrative services including guest house, school, hospital, and related facilities. 4. Review of retirement benefit administration and compliance.
5.	Legal Matters	<ol style="list-style-type: none"> 1. Review of appointment procedures for advocates/legal consultants and fixation of professional fees. 2. Monitoring and verification of legal expenses incurred by the Institute.
6.	Workshop & Maintenance	<ol style="list-style-type: none"> 1. Review of procedures for hiring of vehicles and equipment. 2. Examination of utilization records of vehicles and equipment. 3. Review of disposal procedures for vehicles and equipment. 4. Evaluation of performance and maintenance management systems for vehicles and equipment.
7.	Contract & Work Order Management	<ol style="list-style-type: none"> 1. Review of adequacy and effectiveness of systems and procedures governing contracts and work orders. 2. Verification of compliance with management directives, delegation of powers, statutory provisions, rules, and circulars. 3. Review of adequacy and accuracy of estimates. 4. Verification that contracts are awarded at the most economical and competitive rates. 5. Verification that contracts/work orders are awarded to competent and eligible parties. 6. Review of adequacy of contractual terms and conditions to safeguard the interests of the Institute. 7. Verification of compliance with contractual provisions relating to advance payments, issue of materials, and related obligations. 8. Review of adequacy of insurance coverage under contracts. 9. Verification of accuracy and reliability of related accounting records. 10. Review of systems for recovery and adjustment of materials, scrap items, and related assets.
8.	Tendering Process	<ol style="list-style-type: none"> 1. Review of procedures relating to receipt and opening of tenders. 2. Review of tender evaluation systems and processes. 3. Examination of comparative statement preparation and negotiation processes with contractors/vendors. 4. Review of procedures adopted for award of contracts.
9.	Processing and passing of Running	<ol style="list-style-type: none"> 1. Review of sanction and approval mechanisms for contractor/vendor bills.



	Bills	<ol style="list-style-type: none"> 2. Verification of adjustments relating to materials issued, advances paid, and related recoveries. 3. Verification of statutory deductions such as TDS and work contract taxes. 4. Review of processes relating to levy, recovery, or waiver of liquidated damages. 5. Examination of procedures for settlement of deviations, including variations in scope and quantity. 6. Verification of compliance with contractual terms and conditions, including insurance requirements. 7. Review of reconciliation procedures and controls.
10.	Final settlement Contractor Payments	<ol style="list-style-type: none"> 1. Review of procedures for release of final payments to contractors/vendors. 2. Verification of sanction and approval mechanisms. 3. Review of claim settlement procedures. 4. Verification of release and adjustment of security deposits.
11.	Documents and Records for Review, Evaluation & Appraisal	<ol style="list-style-type: none"> 1. Examination of contract/work order files. 2. Review of minutes of meetings of tender opening committees, evaluation committees, and related committees. 3. Verification of tender receipt/opening registers. 4. Review of Institute circulars, notifications, and policy documents. 5. Examination of bids/offers submitted by vendors or contractors. 6. Verification of EMD registers. 7. Review of copies of contracts/work orders. 8. Verification of ledger accounts of contractors/vendors. 9. Examination of budgets and annual plans. 10. Review of insurance policies submitted by contractors. 11. Verification of material consumption registers. 12. Review of contractor running bills and measurement book abstracts. 13. Verification of statutory records such as provident fund challans, returns, wage registers, and related records.
12.	Procurement Management	<ol style="list-style-type: none"> 1. Review of adequacy and effectiveness of procurement systems and procedures. 2. Verification of quotation, bid, and offer management systems. 3. Review of adequacy of estimates and purchase requisitions with respect to quantity, pricing, and necessity. 4. Verification of compliance with delegation of power matrices, procurement manuals, procurement policies, and purchase order terms and conditions. 5. Verification that procurement is carried out economically and from competent suppliers/vendors.

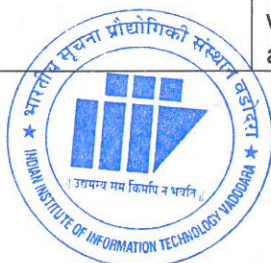


		6. Review of whether procurement activities are aligned with actual requirements. 7. Assessment of timeliness of procurement and measures adopted to reduce lead time.
13.	Store Management	1. Evaluation of inventory management systems and controls. 2. Review of receipt and issue procedures for stores and materials. 3. Verification of physical inventory control systems. 4. Examination of accuracy and reliability of material accounting records. 5. Review of disposal procedures for scrap materials. 6. Verification of adequacy and reliability of inventory-related records and documentation. 7. Review of systems for monitoring moving, slow-moving, and non-moving inventory. 8. Evaluation of procedures governing returnable materials/items.
14.	Review of fixed Assets	1. Verification and review of the Fixed Assets Register. 2. Review of department-wise maintenance of Fixed Assets Registers. 3. Examination of physical verification reports relating to assets and stores. 4. Verification of Asset Identification Numbers (AIN). 5. Review of methods adopted for charging depreciation. 6. Verification of title deeds of land and original invoices/supporting documents for fixed assets.

K. PERIODICITY AND TIMELINES OF AUDIT:

1. The Internal Auditor of Indian Institute of Information Technology Vadodara shall conduct internal audits on a quarterly basis for the following periods:
 - a) **1st April to 30th June**
 - b) **1st July to 30th September**
 - c) **1st October to 31st December**
 - d) **1st January to 31st March**
2. **Timelines for conducting the Audit:** The Auditor shall strictly adhere to the following timelines:

Sr. No.	Description of Audit	Timeline
1.	Commencement of Internal Audit of each Quarter	The audit shall commence from the 10 th day of the month immediately following the end of the respective quarter for all campuses and the Head Office of the Institute.
2.	Submission of Final Internal Audit Report	The final Internal Audit Report for each campus, along with the consolidated report after discussion with the Institute management, shall be submitted within 30 days from the commencement date of the audit.



L. DUTIES AND RESPONSIBILITIES OF AUDITOR:

1. The Auditor shall conduct quarterly internal audits for all campuses and the Head Office of Indian Institute of Information Technology Vadodara and submit the final Internal Audit Reports to the Assistant Registrar (Finance & Accounts).
2. The Auditor shall undertake detailed assessments of any specific internal systems, procedures, or operational areas of the Institute, as may be directed by the Director of the Institute, and submit reports accordingly.
3. The Auditor shall submit a detailed audit schedule / plan at least seven (7) days prior to the end of each quarter, specifying the major areas proposed to be covered during the audit across all campuses and the Head Office.
4. **Deployment of Audit Team: The Auditor shall deploy audit personnel in the following manner:**

Sr. No.	Description	Minimum No of Employees to be present	Minimum No of days for which the team should be present
1.	Internal Audit for each Campus / Head Office	At least one CA with minimum 5 years' experience, one CA Intermediate / IPCC-qualified personnel, and one audit assistant	Minimum one week per quarter at each campus / Head Office
2.	Internal Audit for the Last Quarter for each Campus	At least one CA with minimum 5 years' experience and two CA Intermediate / IPCC-qualified personnel	Minimum two weeks at each campus
3.	Internal Audit for the Last for the Head Office	At least one CA with minimum 10 years' experience, one CA with minimum 5 years' experience, and three CA Intermediate / IPCC-qualified personnel	Minimum four weeks at the Head Office

5. Prior to finalization of the quarterly audit reports, the Auditor shall discuss the audit observations with the concerned officials of the respective campuses and Head Office. The Auditor shall obtain responses / comments from the concerned authorities, including the Director wherever required, and incorporate the same in the final reports. This process may require approximately 4-5 working days.
6. The Internal Audit Report for each quarter for every campus and the Head Office shall consist of the following three parts:
 - ❖ **Part I:** Management Summary and Recommendations;
 - ❖ **Part II:** Detailed Internal Audit Report for the Current Quarter;
 - ❖ **Part III:** Follow-up and Action Taken Report on Previous Audit Observations.
7. In addition, the Auditor shall submit a consolidated management summary for all campuses and the Head Office for each quarter to the Head Office.



8. The Auditor shall also be responsible for monitoring corrective actions taken against audit observations and incorporating the status of compliance/action taken in the consolidated management summary to be placed before the Finance & Accounts Committee (F&AC) and the Board of Governors (BoG).
9. The Senior Partner of the appointed CA Firm shall present the consolidated management summary of quarterly internal audit reports in presentation format before the Finance & Accounts Committee (F&AC) and the Board of Governors (BoG). No separate boarding, lodging, or incidental expenses shall be payable for attending such meetings.
10. For all matters relating to the internal audit assignment, the Auditor shall coordinate with the Assistant Registrar (Finance & Accounts) and the concerned officials of the Institute at Gandhinagar.
11. The selected CA Firm and its personnel shall maintain strict confidentiality of all records, documents, information, data, and reports obtained during the course of the assignment. Such information shall not be disclosed to any third party without prior written approval of the Institute, except where disclosure is required under applicable law. This obligation shall survive even after completion or termination of the contract.
12. The Auditor shall maintain proper audit working papers, records, and supporting documents relating to the assignment for a minimum period of eight (08) years from completion of the assignment or such period as prescribed under applicable law, and shall produce the same before the Institute or any regulatory/statutory authority whenever required.

M. PAYMENT SCHEDULE: The professional fees for the Internal Audit shall be released on a quarterly basis. Payment equivalent to 100% of the quarterly professional fees shall be made upon submission of the invoice, subject to the timely submission of the Internal Audit Reports for each campus along with a consolidated Executive Summary.



INFORMATION SHEET**Particulars of CA Firm for appointment as Internal Auditor**

- 1) Name of the Firm
- 2) Incorporated as in year at
- 3) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.
- 4) Registered Office Address:
- 5) Name of the Nodal Partner & Designation:
- 6) Telephone Numbers & Fax Numbers:
- 7) E-mail & Mobile No.
- 8) Registration details with Statutory Bodies: (enclose attested photocopy of documents):
 - a) Goods & Service Tax Registration No.:
 - b) Income Tax No. (PAN):
 - c) C&AG Registration No.:

9) Details of Partners of the Firm:

Sr. No.	Name	Qualification	Associated with Firm Since

10) Details of Full Time Chartered Accountants in the Firm:

Sr. No.	Name	Qualification	Associated with Firm Since

11) Total Staff Strength of the Firm:

Particulars	Declaration certificate.	Date

12) EMD Details:

13) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:

14) Name of Clients (PSU's / Autonomous Bodies) of which Statutory audit was assigned through C&AG's office and conducted in any of the last 5 years.

15) Any other information Firm would like to furnish:



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TECHNICAL BID DOCUMENTS

Sr. No.	Particulars	Details to be provided as on the closing date of this NIT
General Information		
1.	Name of the CA Firm	
2.	Date of registration of CA firm	
3.	Registered / Head Office Address	
4.	Name of Nodal Partner	
5.	Contact No. of Nodal Partner	
6.	Number of Branch Offices in India (attach list with addresses)	



FINANCIAL BID

The interested CA firms are required to quote their professional fees in the following format:

Sl. No.	Particulars	Amount in ₹
1.	Annual Professional Fees for conducting the Internal Audit on a quarterly basis for the Financial Year 2026–27 across all campuses (Gandhinagar & Diu), inclusive of all travel, lodging, boarding, and incidental expenses. Only accommodation at the Diu campus shall be provided by the Institute in its guest house, and no other facilities shall be extended. No accommodation facility shall be provided at the Gandhinagar campus; accordingly, the selected firm shall be responsible for making its own accommodation arrangements and bearing all related expenses during visits to the Gandhinagar campus.	
2.	Total Professional Fees (1 + 2)	
3.	GST @ Applicable Rate	
4.	Grand Total	

Grand Total Professional Fees in words

.....

Signature of Nodal Partner with firm name and seal

Note: In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words shall prevail.



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TENDER ACCEPTANCE LETTER

(To be submitted on the bidder's Letterhead)

Date:

To,
Indian Institute of Information Technology, Vadodara
Sub: Acceptance of Terms & Conditions of Tender
Tender Reference No:
Name of Work:
Sir/Madam,

I/We hereby submit our acceptance of the terms and conditions of the above-mentioned tender and declare as under:

1. I/We have carefully read and understood the complete tender document, including all annexures, schedules, corrigenda, and related documents forming part of the tender, and agree to abide by all terms and conditions contained therein.
2. Any corrigendum/addendum issued by the Institute from time to time shall be deemed to form an integral part of the tender document and shall be taken into consideration while submitting this bid.
3. I/We hereby unconditionally accept all terms and conditions of the tender document and any corrigenda issued thereto.
4. I/We hereby declare that our firm has not been blacklisted, debarred, or otherwise prohibited from participating in tenders by any Government Department, Public Sector Undertaking, or statutory authority.
5. I/We further declare that our firm has not entered into any cartel or anti-competitive arrangement with any other bidder/service provider in relation to this tender.
6. I/We certify that all information and documents submitted by us are true and correct to the best of our knowledge and belief. In the event any information is found to be false, misleading, or incorrect, the Institute shall have the right to reject our bid summarily without assigning any reason and without prejudice to any other legal rights or remedies available, as applicable.

Name of Authorized Signatory: _____

Designation: _____

Contact Details (including Email ID): _____

Date: _____

Place: _____

Yours faithfully,

(Signature of Authorized Signatory with Official Seal)



Declaration regarding Debarment from Bidding

(To be submitted on the bidder's Letterhead)

To,
Indian Institute of Information Technology, Vadodara

Tender Reference No:

Name of Work:

Sir/Madam

I/We hereby submit our acceptance of the terms and conditions of the above-mentioned tender and declare as under:

1. The bidder hereby declares and undertakes that neither the bidder nor any of its proprietors/partners/directors/authorized signatories has been debarred or blacklisted by any Ministry/Department of Government of India, State Government, PSU, Autonomous Body, or any other Government Organization from participating in Government procurements as on the date of submission of the bid.
2. The bidder further certifies that it has not been convicted of any offence under the provisions of the Prevention of Corruption Act, 1988, the Bhartiya Nyaya Sanhita (BNS), 2023, or any other law for the time being in force for causing any loss of life or property or posing a threat to public health during execution of any public procurement contract.
3. The bidder also confirms that it has not breached the Code of Integrity for Public Procurement as prescribed under Rule 175 of the General Financial Rules (GFR), 2017 and related guidelines issued by the Government of India from time to time.
4. In case the above declaration is found to be false or incorrect at any stage, the bid submitted by the bidder shall be liable for rejection/cancellation, and the Institute reserves the right to take appropriate action as deemed fit, including debarment from participation in future tenders/contracts.

Date: _____

Place: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of the Bidder/Firm: _____

Seal of the Firm/Company: _____



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Bid Security Declaration Form

(To be submitted on the bidder's Letterhead)

To,
Indian Institute of Information Technology, Vadodara
Tender Reference No:
Name of Work:
Sir/Madam

I/We, the undersigned, hereby declare that:

1. I/We understand that, as per the conditions of the tender, the bid is required to be supported by a Bid Security Declaration along with the prescribed Earnest Money Deposit (EMD), wherever applicable.
2. I/We further understand and accept that, if I/We fail to comply with any of the obligations under the bid conditions, I/We may be suspended/debarred from participating in any tender/procurement process of the purchaser for a period of one year from the date of such default.
3. Such default shall include, but not be limited to, the following actions during the validity period of the bid:
 - Withdrawal, modification, amendment, impairment, or derogation of the bid submitted by me/us; or
 - Failure or refusal to execute the contract upon acceptance of the bid, if required; or
 - Failure or refusal to furnish the required Performance Security in accordance with the tender conditions and Instructions to Bidders.
4. I/We understand that this Bid Security Declaration shall remain valid up to the period of 45 days beyond the final bid validity period and shall cease to be applicable upon:
 - Notification of the successful bidder by the purchaser; or
 - Expiry of the bid validity period, whichever is earlier.

Signature: _____

Name of Authorized Signatory: _____

Designation: _____


For and on behalf of: _____

Date: _____

Place: _____

(Seal/Stamp of the Bidder)




 23/06/2026