



Indian Institute of Information Technology Vadodara
Block No. 09, c/o Government Engineering College Campus,
Sector 28, Gandhinagar, Gujarat.
Phone No.: 079 - 23977 504 | www.iiitvadodara.ac.in

No.: IIITV/PUR/TENDER/INTERNAL AUDIT/23-24/01

19th June 2023

NOTICE INVITING TENDER FOR APPOINTMENT OF INTERNAL AUDITOR OF IIITV FOR FINANCIAL YEAR 2023-24 (FROM 01.04.2023 TO 31.03.2024)

Dear Bidder,

The Institute invites sealed tender for 'Appointment of Internal Auditor of IIIT Vadodara from Financial Year 2023-24' on Quarterly basis for a period of one year which can be extended for two more years on annual basis on satisfactory performance with escalation of 5% each year (non-cumulative).

1	Type of Tender	Indigenous Open Tender (Two Bid System)
2	Earnest Money Deposit (EMD)	Rs. 10,000/- (Rupees Ten Thousand Only) in the form of demand draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.
3	Security Deposit	The successful bidder is required to submit security deposit of 10% of the awarded price per annum, e.g if the annual fees is Rs 3,00,000/- (including GST), then the Security Deposit would be Rs 30,000/-. The Security Deposit is to be deposited in the form of demand draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.
4	Pre - Bid Meeting	23 June 2023 at 1500 hours at the Institute's Gandhinagar Campus.
5	Last Date & Time for seeking Clarification	05 July 2023 up to 1700 hours by an email on <ar_finance@iiitvadodara.ac.in> OR an ink signed copy at the Institute.
6	Closing Date & Time of Bid submission (Technical and Financial Bid)	11 July 2023 up to 1700 hours.
7	Technical Bid opening Date & Time	11 July 2023 at 1730 hours.
8	Financial Bid Opening Date & Time	Bidder would be informed by email
9	Bid Validity	180 days from the due date of submission of bid
10	Correspondence Address	Assistant Registrar (F& A), Indian Institute of Information Technology Vadodara Block No. 09, c/o Government Engineering College Campus, Sector 28, Gandhinagar, Gujarat – 382028.



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12. 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.
13. The Institute reserves all rights to reject tender not fulfilling the criteria mentioned in the tender documents, without communicating any reason whatsoever. The decision of the Director of the Institute shall be final and binding.
14. 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.
15. 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.
16. 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.**
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.
18. The agency shall submit the Quarterly bills.
19. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties. Maximum penalty would be 10% of the amount due for the quarter.
20. Any dispute arising shall be referred to the sole arbitration. The selection of arbitration will be made by The Director, IIIT Vadodara. The arbitrator's decision shall be final and binding on both the parties. The place of arbitration will be Gandhinagar, Gujarat and will be governed by provisions of the Indian Arbitration & Reconciliation Act 1996 and its amendments.
21. The contract can be terminated by giving at least 03 month written notice EITHER SIDE.
22. The Institute shall deduct Income Tax at source as per the Income Tax Act, 1961, 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.



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B. PRE - QUALIFICATION CRITERIA : The interested CA/CWA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender. They are also required to submit the relevant documents as mentioned in **Annexure-II** for each of the eligibility criteria: -

- (i) **EMPANELLMENT WITH C&AG**: The CA/CWA Firm should be empanelled with the Comptroller & Auditor General of India (C&AG) in any one year in last three financial years 2020-21, 2021-22, 2022-23.
- (ii) **EXPERIENCE**: The CA/CWA Firm should have experience of at least four (04) years from the date of registration of the firm. Due date of bid receiving.
- (iii) **NO. OF PARTNERS**: The CA/CWA firm should have at least three (3) partners on the date of tender submission (due date of bid submission) at least one (01) should be Fellow member.
- (iv) **NO. OF STATUTORY AUDIT / INTERNAL AUDIT**: The CA/CWA firm should have conducted either statutory audits and /or internal audits of at least one Autonomous Body / Statutory Bodies / Educational Institution/ PSU with minimum annual turnover of Rs. 10 Crore in any of the financial years i.e. 2019 – 20, 2020 – 21, 2021 – 22. The annual turn-over for each Autonomous Bodies / Statutory Bodies / PSUs / Educational Institutes shall be as per their Audited Financial Statements for that financial year.
- (v) **ANNUAL TURNOVER OF THE FIRM**: The annual average turnover of the interested CA/ CWA Firm shall not be less than Rs. 12 lakhs, for three financial years i.e. 2019-20, 2020-21, and 2021-22.
- (vi) **LOCATION OF CA FIRM'S OFFICE**: The CA/CWA firm should have the registered / main office in Ahmedabad/ Gandhinagar/ Vadodara/ Diu. In case the CA/CWA firm does not have registered / main office in Ahmedabad/ Gandhinagar/ Vadodara/ Diu, then it should have a branch office in Ahmedabad/ Gandhinagar/ Vadodara/ Diu.



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C. 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:

<u>NO.</u>	<u>ELIGIBILITY CRITERIA</u>	<u>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</u>	<u>Tick</u>
(a)	EMPANELMENT WITH C&AG:	Self-Certified copy of empanelment letter issued by C&AG is to be submitted.	
(b)	Taxpayer Information The bidder should have been registered with the Tax Department	1. Income Tax Registration (PAN No/TAN No.) 2. GSTIN Registration, if applicable	
(c)	REGISTRATION: with ICAI/ ICWAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India.	
(d)	NO. OF PARTNERS.	Copy of Firm Registration Certificate (FRC) as mentioned at Sl. No. c above and Membership number issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India of each partner/member as on 31st March 2023.	
(e)	NO. OF QUALIFIED CA's/ CWA's	Certified copy of relevant documents of ICAI/ ICWAI is required to be submitted.	
(f)	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.	
(g)	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for -FY 2019-20: FY 2020-21:	Copy of audited/ CA certified balance sheet and profit & loss account for the a. FY 2019-20, FY 2020-21, and FY 2021-22: b Income tax return along with income computation sheet for last 3 years (FY 2019-20, FY 2020-21, and FY 2021-22)	



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FY 2021-22: Average Turnover for three years:		
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LOCATION OF CA/ CWA FIRM's OFFICE	Proof of having main or branch Office in Ahmedabad/ Gandhinagar/ Vadodara/ Diu
Information Sheet	As per Annexure I
Earnest Money Deposit	Bid Declaration Certificate as in Annexure II
Technical bid Documents	As per Annexure III
Tender Acceptance & NON Blacklisting Certificate	As Prescribed in Annexure V
Price Bid	To be filled Online in the specified format as per Annexure IV .
All supporting documents to be submitted should be self-attested by the bidder.	

D. SPECIAL TERMS AND CONDITIONS:

- (1) Each page of supporting documents is required to be signed by the Nodal Partner of CA/ CWA Firm.
- (2) Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
- (3) The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected. Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
- (4) Whenever deemed necessary, IIITV may seek clarifications on any aspect from the participant firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered.
- (5) The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this tender document.



(6) IIIT Vadodara reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document. Any Corrigendum to this tender will be notified through the Institute's website/ GeM.

(7) If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.

(8) IIIT Vadodara reserves the right to cancel this tender process at any time without assigning any reason before the selection of CA/ CWA Firm and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.

(9) This tender is subject to the jurisdiction of the local court at Gandhinagar/ Ahmedabad only. All disputes arising out of the tender process shall have the jurisdiction of the local court a Gandhinagar/ Ahmedabad only.

(10) Tenders received in the single-bid system i.e. having the technical bid as well as financialbid in the same small envelope shall be rejected.

(11) IIIT Vadodara will not accept any claim other than professional fee / charges etc. specified in financial bid.

(12) The contract will be only between IIIT Vadodara and CA/ CWA Firm which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the CA/ CWA Firm within a fortnight failing which their EMD will be forfeited.

(13) The terms and conditions of the contract shall constitute the entire agreement between the CA/CWA Firm and IIIT Vadodara. Any change will be binding only if the amendments are made in writing and signed by a competent authority of IIIT Vadodara and the CA/ CWA Firm.

(14) The CA/ CWA Firm will ensure that no information or data about the policies of IIIT Vadodara is taken out in any form including electronic form or otherwise. The firm shall also undertake that any information data signed by the staff of the Firm is not provided to any third party or misused. In case there is such an instance, IIIT Vadodara reserves the right to take action against the Firm as deemed fit.

(15) The Firm shall be responsible for any damage to equipment's, property and third-party liabilities caused by acts on part of its auditors / representatives.



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(16) The IIIT Vadodara reserves the right to cancel the contract in the following cases:

The CA/ CWA Firm fails to comply with the terms and conditions of the contract.
The CA/ CWA Firm fails to deliver the services on time.
The CA/ CWA Firm becomes bankrupt or goes into liquidation.

(17) Upon receipt of the said cancellation notice, the CA/CWA Firm shall discontinue contract and matters connected with it.

(18) In the event of Force Majeure occurring within the contracted period, the delay in performing internal audit can be extended by IIIT Vadodara on receipt of written request of CA/CWA Firms.

E. 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 03 financial years:
(YES/NO)
6. Any other information important in the opinion of the tenderer.

F. UNDERTAKING:

1. I / We undertake that I / We have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Institute and shall abide by them.
2. I / We also undertake that I / We have understood "Parameters and Technical Specifications for conducting the "Work" mentioned in tender documents and shall conduct the work strictly as per the parameters.
3. I / We further undertake that the information given in this tender document is true and correct to the best of my / our knowledge and belief in all respects and I / We hold the responsibility for the same.
4. I / We undertaking to the effect that the firm neither has any court case / police complaint nor black listed by any Govt. / Aided Institute / Autonomous Institution.
5. I / We undertaking to the effect that the agency has not any criminal case registered.



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G. PRE-QUALIFICATION ELIGIBILITY EVALUATION

1. Bidders fulfilling the pre-qualification criteria shall be shortlisted.
2. IIIT Vadodara will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed & stamped and whether the bids are generally in order.
3. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The bids, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.
4. The following are some of the important aspects, for which a bid shall be declared non responsive during the evaluation and will be rejected:
 - (i) EMD not deposited.
 - (ii) Undertaking not provided.
 - (iii) Each page of tender documents is not signed and not submitted
 - (iv) Bid validity 180 days from the date of Opening Technical bid
 - (v) Poor/ unsatisfactory past performance
 - (vi) Incomplete information
 - (vii) Lack of required documents

H. TECHNICAL BID EVALUATION

- (1) The bidders who clear the prequalification norms shall be considered for technical evaluation.
- (2) Technical bid will be examined to determine the completeness of each document submitted.
- (3) If any of these documents or information is missing, the offer shall be rejected.
- (4) The technical evaluation will consist of profile of the bidder and proposal.
- (5) Bidders securing 50% marks or above will only be considered technically qualified.



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I. EVALUATION OF TECHNICAL BID (THE RATING SHEET)

The Pre eligible bids received from the will be evaluated in terms of following parameters and points will be given as defined below. Further the points will be awarded to the bidder on the following basis: -

S.no	Particular	Max point	Basis for awarding of Points
1.	Experience of the firm	14	6 points for minimum eligibility. Additional 0.5 Point for additional year of Firm's Registration beyond 4 years
2.	No. of Qualified Partners:	14	2 Marks to each Associate member and 3 Marks to each Fellow Member
3.	No of Qualified CA's/CWA's Employee	14	2 Marks to each Associate member and 3 Marks to each Fellow Member
4.	Average Turnover of the bidder firm (3 Years)	14	For Rs.12 lakhs : 5 Points and Above Rs. 12 lakh; 2.5 points for every 6 lakhs
5.	Number of Organizations handled for Statutory Audit / Internal Audit of Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU (Each organization with minimum annual turnover of Rs. 10 Crore during the specified period will be considered).	14	Up to 3 - 5 points 4 to 8 - 7.5 point 9 or more - 14 Points
	Total	70	

Note:

- (a) If any bidder not fulfilling any of the above Pre-qualification criteria need not submit their bid as their bid shall be liable to be summarily rejected.
- (b) The Firms securing at least 50% marks based on above system shall be considered as qualified and eligible for opening of financial bid.



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J. FINAL COMBINED EVALUATION PROCESS OF BID

The Technical and Price Bid of technically qualified bidder shall be evaluated separately. Tendering evaluation shall be done on marks scored by the Bidder on both Technical and financial Criteria. (As per GFR Rules 192).

(i) **Technical Bid Evaluation Criteria** - All qualified bids will be evaluated as per the score provided in relevant clause.

(ii) **Price Bid Evaluation Criteria** - After the cost comparison and bringing all costs to a standard evaluation number the price proposal will be evaluated using QCBS. The lowest evaluated Price Proposal will be given the maximum price score of 100 points. The price scores of the other Price Proposals will be computed on relative scale.

(iii) **Combined and Final Evaluation**- Proposals will finally be ranked according to the total score (Technical Score + Financial Score).

(iv) **Formula for Determining the Price Scores:-**

- 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) **Final Evaluation Criteria Quality and Cost based selection (QCBS)**

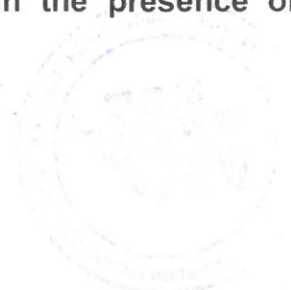
The individual Bidder's Price bids are normalized as per the formula below:-

The financial offers of only the shortlisted bidders (technically qualified bidders) will then be opened. The lowest bid shall be given a financial score (FS) of 30 points. The financial score (FS) of other bidders will be determined using the formula: $FS = 30 \times FP/F$, in which FP is the lowest financial bid, and F is the financial bid of the particular vendor. Scores obtained on financial offer will be added to scores obtained on technical offer to get a consolidated score (CS) according to the formula: $CS = TS + FS$. Bidder with the highest consolidated score (CS) will be selected. If there is a tie in the overall score, the vendor with the higher score on the financial offer will be selected (lower financial bid).

Note: In case of tie (if more than one CA/CWA Firm gets equal marks), IIIT, Vadodara has right to decide on the basis of draw in the presence of bidder & IIIT, Vadodara.



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K. SCOPE OF WORK:-

K-i: Background of the Institute

Indian Institute of Information Technology Vadodara (IIIT-V) is established by the **Ministry of Education (MoE), Government of India under Public Private Partnership (PPP)** as Institute of National Importance. The partners in this project are **Government Of India, Government of Gujarat, Gujarat Energy Research and Management Institute, Gujarat State Fertilizers and Chemicals and Tata Consultancy Services**. The Institute was established in the year 2013. At present, IIIT-V is operating from its temporary premises at **Government Engineering College (Gandhinagar)** till the time its new campus is made operational at Vadodara, Gujarat. The Government of Gujarat has lent support to the Institute by providing 50 acres of land at Dumad, Vadodara and a Academic Block at GEC, Gandhinagar.

Indian Institute of Information Technology Vadodara International Campus Diu (IIITV-ICD) is a satellite campus of Indian Institute of Information Technology Vadodara

IIITV-ICD has been established at Education Hub, Kevdi – Diu under partnership with Government of Dadra & Nagar Haveli and Daman & Diu (**UT Administration of DNH & DD**) with the approval of Board of Governors (BoG) wherein Ministry of Education (earlier MHRD) is a member. The graduates from this campus will be awarded degree by IIIT Vadodara.

The Institute is currently having around 1100 students, 20 plus Faculty Members and 20 plus non-teaching staff.

IIIT Vadodara is maintaining its accounts in Tally Software. The expenditure of the Institute is attributed to two major heads Recurring and Non-Recurring. Mainly the expenditure related to construction works, purchase of equipments 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. All payment related data (On an average about 5200 tally entries for IIIT Vadodara Campus and 1700 tally entries for Diu Campus per year) are entered into the software, which is being used for keeping records. Moreover, account for Earmarked / Endowments Fund, Gymkhana etc are maintained separately. The accounts of the Institute are prepared as per the prescribed Format for Financial Statement applicable to the Central Higher Educational Institution, which will be made available to the selected firm.

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 respective bank accounts. Payments to vendors and contractors are made by cheque or electronic transfer. Receipts on account of student admission are directly received in banks through payment Gateways.

Volume in Budget/ Expenditure Approximate:

(Rs. in Lakhs)

Particulars	F.Y. 22-23	F.Y. 23-24
Government Grants	0	0
Internal Resource Generation	2532	2961
Corpus Fund	16.40	16
Any other Source	4.18	2
Total	2,552.58	2,979

Further clarification if any, can be taken during the pre-bid meeting.



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K-ii: The scope of work of internal auditor shall include:

- (1) Examination and evaluation of adequacy and effectiveness of the internal control and risk management system at various operations and activities of the Institute.
- (2) Review of the accuracy and reliability of the Institute accounting records and financial reports.
- (3) Checking of both transactions and functioning of specific internal control procedures at various departments /offices.
- (4) Evaluation of adherence to legal and regulatory requirement and approved policies and procedures.
- (5) Evaluation of effectiveness of existing policies and procedures and give recommendations for improvement.
- (6) Identifying opportunities for cost saving and give recommendations for improving cost efficiencies.
- (7) Examine that resources are acquired economically, used efficiently and safeguarded adequately.
- (8) Suggest measure to add value, improve operational efficiency, risk management and internal control systems.
- (9) All receipts and payment vouchers, Journal vouchers shall be verified 100 %.
- (10) Assisting the management for finalization of accounts and compliance to statutory audit.
- (11) Internal Auditor has to attend all meeting as required on related to Internal Audit matter.



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L. The following functional/ operational areas shall be covered by the Internal Auditor:

Area	Broad Audit Coverage
Finance & Accounts	(i) Cash and bank management (ii) Fixed assets management (iii) Fund management (iv) Payable management (v) Loans and advances (vi) Budgeting (vii) Expense ledger scrutiny (ix) Investment (FD, Bonds & Other Investment) (x) Insurances.
Income Accounts	Fees from students (i) Admission fee should be duly checked and check whether or not the Refundable Amount has been shown in Liabilities (ii) Fee received from students should be duly verified with the Receipts issued to them. (iii) In case of late payment of fees, it should be seen whether or not Fine has been duly imposed as well as collected. (iv) Fee concessions should be duly Authorizes (v) Income from Investment: It should be properly checked whether or not Interest or Dividend has been properly Accounted i.e Shown In Profit & Loss Account (vi) Donation and Grants: In case of Government grants, it should be seen that AS 12 has been properly accounted. (vii) Counterfoils of Receipts of Donations should be properly Vouched
Expenses Accounts	(i) Vouching should be done for the expenses (ii) Salary Register Should be Duly checked (iii) Expenses on Prize Distribution, Sports Day, Library, Sports Items should be duly authorized.
Human Resources & Administration	(i) Entitlement management- loans, advances, medical, LTC, uniform, accommodation etc. (ii) Engagement of outside agencies viz. security services (iii) Administrative services - guest house, schools; hospital etc. (iv) Retirement benefits
Legal	(i) Appointment of advocates & fixation of fees (ii) Monitoring of Expenses.



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Work shop & Maintenance	<ul style="list-style-type: none"> (i) Vehicles/ equipment hiring process (ii) Vehicle/ equipment utilization (iii) Disposal of vehicles/ equipment (iv) Performance of equipment/ vehicles
Contract & Work order Management	<ul style="list-style-type: none"> (i) Soundness of system and procedures (ii) Compliance with Management directives e.g. delegation of power and other circulars (iii) Statutory laws and rules (iv) Adequacy and accuracy of estimates (v) Awarding of contract at the best economical rates (vi) Awarding of the contract/ work order to competent parties (vii) Adequacy of contract terms and conditions for safeguarding institute's interest (viii) Adherence of contract terms and conditions in respect of release of advance payment, issuance of material etc. (ix) Adequacy of insurance coverage (x) Accuracy and reliability of accounting (xi) Adequacy of system of recovery/ adjustment of material, scrap items etc.
Tendering Process	<ul style="list-style-type: none"> (i) Review of system of tender receipts, tender opening (ii) Review of system of tender evaluation (iii) Review of process of preparation of comparative statement, negotiation with contractor (iv) Review of process of awarding of contract
Processing/ passing of running bills	<ul style="list-style-type: none"> (i) Review of sanction and approval process of bills (ii) Review of system of adjustment on account of material, advance amount etc. (iii) Compliance of statutory requirement -Deduction of TDS, Work contract tax (iv) Review of process of recovery/ waiver off of L.D charges (v) Review of process of settlement of deviations - increase in scope of work, increase in quantity etc. (vi) Review of system of compliance of terms and conditions of the contract e.g. taking of adequate insurance policies. (vii) Review of reconciliation process
Full and final payment to contractor	<ul style="list-style-type: none"> (i) Review of process of release of full and final payments (ii) Sanction and approval (iii) Review of process of claim settlement (iv) Review of process of release of security deposits



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Main documents/Records for Review, Evaluation & Appraisal	<ul style="list-style-type: none"> (i) Contract/ work order files (ii) Minutes of meeting of tender opening and evaluation committee and other relevant meetings (iii) Tender Receipt/ Opening register (iv) Institute circulars, notification etc. (v) Offer/ bids submitted by parties/ bidders (vi) EMD register (vii) Copy of the contract/work order (viii) Ledger accounts of contractors/ parties (ix) Budget/ Annual plan (x) Insurance policies taken by contractor (xi) Material consumption register (xii) Running bills of contractor (xiii) Abstract of Measurement books (ixv) Statutory records - provident fund challans, return, register of wages etc.
Procurement Management	<ul style="list-style-type: none"> (i) Soundness of system and procedures (ii) Adequacy of offers/ quotation/ bid system (iii) Adequacy of estimates (iv) Adequacy of purchase requisition in terms of quantity, rate/ price of item, need of an item, etc. (v) Compliance with: Provision of delegation of power matrix and other circulars issued by Corporate office. (vi) Procurement manual (vii) Purchase order terms and condition (viii) Procurement at economical rates (ix) Procurement from competent parties/ suppliers (x) Procurement is commensurate with the requirement (xi) Timely procurement of material and reduction in overall lead time.
Store Management	<ul style="list-style-type: none"> (i) Effectiveness of inventory management (ii) Adequacy of receipt and issue procedures (iii) Adequacy of physical inventory controls (iv) Accuracy and reliability of material accounting (v) Economical disposal of scrap material (vi) Adequacy and reliability of records/ documents (vii) Adequacy and effectiveness of system of controlling and monitoring of moving and non-moving inventory (viii) Effectiveness of system and procedures for items issued on returnable basis (ix) Monitoring of Slow- & Non-Moving Item.



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Review of fixed Assets	(i) Review of Fixed Assets Register. (ii) Maintenance of Department wise Fixed Assets Register (iii) Review of Physical Verification report of Assets & Stores (iv) Review of Assets Identification No. (AIN) (v) Method of charging depreciation (vi) Title deed of land & original invoice of other Fixed Assets
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M. PERIODICITY AND TIMELINES OF AUDIT:

(1) IIIT Vadodara'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.** The auditors will also be required to prepare and consolidate the annual accounts of IIIT Vadodara for the year 2023-24 and also for subsequent years, if re-appointed.

(2) **Timelines for conducting the Audit:** The Auditor shall strictly follow the timelines mentioned below in the table:

S.No	Description of Audit	Timeline
1.	Commencement of Internal Audit of every Quarter	The audit should start from the 10 th day of the month following the end of the quarter of which audit is to be done at every IIIT Vadodara Campus and Head Office
2.	Submission of Final Internal Audit Report	The final Internal Audit Report of each campus and the Consolidated Report after discussion with the
		IIIT Vadodara's Management should be submitted within 30 days from the date of start of Internal Audit.

N. DUTIES OF AUDITOR:

(1) The Auditor will be required to carry out internal audit of IIIT Vadodara and IIITV-ICD, Diu on quarterly basis and submit the final internal audit report to Assistant Registrar (F&A) in case of internal audit.

(2) The auditor will be required to carry out assessment of any particular internal system of IIIT Vadodara in detail and submit report on the same as demanded by the Director IIIT Vadodara.

(3) The Auditor will be required to submit an audit schedule / plan within 7 days before the end of quarter stating the major areas which would be covered during the audit for both Campuses.



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(4) The Auditor will be required to depute his audit team in the following manner:-

Ser No	Description	Minimum No of Employees to be present	Minimum No of days for which the team should be present:
1.	Team deputed to carry out the internal audit for both campuses.	Should consist of at least one CA/ CWA with 5 years' experience, one CA / CWA Intermediate / IPCC and one assistant.	The team will be required to be present at the campus / HO for carrying out audit for a minimum of one week for each quarter.
2.	The team deputed to carry out the internal audit for every quarter.	Should consist of at least one CA/CWA with 5 years' experience, two CA/ CWA intermediate / IPCC.	The team will be required to be present at the campus for a minimum of two weeks for carrying out audit, Consolidation and Finalization of financial statements.
3.	The team deputed to carry out the internal audit for the last quarter & Consolidation and Finalization of financial statements at the yearend for Head Office.	Should consist of at least one CA/CWA with 5 years' experience, two CA/ CWA intermediate / IPCC.	The team will be required to be present at the HO for a minimum of four weeks for carrying out audit, Consolidation and Finalization of financial statements.

(a) The auditor will be required to discuss the internal audit reports of both campuses with the concerned officer before its finalization for each quarter.

(b) For Consolidation of Accounts, the auditor shall be responsible for standardization of accounting heads, arranging heads, arranging of standardized codes and standardization of formats for final account across campuses.



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(c) The internal audit report for each quarter is to be prepared in three parts as given below for each campus: -

- Part – I : Management Summary and Suggestions
 Part - II : Detailed Internal Audit Report (for Current Quarter)
 Part – III : Follow up and Action Taken Report (for Previous Reports)

(d) Further, a Consolidated Management Summary for each quarter of both campuses are also required to be submitted to Director IIIT Vadodara.

(e) For all matters, the IIIT Vadodara internal auditors will co-ordinate with Assistant Registrar (F&A), and his team IIIT Vadodara, Gandhinagar.

O. PAYMENT SCHEDULE :-

The payment shall be made as follows:

FOR INTERNAL AUDIT : The 100% 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 of each campus along with consolidated executive summary.



[Handwritten signature]



INFORMATION SHEET

Particulars of CA/CWA Firm for appointment as Internal Auditor of IIITV

- Name of the Firm:
- Incorporated asin year.....at.....
- 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.

Registered Office Address Name of the Nodal Partner Designation

Telephone Numbers Fax Numbers

E-mail Mobile No.

- Registration details with Statutory Bodies: (enclose attested photocopy of documents)

Goods & Service Tax Registration No.:

Income Tax No. (PAN) :

C&AG Registration No. :

- Details of Partners of the Firm:

S.No	Name	Qualification	Associated with Firm Since

- Details of Full Time Chartered Accountants in the Firm:

S.No	Name	Qualification	Associated with Firm Since



2/25/22

- Total Staff Strength of the Firm:
- EMD Details:

Particulars	Declaration certificate.	Date

*Format is enclosed at Annexure II. It should be signed with seal stamp.

- List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:
- 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.
- Any other information Firm would like to furnish:



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(On letter Head)

(Annexure II)

Bid Security Declaration
Form

Date: _____

Tender No. _____

To

I/ We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

- Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder (i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of :

Name:

Duly authorized to sign the bid for an on behalf of .

Dated on _____ day of _____.



Corporate Seal Signature with Stamp Date

Place



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Annexure – III

TECHNICAL BID DOCUMENTS

Sr.	Particulars	Details to be provided as on the closing date and time of the tender
General Information		
1.	Name of the CA/CWA Firm	
2.	Date of registration of CA/CWA firm	
3.	Registered / Main Office Address	
4.	Name of Nodal Partner	
5.	Contact No. of Nodal Partner	
6.	No. of Branches in India (Attach a list along with address)	
9.	Details of Demand Draft submitted towards Earnest Money Deposit.	



2/1/24



NO.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	Page no.
A	EMPANELMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	
B	Taxpayer Information The bidder should have been registered with the Tax Department	<ul style="list-style-type: none"> Income Tax Registration (PAN No/TAN No.) GSTIN Registration 	
C	REGISTRATION: with ICAI/ICWAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/ members of firm.	
D	NO. OF PARTNERS.	Copy of Firm Registration Certificate (FRC) as mentioned at sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India of each partner/member.	
E	NO. OF QUALIFIED CA's/CWA's in the Firm.	Certified copy of relevant documents from ICAI is required to be submitted.	
F	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 organisation.	



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G	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for -FY 2019-20: FY 2020-21 : FY 2021-22: Average Turnover for three years:	<ul style="list-style-type: none"> • Copy of audited balance sheet and profit & loss account for the F.Y. 2019-20,2020-21, 2021-22. • Income tax return along with income computation sheet for last 3 years (F.Y. 2019-20,2020-21, 2021-22) 	
H	LOCATION OF CA FIRM'S OFFICE	Proof of having Office in Ahmedabad/ Gandhinagar/ Vadodara/ Diu	
I	Information sheet	As per Annexure I	
J	Earnest Money Deposit	Bid Declaration Certificate as in Annexure II	
K	Technical bid Information	As per Annexure III	
L	Price Bid	To be filled Online in the specified format as per Annexure IV.	
M	Tender Acceptance & NON Blacklisting Certificate	As Prescribed in Annexure V	
	All supporting documents to be submitted should be self-attested by the bidder.		

(Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct; a declaration in this regard is to be submitted)



J. V. S.

Signature of Nodal Partner With name and firm Seal



Annexure - IV

FINANCIAL BID

The interested CA/CWA firm may quote their professional fees (all inclusive) in the following format: -

Ser No.	Particulars	Amount in Rs.
1.	Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2023-24 for both campuses (Accommodation at Diu will be provided by Institute in their own Guest House). No accommodation will be provided at Gandhinagar campus. The firm needs to make their own arrangements at Gandhinagar at their own cost.	
2.	GST @ 18% (As a applicable)	
3.	Grand Total	

Grand Total Professional fees in words

.....

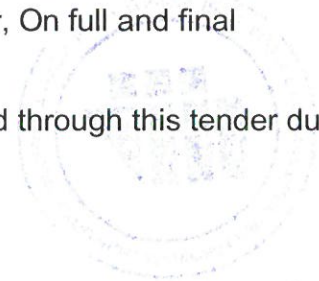
Signature of Nodal Partner With name and firm Seal

Note:

1. In case of difference in quoted price in figures and words, price quoted in word will prevail.
2. Any purchase file having estimated tender value of INR 5,00,000/- or more will be pre-audited by the Internal Auditor selected through this tender. An amount of Rs 5000/- for the complete life cycle of the case i.e before tender, after Technical evaluation, After Financial Evaluation, Issue of Purchase order, On full and final payment, etc.
3. No other work will be assigned to the Auditor selected through this tender during the period of the contract.



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Annexure - V**Tender Acceptance Letter****(To be given on Company's Letter Head)**

Date:

**Sub: Acceptance of Terms & Conditions of
Tender****Tender Bid No:****Name of Work:**

- I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s)
- I/We hereby certify that I/We have read entire terms and conditions of the tender documents (including all documents like annexure), schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
- The corrigendum(s) issued from time to time by your organization shall taken into consideration, while submitting this acceptance letter.
- I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in totality/entirely.
- I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking.
- I/We do hereby declare that our firm has not been part of cartel with other Service Providers and will quote competitive rates in the bids.
- I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/ right against organization in satisfaction of this condition.

Name of the Authorized Signatory: Designation:

Contact details (including E-mail): Date:

Yours faithfully (Signature of the Bidder, with Official Seal)



