

**NOTICE INVITING TENDER FOR THE APPOINTMENT OF AN EXTERNAL AUDITOR
FOR IIM TIRUCHIRAPPALLI**

E-Tender No. 25SP168T dated: 01.08.2025

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for the Appointment of an External Auditor for IIM Tiruchirappalli”</i>		
Date of issue of Tender Document	01.08.2025	18.30 Hrs. onwards	-
Pre-bid Meeting	07.08.2025	11.30 Hrs.	Deans’ Office Meeting Room/Administrative Block, IIM Tiruchirappalli.
Last date for Submission of Tenders	16.08.2025	17.00 Hrs.	-
Opening of Technical Bid (<i>Tentative</i>)	18.08.2025	11.00 Hrs.	
Opening of Price Bid	<i>To be informed later</i>		
Validity of Tender	90 days from the date of opening of the price bid.		
Tender Document	From 01.08.2025 to 16.08.2025 (up to 17:00 Hrs.) on the e-tendering website https://eprocure.gov.in/eprocure/app The tender document can only be obtained after registration of the tenderer on the website https://eprocure.gov.in/eprocure/app .		
<i>Mode of Submission of Tender</i>	The process will be conducted only through the Central Public Procurement (CPP) Portal online.		

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NOTICE INVITING TENDER

OVER VIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance under the Ministry of Education, Government of India. For more details about IIM Tiruchirappalli, please visit our website at www.iimtrichy.ac.in.

Procedure for Submission of Bids

1. General

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements, and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

2. Registration

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal, which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
- f) Bidder shall then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

3. Searching for Tender Documents

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc., to search for a tender published on the CPP Portal.

- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case a corrigendum is issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

4. Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should keep the bid documents ready to be uploaded as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 200 dpi with colour/black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be uploaded as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificates, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process

5. Submission of Bids

- a. The Bidder should submit the bid online in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be in PDF format and uploaded online in Cover-1. Price Bid in MS Excel ".xls" format only should be uploaded online in Cover-2.
- b. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d. **Tender Security / Earnest Money Deposit (EMD):** Bidder should submit the EMD/Tender Security as per the instructions specified on page no.1 in the tender document.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided, and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and

complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referring to the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow these timelines during bid submission.
- g. All the documents being uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secure Sockets Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- k. The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

PERIOD OF ENGAGEMENT

IIM Tiruchirappalli invites online bids in a two-bid system from Chartered Accountant firms having adequate experience in conducting internal and statutory audits of institutions for the appointment as External Auditors of IIM Tiruchirappalli as per clause 25(1) of The Indian Institutes of Management Act, 2017 (IIM Act).

Initially, the engagement is for a period of **one year, Financial Year 2025-26**. However, the engagement shall be extended for a further period of up to **three more years** (total four years) on a yearly basis if the services provided by the firm are found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute.

SCOPE OF WORK

1. The appointed External Auditors are expected to conduct the audit of the institute and prepare the Annual Statement of Accounts & Audit report in the format prescribed by Ministry of Education, Govt. of India and certify the true & fair view of the financial statements in conformity with the Accounting Principles generally accepted in India and also in consonance with applicable statutes namely: IIM Act, 2017.
2. Auditors are required to report on the audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. These Standards require the Auditors to comply with the ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.
3. The responsibilities of the Auditors shall include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, the level of compliance with financial norms and procedures for the operational guidelines.
4. **General guidelines for audit:**
 - a. Checking of day-to-day financial transactions to ensure correct classification of expenses, booking in concerned ledger, Arithmetical accuracy, compliance related to various tax laws such as Income Tax and GST etc.
 - b. Compilation and Certification of Annual Books of Accounts so as to ensure their arithmetical and statutory accuracy as well as its presentation.
 - c. Scrutiny of monthly salary bills and payment of various allowances, to ensure correct disbursement, correct deduction of Income Tax and other statutory dues from salary.
 - d. Scrutiny of vouchers/bills related to various payments for the programmers and consultancy assignments carried out by the Institute.
 - e. Verification of the fees received from students and training partners.
 - f. Checking and ensuring timely payment of various statutory dues including TDS, GST etc., to respective authorities well before the respective due dates.
 - g. Calculation of Income Tax liabilities of the employees after considering the declaration and proof of investment given by employees, and correct deduction of Income Tax from the salary of the employees.
 - h. Scrutiny of Bank Reconciliation statement, Advances to suppliers, contractors and employees, release of security deposit and EMD.
 - i. Financial advice, creation of portfolio and verification of investment of various funds (including Corpus) and financial management.
 - j. Reconciliation of all receipts with various Bank Statements.

- k. Auditors shall be responsible for ensuring the accuracy of account books, bank reconciliation statements, stock register, assets register, salary register, etc.
- l. Auditors shall be responsible for ensuring compliances with various tax laws.
- m. Auditors shall prepare, finalize, certify and file Income Tax Returns, GST & other statutory returns/documents well within due dates and entire responsibility shall lie with the firm.
- n. Appearing on behalf of IIM Tiruchirappalli in all taxation proceedings before various Tax Authorities, i.e., Income Tax, GST, etc., for the contract period as well as previous years also.
- o. Advising on the applicability of any other tax, rules, laws, regulations which may be applicable to IIM Tiruchirappalli.
- p. Preparation of 15 CA and 15 CB form and other compliances
- q. The Auditors shall carry out the reconciliation of fees received by the Institute and compute the interest on the investments made by the Institute.
- r. Verification of the bills presented by the contractors for the infrastructure development.
- s. The External Auditor is expected to furnish Quarterly and Annual Audit Reports.

a) Detailed Scope of Work:

Sl. No.	Area	Detailed Scope
1	Revenue	<ol style="list-style-type: none"> i. Reconciliation of Fees from students/ participants. ii. Income from Consultancy/ Executive Education Programs. iii. Interest on Investments. iv. Grants for research projects. v. Any other Income. vi. Treatment in accounts for all Income and recommendations.
2.	Expenditures	<ol style="list-style-type: none"> i. Guidelines on the laid down procedures, delegation of powers and budgetary provisions. ii. Treatment in Accounts. iii. Reporting for any Rectification or improvements.
3.	Procurement of Goods & Services	<ol style="list-style-type: none"> i. Tendering Processes & selection of the vendor/ contractor. ii. Treatment in Accounts.
4.	Investments	<ol style="list-style-type: none"> i. Procedures followed for Investments. ii. Treatment of Income arising out of Investments.

		iii. Recommendations
5.	Statutory Compliances	i. Compliances to Income Tax Act ii. Compliance to GST and other Indirect Taxes iii. Compliance to Labour Laws iv. Any other statutes
6.	Finance & Accounts	i. Checking of Accounts - Payable and Receivable ii. Verification and checking of financial transactions from Cash Book/Bank Book and other ancillary records maintained by the Institute. iii. Review the record/system of bill payment to various contractors and review their compliance with the terms of the contract. iv. Bank Management, including Physical verification of investment details. v. Checking of Bank Reconciliation Statements on a monthly basis. vi. Verification of expenses incurred with the approved Budget. vii. Vouching/Ledger Scrutiny viii. Preparation of Annual Accounts of the Institute-Balance Sheet, Income & Expenditure Account, Receipts & Payment Accounts along with Schedules and notes on accounts. ix. Projects and Their Accounting Treatment x. Review of Subsidiary Accounts
7.	Payroll, Retirement Benefits & Pension	i. Rules and Guidelines applicable to staff-related claims like Medical, telephone, children's education allowance, LTC, etc. ii. Review of Establishment / HR data on the salary, statutory compliances, deductions, if any, etc. iii. Review of funding for superannuation benefits, Pensions, etc. iv. Treatment in accounts

8.	Others	<ul style="list-style-type: none"> i. Reporting on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation. ii. Suggestion for improvement of the existing System of Accounting, Internal control, and Management Information System (MIS) from time to time iii. Issue of Utilization Certificates for Grand Based projects as and when required. iv. Providing support during the audit by the C &AG Audit team v. Any Other Audit related matters
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b) Audit Report /Certificate:

- i. Quarterly Audit Report.
- ii. Audit/ Review Report on Annual Accounts.

c) Taxation Matters:

- i. The Audit Firm will be guiding on making suggestions/improvements on taxations matters affecting on accounting and practices to the Institute.
- ii. Overview on all indirect tax matters relating to Goods and Service Tax (GST) as per the applicability and all other indirect tax compliances.

d) Audit Period: Quarterly Audit Report

e) Key Focus Areas- The 5 major focus areas are:

- i. Evaluation of systems (process flow, workflow, and document flow)
- ii. Adherence to systems
- iii. Adherence to the financial policies laid down by BoG/Ministry of Education (MoE).
- iv. Adequacy of controls in the accounting and related functions
- v. Judicious use of the Institute's resources.

f) Audit Methodology:

- i. Preliminary study of all major areas/departments
- ii. Audit checklists
- iii. Sampling or full checks depending on volume of data

g) Reporting Procedure:

- i. Draft report to Finance department and then a final report to the Director

h) Profile of the External Audit Firm:

This section provides:

a) Profile of the firm which normally includes

- i. The origin of the Firm, major strengths and focus areas.
- ii. The Major Audit assignments carried out/being carried by the firm in Centrally Funded/State Funded Educational Institutions /PSU's/Private Sectors and any Testimonials from clients.
- iii. The profile of various partners, with Particular focus on the engagement partner and the Audit Team Manager who would be responsible for the Audit assignment in IIM Trichy.

b) Audit Team visiting the Institute having sound audit experience in Government/ Autonomous bodies should be:

- i. One Qualified CA
- ii. Two/three Semi Qualified / Inter CA

i) Reporting Structure:

The External Auditor will be reporting to the Financial Advisor & Chief Accounts Officer of the Institute and is expected to deploy suitable staff for undertaking the job on a Quarterly basis and should ensure the visit of the Partner-in-Charge at regular intervals. The Auditors must submit Quarterly reports by the 10th day of the commencement of the Next Quarter.

Eligibility Conditions for Bidders

The Firm/agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid:

1. The Chartered Accountant firm should be registered with the Institute of Chartered Accountants of India. **Copy of registration certificate to be submitted.**
2. The bidder(s) should be registered with the Goods and Services Tax for the purpose of Goods & Service Tax (GST). **A copy of GST Registration Certificate, firm's incorporation certificate, PAN and Bank account details should be submitted along with the Technical Bid.** The names appearing on all these documents and tender document should be the same or linked.
3. The Bidding Audit Firm(s) should have a **Head Office/ Branch Office in Tiruchirappalli** with at least one signing partner who is an FCA. Documentary proof needs to be attached.
4. The firm should be empanelled with the Comptroller and Auditor General of India (C&AG). Documentary proof needs to be attached.
5. The CA firm should have been in operation for at least 5 years after its registration. Supporting documents is to be submitted.
6. The Chartered Accountant firm should have at least 2 (two) FCA partners. Supporting documents is to be submitted.

7. The firm should have experience in handling Internal Audit/ Statutory Audit of Private / Government Educational Institutions/ Deemed Universities/ Government Universities (Central / State) IIT/IIM/NIT/IISER. Documentary proof needs to be attached.

8. The following are the criteria for evaluation of the Auditing Firm:

S. No	Evaluation Criteria	Slabs	Marks	Max Marks	Acceptable Documentary Proof
1	Age of the Firm	05- 10 years	4	10	Photocopy/Scanned copy of certificates issued by The Institute of Chartered Accountants of India as on 1 st January, 2025 or a later date.
		10 to 15 years	7		
		More than 15 years	10		
2	No of Full Time Partners	2-4 Partners	3	8	
		5-7 Partners	6		
		More than 7 Partners	8		
3	No of Assistants / Articles in Trichy Office	Upto 5	3	7	
		Between 5-10	5		
		More than 10	7		
4	Partner with CISA / DISA Certification	1	3	5	Certificate issued by Institution / ICAI regarding passing of CISA /DISA.
		2 or more	5		
5	Audit of Educational Institutions	Private / Govt. Colleges	5	10	Copies of the appointment orders/Letter of Awards to be attached for the experience with Educational Institutions.
		Deemed Universities	7		
		Govt. Universities (central / state) IIT / IIM /NIT /IISER	10		
6	Last three years average annual turnover for the Trichy office	Upto Rs.25.00 Lakhs	Nil	10	Copy of Balance Sheet and Profit & Loss Account for the period ended 2021-22, 2022-23 and 2023-24 along with the certificate of turnover of the Trichy office . This has to be certified by at least 2 partners.
		From Rs.25.00 Lakhs to Rs.50.00 Lakhs	3		
		From Rs.50.00 Lakhs to Rs.75.00 Lakhs	5		
		Form Rs.75.00 lakhs to Rs.100.00 Lakhs	7		
		Above Rs.100 lakhs	10		
Total				50	

A bidder who scores 28 out of 50 marks will be treated as a qualified bidder and their *price bids* will be opened.

9. The Bidder(s) must submit all necessary documentary proof as mentioned in the above table. A simple undertaking by the Bidder for any item of the criteria shall not suffice the purpose. The absence of documents will result in 'nil' marks for that criterion.
10. Average Annual turnover (i.e. Average Gross Professional Fees earned during the consecutive last 3 years) of the firm in the last 3 financial years must be a minimum of Rs.25.00 Lakhs for Trichy Office. Duly completed Audited Balance Sheets along with the Profit & Loss Account needs to be attached.
11. The Bidders should be regular in filing Income-Tax returns. A copy of the Income-tax returns for the financial years 2021-22 to 2023-24 should be submitted along with the Technical Bid.
12. The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India and the Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the letterhead duly signed by the owner/partner or both is to be enclosed, as per [Annexure-III](#).

Instructions to Bidders

1. Downloading of Tender Document

Tender Documents can be taken from the CPP Portal <https://eprocure.gov.in/eprocure/app>. No Tender fee is payable.

2. Relationship Certificate

- a. The bidder should give a certificate that none of his/her near relatives is working in the units as defined below, where he is going to apply for the Tender. In case of a proprietorship firm, a certificate will be given by the proprietor. For a partnership firm, the certificate will be given by all the partners, and in the case of a limited company, by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person, the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person.
- b. The company or firm or the person will also be debarred for further participation in the concerned unit.
- c. The near relatives for this purpose are defined as follows:
 - Members of a Hindu undivided family,
 - Spouse,
 - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d. The Relationship Certificate ([Annexure-III](#)) needs to be placed in the Technical bid cover.

3. Amendment to Bid Document

- a. At any time prior to the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments on its own.
- b. Such amendments shall be notified on the CPPP and IIM Tiruchirappalli website only, and these amendments will be binding on all prospective bidders.
- c. The Institute may, at its own discretion, extend the last date for the receipt of bids.
- d. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stage of evaluation before finalization.
- e. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion, the following:
 - i. Accept or reject all bids.
 - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
 - iii. To suspend, discontinue, modify, and/or terminate the Tendering process at any time.
 - iv. To reject any unreasonable bid.
 - v. To modify/change/delete/add any further terms and conditions prior to the opening of the Price Bid.

4. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than those mentioned and/or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

5. Technical Bids Criteria

- a. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidder.
- b. All the information should be organized in a logically structured form and uploaded in PDF Format as a technical bid with an index. Bidders should comply with the eligibility criteria and technical requirements. The detailed formats are attached at [Annexure I](#). The Bidder is to complete the same in all respects and submit accordingly. No deviations are acceptable in [Annexure I](#).

6. Price Bid Details

- a. Price Bid, i.e., BoQ given with the Tender to be uploaded after filling all relevant information, and it should be uploaded in MS Excel (.xls) format as per the format available with the tender; failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable.
- b. The price bids of all the technically eligible bidders **who score more than 28 out of 50 marks** in the Technical Evaluation criteria mentioned in **Point No. 8 of Eligibility Criteria** will be opened in the presence of technically eligible bidders or their authorised representatives through physical/video conferencing mode.

7. Validity of Bids and Rates

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including an extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of the price bid.

Pre-Bid Meeting

A Pre-Bid Meeting with the intending bidders will be conducted in person/virtual mode at IIM Tiruchirappalli, Trichy - 620024 on **07.08.2025 at 11.30 Hrs.** to clarify doubts that shall arise before submitting the bids.

The bidders need to send the scanned copy of the letter of authorisation from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before **11.00 Hrs., on 06.08.2025**, for attending the Pre-bid meeting as per the format enclosed vide [Annexure-IV](#).

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in, prior to the pre-bid meeting, i.e., by **11.00 Hrs., 06.08.2025**, to enable us to clarify the doubts in the pre-bid meeting itself.

Selection of Vendor

- a) Bidder who quotes the lowest price (L1) in the Price Bid (i.e. **Annexure-II**) will be declared as the successful bidder and the Work Order will be awarded to them.
- b) IIM Tiruchirappalli reserves the right to accept or reject all the bids, including the lowest, without assigning any reason.

Resolution of Tie cases

If more than one bidder quotes the same rate, there would be two scenarios to judge on the selection of the bidder:

- a) In case two or more bids are found equal **and lowest**, then the Bidder who scored the highest marks in the Technical Evaluation criteria mentioned in **Point No. 8 of Eligibility Criteria** will be selected as the successful bidder and the Work Order will be issued.
- b) In case two or more bids are found equal and lowest and same Technical Evaluation Score, then the Bidder having the highest Average turnover during the last three years will be selected as the successful bidder and the order will be issued

Terms and Conditions

1) Delivery Schedule:

The successful bidder should commence audit work as per the Work Order issued by the Institute.

2) Payment Terms:

The payment shall be made against the Chartered Accountant firm as per the nature of work, subject to the following terms and conditions:

- a) The payment of professional fees during the entire engagement period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the engagement period.
- b) The Chartered Accountant firm will raise the bill on submission of the Annual Audit Report and on filing of income tax returns of the Institute.
- c) TDS under Income tax and GST will be deducted at applicable rates.
- d) The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

3) Termination of Engagement:

This engagement can be terminated giving 90 days' notice by either parties in writing of their intention to leave or discontinue their service. Such notice shall specify if all the services or part of the service provided is terminated and the effective date of such termination.

- a) Upon any such termination for convenience, IIM Tiruchirappalli shall have no liability towards the engagement for any damages, including loss of anticipated profits. As its sole right and remedy, the Audit firm shall be paid for services already provided and to be provided till the date of the termination.
- b) The termination of the engagement shall not relieve the Auditors of any obligations and liabilities under the engagement.
- c) IIM Tiruchirappalli may, without prejudice to any other remedy for breach of engagement, terminate the arrangement in whole or in parts in the event of the following:
 - i. If the Audit firm fails to provide the services as detailed in the Tender within the period (s) specified in the engagement or any extension thereof granted by the Institute.
 - ii. If the Audit firm fails to perform any other obligation(s) under the engagement.
 - iii. If the Audit firm is declared insolvent by the competent Court of Law.
- 4) Neither the engagement, nor any rights granted under the engagement may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the audit firms, and any such attempted transfer, lease, assignment or otherwise shall be void and of no effect without the advance written consent on the Institute.
- 5) The audit firms will maintain the privacy of data shared with them by the Institute and will keep it confidential.
- 6) Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM

Tiruchirappalli shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

- 7) **Authority of person signing the document:** A person signing the tender application or any documents forming part of the engagement on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel the engagement and held the signatory liable for all cost and damages.
- 8) In respect of services rendered to IIM Tiruchirappalli, the Audit Firm shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
- 9) While making payment to the Audit firm, TDS and other statutory deductions will be effected by the Institute.
- 10) The Income Tax and GST TDS shall be deducted at the prevailing rate from the bills, as amended from time to time in accordance with the provisions of the Income Tax Act and GST and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the agency.
- 11) In case, the Audit Firm fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss/obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills of the Audit Firm, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Audit Firm, including the termination of the engagement.
- 12) **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
- 13) **Arbitration:** In case of any unreconciled disputes between the parties, IIM Tiruchirappalli and the agency/firm to whom the engagement had been awarded, arising out of any of the terms of the engagement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in the Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.
- 14) **Jurisdiction:** All disputes arising out of this engagement shall be subject to the Courts at Tiruchirappalli.
- 15) **Force Majeure:**
 - a. Should any force majeure circumstances arise, each of the engaged parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
 - b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restrictions, strikes, and lockouts, i.e., beyond the control of either party.

ANNEXURE – I: PROFILE OF THE BIDDER

EMD Transaction/Exemption Eligibility Details		Transaction Ref No: _____ dated: _____ If exempted, provide a Valid Certificate Number: _____	
S. No.	Required information		Description
1	Name of the agency/firm/company		
2	Address of the agency/firm/company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?		

8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give the name of the Contract and reasons for not completing the Contract.	
9	Brief details of litigations, if any, connected with related Work, current or during the last three years, the opposite party, and the disputed amount.	
10	Give details of the Termination of the previous Contract, if any	
11	Details of bank mandate	
	Name of the Beneficiary	
	Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account IFSC	
	IFSC Code No.	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on a contract basis during the last 3 years (from 2021-22 to 2023-24). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2021 – 22	2022-23	2023-24
Details of Gross Annual Turnover - (Rs. in Lakhs) of Trichy Office			
Average Turnover in last three years	INR_____ in Lakhs		

ANNEXURE-II: (PRICE BID - BOQ)

Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of bid.

ANNEXURE- III: SUBMISSION OF TENDER DOCUMENT

To

Date:

The Chief Administrative Officer (i/c),
Indian Institute of Management Tiruchirappalli,
Trichy-Pudukkottai Main Road,
Tiruchirappalli 620024.

Subject: Tender for the Appointment of an Internal Auditor for IIM Tiruchirappalli.

Reference: Tender Notice published in the CPP Portal and the IIM Tiruchirappalli website. - ***Tender No: 25SP168T dated: 01.08.2025***

Dear Sir,

With reference to the tender notice published on the above-mentioned website, I/We hereby submit my/ our Tender in the required format. I / We have carefully gone through the terms and conditions and prescribed given, and I / We accept the same without any alterations/modifications.

It is certified that I, _____ (name of the person)

S/o Shri _____

r/o _____.

a) am authorized to sign this document on behalf of M/s. _____

_____ (the name of the firm/company which is bidding in this tender) and that our firm/company has never been blacklisted or terminated due to poor performance by any of the Government Organizations/Agencies in the past and there is no criminal case registered against our firm/company or its owner/partners anywhere in India.

b) I hereby certify that none of my relatives, as defined in the tender document, is/are employed in IIM Tiruchirappalli as per the details given in the tender document. In case at any stage, it is found that the information given by me is false/incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

c) further declare that:

- i. All the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
- iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.

I understand that IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

Phone: 0431-250 5121/22/53 | E-Mail: purchase@iimtrichy.ac.in

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company

ANNEXURE – IV: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

To

The CAO (i/c)
IIM Tiruchirappalli
Pudukkottai Main Road
Tiruchirappalli - 620 024.

Subject: Authorization for attending **PRE-BID MEETING** on.....(date) in the ***Tender for the Appointment of an Internal Auditor for IIM Tiruchirappalli.***

The following persons are hereby authorized to attend the Pre-Bid for the Tender mentioned above on behalf of.(Bidder) In order of preference, given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of

Bidder or

The officer authorized to sign the
Bid documents on behalf of the
Bidder.

Notes:

1. A maximum of two representatives will be permitted to attend the Pre-Bid Meeting/bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representatives will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

ANNEXURE – V: LIST OF PRESENT AND PAST CLIENTS DETAILS

List of present and past clients in the following format. The information provided will facilitate evaluation of the Technical Bid (*Please use a separate sheet if required, without changing the format*). Please attach the client certificate and work orders, etc., clearly giving the period of contact.

Sr. No.	Name of the organization / Institution with Complete postal address	Nature of assignments (Please specify whether work involved in Internal/Statutory audit /Others	Period for which the Engagement is/was awarded (Start Date/end date)	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					
7					
8					
9					

CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (✓)
1	(Cover 1)	All the documents and Annexures, <i>except Price Bid document.</i>		
2	(Cover 2)	Only Price Bid document		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether the cancelled Cheque leaf is enclosed.		
5		Whether documents in support of meeting the basic eligibility conditions stipulated in the Tender document (i.e., proof for experience in similar nature of work, annual turnover, and performance certification with verifiable contacts have been enclosed with Technical Bid).		
6		Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender:		
		i. Registration/ Incorporation details of the bidding firm/Agency		
		ii. Documents in support of the Legal Status of the Bidder.		
		iii. Copy of the certificate issued by The Institute of Chartered Accountants of India.		
		iv. Authorization / Power of attorney for signing the tender document		
		v. Document for having a Head Office/ Branch Office/ Tiruchirappalli with at least one signing partner who is an FCA		
		vi. Copy of Empanelment Status of the firm with the Office of Comptroller and Auditor General of India		
		vii. Audited Annual Accounts and Income Tax Returns for the last three consecutive financial years along with turnover certificate of Trichy office.		
		viii. All other information/ details/ supporting documents/proof desired in the Tender document		
7		Whether Technical Bid documents as per Annexure-I of the tender document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per Annexure-III .		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per Annexure-IV is submitted.		
10		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical Bid duly been signed and endorsed with the seal?		
11		Whether an Index or Table of Content of all enclosures to the Technical Bid has been prepared and attached with the Technical Bid to facilitate quick reference?		
12		Whether Tender documents and its Corrigendum have been signed with seal in all the pages by the Bidder.		