

**NOTICE INVITING TENDER FOR ENGAGEMENT OF INTERNAL AUDITOR FOR  
IIM TIRUCHIRAPPALLI**

**Tender No. 23SP052T dated: 07/06/2023**

<i>Details</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>
Name of Work/ Service	<b><i>Tender for the Engagement of Internal Auditor for IIM Tiruchirappalli</i></b>		
Date of issue of Tender Document	07.06.2023	18.00 Hrs. onwards	-
Pre Bid Meeting	15.06.2023	11.00 Hrs.	Dean Office Meeting Room, Administrative Block, IIM Tiruchirappalli
Last date for Submission of Tenders	29.06.2023	17.00 Hrs.	-
Opening of Technical Bid	30.06.2023	11.00 Hrs.	<b><i>Tentative. Exact date and Time will be communicated later.</i></b>
Opening of Price Bid	<b><i>To be informed later</i></b>		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a> .		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Sealed Master Envelope super scribed as “ <b><i>Tender for Engagement of Internal Auditor for IIM Tiruchirappalli</i></b> ” must reach us by Registered Post/Speed Post/Courier/hand delivery before the deadline.		

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# 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 (TN)

Phone:0431-2505121/5122 | email : [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## NOTICE INVITING TENDER

### OVERVIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Government of India. More details about IIM Tiruchirappalli are available on our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).

### PERIOD OF ENGAGEMENT

IIM Tiruchirappalli invites sealed bids under two bid system from reputed Chartered Accountant firms having adequate experience in conducting internal audits of institutions, for engagement as Internal Auditors of IIM Tiruchirappalli for a period of four years (Financial Year 2023-24 to 2026-27) as per the clause 25(1) of The Indian Institutes of Management Act, 2017 (IIM Act).

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

### SCOPE OF WORK

The Internal Auditors are expected to furnish Quarterly Internal Audit Report covering:

- review and appraise the system of control throughout the year and recommend improvements to internal controls;
- ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- provide reassurance to management that their policies are being carried out with adequate control of the associated risks;
- facilitate good practice in managing risks effectively and ensure that assets and interests are safeguarded from fraud, and possibly identify fraud.

a) **Objective** - The Objective broadly covers the following areas:

- i. Vouching
- ii. Ledger scrutiny
- iii. Capital Expenditure Audit.
- iv. Review of various departments such as Purchase, Stores, Estate, Library, Academic and others.
- v. Review of Internal Control Systems.
- vi. Review of Annual Financial Statements - Balance Sheet, Income & Expenditure Accounts, Receipts & Payment Account and notes on accounts.
- vii. Review of compliance of all statutory obligations such as Income tax - TDS, Professional Tax, PF, GST and other Indirect/Direct Tax Acts, Filing of IT returns and Labour Laws.
- viii. Review of compliance of any other Laws and Statutes as applicable.
- ix. Technical updates on various taxation laws, finance, accounts, audit matters, etc. to be provided on a regular basis.

**b) Detailed Scope of Work:**

Sl. No.	Area	Detailed Scope
1	Revenue	<ul style="list-style-type: none"> <li>i. Review of Reconciliation of Fees from students/ participants.</li> <li>ii. Income from Consultancy/ Executive Education Programs.</li> <li>iii. Interest on Investments.</li> <li>iv. Grants for research projects.</li> <li>v. Any other Income.</li> <li>vi. Treatment in accounts for all Income and recommendations.</li> </ul>
2.	Expenditures	<ul style="list-style-type: none"> <li>i. Guidelines on the laid down procedures, delegation of powers and budgetary provisions.</li> <li>ii. Treatment in Accounts.</li> <li>iii. Reporting for any Rectification or improvements.</li> </ul>
3.	Procurement of Goods & Services	<ul style="list-style-type: none"> <li>i. Tendering Processes &amp; Selection of the vendor/contractor.</li> <li>ii. Treatment in Accounts.</li> </ul>
5.	Investments	<ul style="list-style-type: none"> <li>i. Procedures followed for Investments.</li> <li>ii. Treatment of Income arising out of Investments.</li> <li>iii. Recommendations</li> </ul>
6.	Statutory Compliances	<ul style="list-style-type: none"> <li>i. Compliances to Income Tax Act</li> <li>ii. Compliance to GST and other Indirect Taxes</li> <li>iii. Compliance to Labour Laws</li> <li>iv. Any other statutes</li> </ul>
7.	Finance & Accounts	<ul style="list-style-type: none"> <li>i. Review of Accounts - Payable and Receivable</li> <li>ii. Verification and checking of financial transactions from Cash Book/Bank Book and other ancillary record maintained by the Institute.</li> <li>iii. Review the record/system of bill payment to various contractors and to review the compliance on them with terms of contract.</li> <li>iv. Cash and Bank Management including Physical verification of cash and investment details.</li> <li>v. Checking of Bank Reconciliation Statements on monthly basis.</li> <li>vi. Review the expenses incurred with the approved Budget.</li> <li>vii. Vouching/Ledger Scrutiny</li> <li>viii. Review the last statutory/Internal audit comments and compliances.</li> <li>ix. Review of Annual Accounts of the Institute - Balance Sheet, Income &amp; Expenditure Account, Receipts &amp; Payment Accounts along with notes on accounts.</li> <li>x. Projects and its Accounting treatment</li> </ul>

		<ul style="list-style-type: none"> <li>xi. Review of Subsidiary Accounts at quarterly intervals</li> <li>xii. Checking of various schedules and annexures to the Annual Accounts.</li> </ul>
8.	Payroll, Retirement Benefits & Pension	<ul style="list-style-type: none"> <li>i. Rules and Guidelines applicable on staff related claims like Medical, Telephone, Children Education Allowance, LTC, etc.</li> <li>ii. Review of Establishment / HR data on the salary, statutory compliances, deductions, if any, etc.</li> <li>iii. Review of funding for superannuation benefits, Pensions etc.</li> <li>iv. Treatment in accounts</li> </ul>
11.	Others	<ul style="list-style-type: none"> <li>i. Reporting on risk management issues and internal control deficiencies identified, and provide recommendation for improving Institute's operation.</li> <li>ii. Suggestion for improvement of the existing System of Accounting, Internal Control, and Management Information System (MIS) from time to time.</li> <li>iii. Issue of Utilization Certificates for Grant Based Projects as and when required.</li> <li>iv. Any other Internal Audit related matters.</li> </ul>

**c) Audit Report /Certificate**

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

**d) 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.

**e) Audit Period – Quarterly Audit Report**

**f) 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.

**g) Audit Methodology**

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

**h) Reporting Procedure**

- i. Draft Report to Finance department and then a Final Report to the Director

- ii. Audit Report would highlight:
  - a) Department audited.
  - b) Audit findings
  - c) Risk category
  - d) Risk rating
  - e) Financial impact
  - f) Recommendations
  - g) Auditee's response /Agreed Action plan
  - h) Agreed Action date
- iii. Follow-up status of previous audit recommendations

**i) Profile of the Internal 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 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 here.
- b) *Audit Team visiting the Institute having sound audit experience in Government/ Autonomous bodies and should be:*
  - i. One Qualified CA
  - ii. Two/three Semi Qualified / Inter CA

**j) Reporting Structure:**

The Internal 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 well within the timeframe.

**ELIGIBILITY CONDITIONS FOR SUBMITTING BIDS**

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 bidder(s) should be registered with the Goods and Services Tax council 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.
2. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India. **Copy of Registration Certificate to be submitted.**
3. The Bidding Audit Firm(s) should have a **Head Office/ Branch Office/ Presence in Tiruchirappalli** with at least one signing partner who is an FCA. Documentary proof needs to be attached.
4. The firm should be empaneled 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 are to be submitted.

6. The Chartered Accountant firm should have at least 2 (two) partners. Supporting documents are 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 <sup>st</sup> January, 2023 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	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 turnover for the Trichy Office	Upto Rs.25.00 Lakhs	Nil	10	Copy of Balance Sheet and Profit & Loss Account for the period ended 2019-20 to 2021-22. 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		
<b>Total</b>				<b>50</b>	

A Minimum score of 28 out of 50 marks, will be qualified 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 Income (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. 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 2019-20 to 2021-22 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 in the past. 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**.

### **FINANCIAL BID DETAILS**

As per the Guideline No 1-CA (7)/03/2016, dated 07<sup>th</sup> April 2016 issued by the Institute of Chartered Accountant of India, the minimum consolidated fees for the assignment mentioned on the Financial bid, is Rs. 1,50,000.00 (Rupees One-Lakh Fifty thousand only) per annum excluding out of pocket expenses, plus applicable tax. Therefore, the technically qualified firm, if any, quotes the audit fees lesser than the minimum amount mentioned in this para will be automatically disqualified.

### **Instructions to Bidders**

#### **1. Relationship Certificate:**

- a. The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners. Due to any breach of these conditions by the company or firm or any other person the Tender will be cancelled and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
- b. The near relatives for this purpose are defined as 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).

#### **2. Amendment to Bid Document**

IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion - Accept or reject all bids/To obtain further clarification or supporting documents during the technical bid evaluation/To suspend, discontinue, modify and/or terminate the Tendering process at any time/To reject any unreasonable bid/To modify/change/delete/add any further terms and conditions/To extend the last date or cancel the tender without assigning any reason thereof. Such amendments shall be notified on IIM Tiruchirappalli website only and these amendments will be binding on all prospective bidders.

#### **3. Conditional Bids:**

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



**4. Validity of Bids and Rates:**

The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

Please note that all rates quoted by the bidder shall remain fixed and valid until the completion of the engagement and no escalation/price increase, whatsoever shall be considered during this period. Accordingly, the service provider has to take due care on this account while quoting the rates. No escalation of the rate will be allowed during the engagement period, including extended period if any.

**5. Procedure for Submission of Bids**

- a. All correspondence and documents relating to the Tender shall be written in English. The Bidder needs to fill, sign and seal the required bid documents as indicated in the tender document. The tender document should be filled in legible handwriting/printing/typing without ambiguity. All pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- b. The Bidder(s) shall not make any changes, additions or amendments in the tender document as published in the IIM Tiruchirappalli website. If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with date.
- c. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- d. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.

**6. Bid Submission:**

The Bidder should submit the Bid in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be attached in Cover-1. ***Price Bid as per Annexure-II only should be submitted in Cover- 2.*** Since this tender is based on two bid system, the bids (complete in all respect) must be submitted in ***Two Separate Sealed Envelopes*** as explained below:

**a. Technical Bid – (Envelope A)**

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. All the information should be organized in a logically structured form and attached as a technical bid with an index. Bidders should comply with eligibility criteria and technical requirements. The following documents are to be attached by the Bidder (s) along with Technical Bid as per the tender document:

- i. Duly filled ***Annexure – I.***
- ii. Application form, Undertaking, Near Relative Certificate as per ***Annexure - III.***
- iii. Copy of PAN and GST Registration.
- iv. Copy of constitution or legal status of the service provider /Sole proprietorship/firm Agency etc., like an Attested copy of the deed of partnership, if the firm is a

- partnership concern. Certificate of Incorporation duly certified in case of Company.
- v. Copy of the certificate registered with The Institute of Chartered Accountants of India.
  - vi. Document for having a Head Office/ Branch Office/ Presence in Tiruchirappalli with at least one signing partner who is an FCA
  - vii. Copy of the Empanelment Status of firm with the Office of The Comptroller and Auditor General of India.
  - viii. Proof for Operation for at least 5 years after its registration.
  - ix. Copies of the Works Orders / testimonials for handling Internal Audit/ Statutory Audit with Educational Institutions with verifiable contacts need to be attached with the tender document.
  - x. A copy of Income tax returns filed and audited statement of accounts for the last three financial years (i.e FY 2019-20 to 2021-22).
  - xi. Signed Tender document and all annexes and Corrigendum/Addendum if any.
  - xii. All other documents mentioned in the tender document, except the Price Bid document.

The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: ***“Technical Bid for Engagement of Internal Auditor for IIM Tiruchirappalli”***.

**b. Price Bid - (Envelop B)**

The price must be quoted as per the format specified for all the items, failing which the tender shall be rejected. Duly filled Price Bid as per ***Annexure-II*** alone should be put in a separate cover and the cover should be in sealed condition. This envelope should be SUPERSCRIBED with the following text: ***“Price Bid for Engagement of Internal Auditor for IIM Tiruchirappalli”***.

**C. Master Envelope**

The two inner envelopes A & B should be placed in the Sealed Master Envelope which should be super scribed as ***“Tender for Engagement of Internal Auditor for IIM Tiruchirappalli”*** and must reach us by Registered Post/Speed Post/Courier/hand delivery before the deadline.

If the two inner envelopes A & B and the one outer envelope (i.e., larger envelope) are not marked as instructed, the bid will be rejected, and IIM Tiruchirappalli will assume no responsibility for misplacement of the envelopes, if any. Any unsealed bid will be rejected.

**Pre-Bid Meeting**

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli on 15.06.2023 at 11.00 Hrs., to clarify doubts that shall arise before submitting the bids. The bidders who are unable to visit IIM Tiruchirappalli in person can join the pre-bid meeting through virtual mode.

The bidders need to send the scanned copy of the letter of authorization from their firm to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before 15.30 Hrs., on 14.06.2023 to attend the Pre-bid meeting. The format of authorization letter is enclosed vide ***Annexure-IV***. The Bidders are requested to mail

their doubts/queries along with the authorization letter.

### **Opening of Technical Bid**

The Technical bid will be opened by the Tender Opening Committee on **30.06.2023 at 11.00 Hrs.** in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the Opening of Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide [Annexure -IV](#).

### **Opening of Price Bid**

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 authorized representatives through physical/video conferencing mode.

The date and time for opening of the Price Bid will be informed later. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the price bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide **Annexure-IV**.

### **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.
- b) The Institute 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 highest marks in the Technical Evaluation criteria mentioned in Point No. 8 will be selected as the successful bidder and 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 last three years will be selected as the successful bidder and order will be issued.

### **Terms and Conditions**

#### **1) Delivery Schedule:**

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

#### **2) Payment Terms:**

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

- a) The payment of professional fee 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 Service Provider will raise the quarterly bill on submission of the quarterly Internal Audit Report to the Institute.
- c) TDS under Income tax 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 party 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. Upon receipt of such notice, the Service Provider shall:

- a) Assist IIM Tiruchirappalli by Service Provider under this engagement;
  - b) 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 Service Provider shall be paid for services already provided and to be provided till the date of the termination.
  - c) The termination of the engagement shall not relieve the Service Provider of any obligations and liabilities under the engagement.
  - d) 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 Service Provider 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 Service Provider fails to perform any other obligation(s) under the engagement.
    - iii. If the Service Provider is declared insolvent by the competent Court of Law without any notice.
- 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 sale, lease, assignment or otherwise transfer 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 Service Provider 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 Service Provider, TDS and other statutory deductions will be effected by the Institute.
- 10) The Income Tax (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 and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the agency.
- 11) In case, the vendor 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 agency/service provider, 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 Service Provider 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 Trichy 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 subjected 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-fulfillment or for the delayed fulfillment 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 restriction, strikes, and lockouts i.e. beyond the control of either party.

**ANNEXURE – I: PROFILE OF THE BIDDER**

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.
		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/Engagement awarded to you incomplete? If so, give name of the Contract/engagement and reasons for not completing the engagement.	
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 Termination of the previous Engagement, if any	
11	<b>Details of bank mandate;</b> Name of the Bank Name of Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Annual Turnover of firm's professional Income (Gross) in the relevant field during the last three financial years (from 2019-20 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2019-2020	2020-2021	2021-22
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover of the last three years.	Rs. _____ in Lakhs		

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

S. 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 Data/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					





# 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 (TN)

Phone:0431-2505121/5122 | email : [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE-II: PRICE BID

S. NO	Particulars	Fees
1	Annual Professional fee (excluding taxes and out of pocket of expenses) for Internal Audit as per the Scope of Work mentioned in this Tender	
	<b>GST @ _____%</b>	
	<b>Grand Total Including GST</b>	



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## ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT

To  
The Chief Administrative Officer (i/c),  
Indian Institute of Management Tiruchirappalli  
Trichy-Pudukkottai Main Road  
Chinna Sooriyur Village  
Tiruchirappalli 620 024.

Date:

***Subject: Tender for Engagement of Internal Auditor for IIM Tiruchirappalli.***

***Reference:*** Tender Notice published in IIM Tiruchirappalli website. - **Tender No: 23SP052T**  
**dated: 07/06/2023**

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a 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 \_\_\_\_\_ 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 have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

- a) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in 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.
- b) 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 firm/Agency does not satisfy the eligibility criteria, our engagement is liable to be cancelled/ terminated.
  - ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.



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- iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
- iv. I understand that the 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 engagement, without detailing any specified reasons whatsoever.

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Designation: \_\_\_\_\_

**Seal of agency / Firm /  
Company**



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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## ANNEXURE – IV: LETTER OF AUTHORISATION

### LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

**To**

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road

Chinna Sooriyur Village

Tiruchirappalli - 620 024.

**Subject:** Authorization for attending Pre Bid Meeting/ Technical Bid / Price Bid opening on in the *Tender for Engagement of Internal Auditor for IIM Tiruchirappalli.*

Following persons are hereby authorized to attend the Pre Bid / Technical Bid / Price Bid meeting 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

Officer authorized to sign the bid Documents on behalf of the Bidder.

**Note:**

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative 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 received.

**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 as per the BoQ.		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN 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., <a href="#">Annexure-I</a> 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/ Presence in 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.		
		viii. All other information/ details/ supporting documents/proof desired in the Tender document		
7		Whether Technical Bid documents as per <a href="#">Annexure-I</a> of the tender document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per <a href="#">Annexure-III</a> .		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per <a href="#">Annexure-IV</a> 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 <b>Index or Table of Content</b> 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.		