



INDIAN INSTITUTE OF TECHNOLOGY (IIT) BHILAI

Notice Inviting Tender (NIT)

FOR

Engagement of Internal Auditor for IIT Bhilai

Tender for Engagement of Internal Auditor

Sealed tenders under two cover system (i.e. Technical & Financial) are invited by the Indian Institute of Technology Bhilai (IIT BHILAI) for engagement of Internal Auditor initially for the Financial Year 2021-22, and which may be further renewed for another 2 years on yearly basis. with an increase up to 5% on internal audit fee, subject to satisfactory performance.

The tender document with complete details of tender including experience required, scope of work and terms and conditions can be downloaded from the website www.iitbhilai.ac.in. The same is also available in the Central Public Procurement Portal (CPPP).

Tender will be submitted through online mode under the e-procurement system. The bidders have to apply online through E-Procurement portal <https://eprocure.gov.in> only.

QUERY:

For any queries regarding e-tendering process, the bidder is requested to contact by email cphp-nic@nic.in or toll-free number 180030702232

TWO BID SYSTEM shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. IIT BHILAI desires to finalize this tender within a limited time schedule. IIT BHILAI will not entertain any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of, Work requirement etc.

1) BID-DATA SHEET

Tender Number:	IITBh/Services/FA/2021-22/083
Tender Date	10.08.2021
Tender Documents	Tender Documents can be downloaded from the website www.iitbhilai.ac.in . The same is also available in the Central Public Procurement Portal (CPPP)
Pre Bid Meeting	Date: 17.08.2021 Note: Online link for the event may be sought by writing an email to administration@iitbhilai.ac.in
Bid Submission Start Date	23.08.2021 @ 1100 hrs.
Last Date of Submission of Tender	02.09.2021 @ 1500 hrs
Opening of Technical Bid	03.09.2021 @ 1515 hrs
Contact Person	Deputy Registrar (Administration)
Contact Address	IIT Bhilai, GEC Campus, Old Dhamtari Road, Sejbahar, Raipur (Chhattisgarh) – 492015
Contact Phone Number (s)	0771-2973622 administration@iitbhilai.ac.in
Website	https://www.iitbhilai.ac.in

2) TERMS OF REFERENCE

2.1 Background

The Indian Institute of Technology, Bhilai (IIT, BHILAI) was established in August 2016 has been recognized as an Institute of National Importance by an Act of Parliament called The Indian Institute of Technology Act 1961 vide Gazette Notification dated.

IIT Bhilai is maintaining its accounts on accrual basis following the applicable Indian Accounting Standard. The expenditure of the Institute is attributed to two major Heads-Recurring and Non-Recurring. Mainly the expenditure related to construction works, purchase of equipment and books etc. are booked under Non-recurring head and expenditure of recurring nature like salary, maintenance etc. are booked under recurring heads. Both Recurring and Non-Recurring expenditure are further subdivided into different sub-heads as per the nature of the expenditure. All payment related data are entered into the software, which is being used for keeping records.

Further for Sponsored research work a separate account named R&D Account along with individual accounts of different projects are operated. Moreover, Earmarked / Endowments Fund, Technology Gymkhana, Guest House, etc. are maintained separately. Transactions done through all these accounts get incorporated with the Annual Accounts of the Institute.

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.

2.2 Data entry Procedure in Accounts Section:

Presently separate software including Tally ERP.9 is in use in the Finance and Accounts office. During the process of payment, every payment voucher with corresponding journal vouchers if any, are entered into the computer data base.

2.3 SCOPE OF WORK: The nature of work of the firm shall be as follows:

S No.	Area	Detailed Scope
01	Revenue (Academic, Research Sponsorship, Contribution and Grants)	<ul style="list-style-type: none"> • Reconciliation of Fees charging vis-a-vis collection through Payment Gateways • Review of Grants and Contribution receipt and utilization • Fees waivers and deferrals • Provision and payment of Interest subvention to the students • Review of Income from research Sponsorships • Review of Interest and other Income (if any) • Entire system of Revenue accounting and recognition it in the books of accounts
02	Procurement and Inventory	<ul style="list-style-type: none"> • Vendor selection and appraisal process • Vendor Master Management • Purchase Order Regularization • Receipt Management of Stock/Assets • Physical Verification of Stock/Assets • Review of Process for control over assets and stock by the Management
03	Statutory Compliance	<ul style="list-style-type: none"> • Review of computation of dues and filling of returns and remittance for statutory dues such as: <ol style="list-style-type: none"> 1. Income Tax 2. GST 3. Contract/Labour Law 4. Any other applicable law • Filling and filing of statutory returns like ITR, GSTR, Labour Laws, and other applicable laws. • Issue/Provide Audit Certificate under any law/by any agency. Eg. Audit Certificate for ITR, GSTR, Form 15CA/CB for remittances, Audit Certificate on Utilization of project grants/donations, etc. • Assist in addressing queries of respective statutory authorities, preparing draft replies, etc. • Assist in obtaining relaxation (like exemption from TDS) by filling application form and visiting IT Offices at Raipur, etc.
04	Finance & Accounts	<ul style="list-style-type: none"> • Review of Account Payable and Receivable • Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute. • Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract with IIT, BHILAI. • Investment Register, Cash and Bank Management • Checking of periodical Bank Reconciliation Statement • Review the expenses incurred with respect to the approved Budget. • Vouching/Ledger Scrutiny • Review the last statutory/Internal audit comments and assist in making compliances.

		<ul style="list-style-type: none"> • Review of Annual Accounts of the Institute and authenticate financial statement • Review revenue and expenses of Sponsored Projects, Research Projects, External Aids, Endowment Funds, etc. • Review of Subsidiary Accounts (like Incubation Hub) at a quarterly Intervals.
05	Investments	<ul style="list-style-type: none"> • Fund Management System and Investment both.
06	Pay Roll	<ul style="list-style-type: none"> • Review of policy and guidelines • Review of Loans, Travel Expenses and Full and Final settlement • Employees payroll, disbursement and deductions.
07	Operational Activities	<ul style="list-style-type: none"> • Repairs and Maintenance expenses undertaken by the civil, waterworks, electrical, sanitation sections of the Institute • Construction projects of the Institute • Guest House • Income and Expenditure of CoSA/other bodies associated with institute • Income and Expenditure of Alumni office.
08	Assets Management	<ul style="list-style-type: none"> • Fixed Asset Management (incl. Physical Verification)
09	Other	<ul style="list-style-type: none"> • Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation • Presentation of comprehensive report highlighting major issues, objections, suggestions and corrective measures before the prescribed Committee at least twice in a Financial Year • Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time.

2.4 DURATION OF CONTRACT:

The firm will be required to provide the desired services initially for a period of **one year** i.e. for the **FY 2021-22** and which may be renewed for another two years on yearly basis subject to satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory with one-month notice.

2.5 SUPPORT AND INPUTS TO THE FIRM

The Institute shall provide adequate office space to the firm to perform its services. In terms of hardware the Institute will provide computers and printers to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the nature of work. However, no accommodation will be provided by the Institute to the deputed personnel of the firm.

2.6 PRE-QUALIFICATION CRITERIA

The Chartered Accountant firm eligible for the bidding process must satisfy the following eligibility criteria:

1. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India. They must have Income Tax Permanent Account Number (PAN) and GST Registration.
2. The firm should have been in operation for at least 5 years after its registration.
3. The firm should be empaneled with Comptroller and Auditor General of India (C&AG). without which the application of the firm will not be considered.
4. The firm should have experience in handling Internal Audit/ Statutory Audit of Educational Institutions/ PSUs/ Govt. Organization of similar stature during last preceding five years
5. The Chartered Accountant firm should be with presence of branch in Chhattisgarh will be preferred.

The prospective bidders may note that only on fulfilment of above pre-qualification criteria, the technical bid may be considered for evaluation.

2.7 PAYMENT TERMS

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

1. The payment during the entire contract 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 contract period.
2. Any increase in tax rates during the contract period will be borne by the Institute.
3. TDS under Income tax will be deducted at applicable rates.
4. 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.
5. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.

2.8 PERFORMANCE SECURITY

The successful bidder will be required to deposit **3%** of the bid amount towards Performance Security in the form of Demand Draft in the name of **Director, Indian Institute of Technology, Bhilai**, payable at **BHILAI or in the form of bank guarantee from any scheduled bank** with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.

2.9 VALIDITY OF PRICE

The price should be valid for 90 days from the date of opening of Price Bids.

2.10 ACCEPTANCE OF BIDS & WITHDRAWALS:

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

3.1 TENDER SUBMISSION FEES AND EARNEST MONEY DEPOSIT

The Tender document can be downloaded from the website of the Institute i.e www.iitbhilai.ac.in. The same is also available in the Central Public Procurement Portal (CPP).

3.2 PRE-BID MEETING

The Pre bid will be held as per the following scheduled

Note: Online link for the meeting can be sought by writing an email to administration@iitbhilai.ac.in

3.3 EVALUATION OF BIDS:

3.3.1 PRE-QUALIFICATION CRITERIA: - *As mentioned in Clause 2.6*

3.3.2 TECHNICAL PROPOSAL

The Tender will be evaluated by Tender Evaluation Committee constituted by the Competent Authority, IIT Bhilai. The detailed evaluation method for Prequalification- cum-Technical and Financial Bids is specified below. The Technical and Financial bid will be given weightage of 70 and 30 respectively.

Technical bids of the firms, which meet the prequalification criteria and secure minimum of 70% of total technical score of 70 shall be taken up for financial evaluation. In case of non fulfilment of any pre-qualification criteria, technical bid of the respective bidder shall be rejected.

The Financial bids of those firms will be opened who secured at least 49 marks out of 70 marks in the Technical Bids.

Technical and Financial Evaluation Criteria

<i>Sl. No.</i>	<i>Particulars</i>	<i>Total Marks</i>	<i>Allocation of Marks</i>	<i>Remarks</i>
01	<i>Firms Experience in years</i>			
a)	5 Years –7 years	5	1	
	> 7 Years –10 years		3	
	> 10 Years		5	
b)	Experience of handling Internal Audit of Educational Institution/ PSU/Govt. Organization during last five (5) years	30	10 each	
	10 marks for each organization subject to maximum of 30 (with in a period of preceding 5 years i.e. ending the Financial year 2019-20)			
d)	Experience of handling similar work in Central funded Educational Institute/ Other Educational Institution, PSU, Govt. Organization Institution during last five (5) years	10	3 marks for each organization	
02.	Key Experts and Manpower			
a)	Number of Partners' in the	5		
	1- 5 Partners		3	
	> 5 Partners		5	
b)	Number of Full Time staff on the roll of Establishment	10		
	5- 10 Staff (Out of which at least 3 Semi Qualified/Qualified Staff)		5	
	>10-20 Staff (Out of which at least 5 Semi Qualified/Qualified Staff)		7	
	>20 Staff (Out of which at least 10 Semi Qualified/Qualified Staff)		10	
C)	Turnover of the firm	10		
	≤ 50 Lakhs		0	
	≥ 50 Lakhs but ≤ 1 crore		3	
	≥ 1 crore but ≤ 2 crore		6	
	> 2 crorer		10	
03.	Total Marks of Technical Evaluation (01+02)	70		
04.	Score on Financial Proposal	30		
05	Combined Score (03+04)	100		

3.3.3 EVALUATION OF FINANCIAL PROPOSAL

The lowest evaluated financial proposal will be given maximum score of 30. The score of other firms would be calculated as per the formula:

F (Other than lowest bidder)

= (Price Quoted by Lowest Bidder/ Price Quoted by the bidder) X 30

Final Price to be used for Financial Bid evaluation of the technically qualified bidder will be for the Financial Year 2021-22 and all applicable Taxes.

3.4 AWARD OF CONTRACT:

The composite score of Technical and Financial evaluation will be taken for final computation. Evaluation will be performed assuming that the contract will be awarded to the bidder whose composite evaluated score stands highest and eligible for contract award, and found to be qualified to perform the contract.

In the event of Composite Evaluated Score being same for two or more firms, the firm who quoted the lowest amongst them will be eligible for contract. In case financial bid being same, the marks secured by the firm in experience in handling in Internal Audit

3.5 LIQUIDATED DAMAGE CLAUSE

1. The agency shall be responsible for the faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse.
2. Any misconduct/misbehaviour on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the Institute.
3. The Institute reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof.
4. The decision of the Director IIT Bhilai shall be final and binding on the agency/agencies in respect of any clause covered under the contract.

3.7 Settlement of Disputes:

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

3.8 Jurisdiction: The Court of Raipur in the State of Chhattisgarh only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

TENDER ACCEPTED LETTER (To be given on letter Head of Organization)

To,
The Director,
IIT Bhilai
GEC Campus, Sejbahar
Raipur – 492015

Date:

Subject: Acceptance of Terms & Conditions of Tender

Tender reference number:

Name of the Tender: Engagement of Chartered Accountant Firm

Dear Sir,

1. I / We have downloaded / obtained the tender document for the above mentioned professional assignment from the website namely as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents from page no ... to... which form part of the contract agreement and I / we shall abide by the term / conditions / clauses contained therein.

3. The corrigendum(s), if any issued from time to time by your institute too have been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender documents / corrigendum in its totality / entirely.

5. This is certified that we (all the partners and qualified CAs engaged by our firm) have not been indicted / convicted by a Court of Law and no adverse orders have been passed against us by a regulatory authority (including the Institute of Chartered Accountants of India).

6. It is further certified that no investigation by any regulatory agency is pending against us.

7. We agree to undertake to be liable for all obligations of the tender under the agreement.

8. I / We certify that all information provided in the tender is true and correct, nothing has been misrepresented and omitted which renders such information misleading and all documents accompanying bids are true copy of their respective originals.

9. In case any provisions of this tender are found violated, then your Institute shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Yours faithfully,

(Signature of the bidder with Official Seal)

Annexure – A

PRE-QUALIFICATION – CUM – TECHNICAL BID

S No.	Criterion	Firms Strength and Capacity	
1	Firm should be based at Chhattisgarh/Raipur or has s branch at Raipur	Name of the Firm	
		Address of the Firm	
		Address of branch at Raipur	
		Name and Address of the Authorised Official	
		Contact No. Email Id:	
2	Chartered Firm should have at least one partner as FCA	Provide certificate from the ICAI	
3	The Chartered Accountant firm should be registered with the Institute of Chartered Accountants of India		
	Permanent Account Number (PAN)		
	GST No.		
4	The firm should be empanelled with Comptroller & Auditor General of India (C&AG) <i>(Provide registration certificate)</i>	Registration No.	
5	The firm should be in operation for at least 10 years after its Registration	Year of Registration/ Start of operation	
		No. of Years of operation	
6	Average Annual Income of the firm for the last 3 (three) years ending on 31st March, 2021	FY 2018-19	
		FY 2019-20	
		FY 2020-21	_____
7	The firm should have experience in Internal	Nos. of IISERs, IIT, IIM, NITs and Central funded Universities where similar	No.

	Audit, of at least 1 (one) Educational Institution/PSU/Govt. Organization during preceding five (5) years ending the financial year 2019-20	Service was provided during preceding five (5) years ending the financial year 2019-20.	
8	Whether similar services as mentioned in Sl.No.7 provided to the Govt. Educational Institutes/ Other Educational Institution/ PSU/ Govt. organization Institution during preceding five (5) years ending the FY 2019-20	Nos. of other Govt. Educational Institution/PSU/Other Educational Institution where similar service was provided during preceding five (5) years ending the financial year 2019-20	<hr/> No of Organization: <u>(Attach documentary evidence)</u>
9	Nos. of Payroll staff (Full Time)/ Article ship incumbent/Apprentices (if any)	No. of Payroll Staff (Full Time)	
		No. of Article ship Incumbent	
		No. of Semi qualified staff	

Signature with Seal:

Name & Designation:

Date:

PROFORMA: A-2

**Details of Firm's Experience of Similar Services in IITs, ISERs, IIMs,
NITs and Central Funded Universities.**

[during preceding (5) years ending the financial year 2019-20].

Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Client	Nature of the Assignments & services provided (Please specify whether the work involved Internal Audit)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

- Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

Signature : _____

Date:

Name & Designation: _____

PROFORMA: A-4

Details of Firm's Partners, of Name Registration Nos.

S No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)

Note: Please furnish the copy of documentary evidence in support of the information provided above. If require, add/append a page in this format.

Signature with Seal:

Name & Designation:

Date:

ANNEXURE- B
FINANCIAL BID

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the FY 2021-22**			
B.	GST Charges (as applicable)			
	Total Fees to be paid (A+B)			

****** *The quoted fee should be inclusive of Professional Fee, Travelling, Food and Other Expenses.*

The Service provider shall raise the bill quarterly on pro-rata amount of annual fee along with Audit Report.

N.B.: (i) *Statutory Changes in GST rates (if any) shall be borne by the Institute.*

Deductions shall be made by the Institute as per statutory rates & norms wherever applicable (ii) GST will be applicable as per rule.

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

Signature with Seal:

Name & Designation:

Date:

Letter of Consent/Undertaking

- a) We hereby undertake to provide all the required services, as mentioned above, and in the Technical Bid as well as other documents communicated by IIT Bhilai, during FY 2021-22, if we are appointed as internal auditors.
- b) We also agree to continue with our services to IIT Bhilai in the subsequent Financial Years, if IIT Bhilai extends our service accordingly
- c) Enhancement of audit fee in the subsequent years will be based upon the performance of the Firm.
- d) Based upon the good performance of the firm, The Institute will increase the annual audit fee (exclusive of tax) up to 5% of the fee.

Place: Signature of Tenderer.

Date: Name

Full Address.....

(Office seal)

PLEDGE OF COMPLIANCE

(To be given by the legal owner/partner of the agency on the companies Letter Head)

Name:..... Date:.....

Designation:.....

DECLARATION

I,Name, designation, acting on behalf of

.....(agency name & address), which is an applicant for Engagement of Chartered Accountant Firm at Indian Institute of Management Raipur, GEC Campus, Raipur-492015 (CG), hereby undertake that we shall abide by the terms and conditions of the Work Order/Agreement signed between me/us and the IIT Bhilai. In the event of any breach of the terms and conditions of Work Order/Agreement during the entire period of contract, the full responsibilities of any loss incurred by IIT Bhilai because of our negligence including financial, time and reputation as assessed by IIT Bhilai, shall lie with my agency and my agency will fully compensate IIT Bhilai Raipur for all such losses without resort to any legal process.

Signature:

Name:

.....

Address:

.....

.....

Official Seal