

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
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निविदा क्रमांक/Tender No: IIMI/2018-19/11



दिनांक/ Date: July 16, 2018

आईआईएम इंदौर के लिए आंतरिक लेखा परीक्षक के चयन के लिए निविदा आमंत्रण सूचना
NOTICE INVITING TENDER FOR EMPANELMENT OF INTERNAL AUDITOR FOR IIM INDORE

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणालियों में निम्नलिखित मदों के लिए प्रतिष्ठित चार्टर्ड अकाउंटेंट फर्म से ऑनलाइन बोली (ई- टेंडर) आमंत्रित करता है।

Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in two bids systems from reputed chartered accountant firms for the following:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

मद का विवरण Item Description	अग्रिम जमा EMD	निविदा फीस सभी टैक्स मिलाकर Tender Fee (inclusive of all taxes)
Empanelment of Internal Auditor for undertaking internal audit of Indian Institute of Management Indore on quarterly basis	Rs.20,000/-	Rs.500/-

निविदा दस्तावेज <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से जमा किये जाने की अंतिम तिथि और समय तक प्रस्तुत किया जाना चाहिए।

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and bid is to be submitted **online** only through the same portal up to the last date and time of submission of tender.

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of Tender	16-07-2018	1130 Hrs.
02	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	16-07-2018	1130 Hrs.
03	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	31-07-2018	1100 Hrs.
04	अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय Closing Date & Time for Submission of EMD & Tender Fee	31-07-2018	1100 Hrs.
05	तकनीकी बोलियों का खोला जाना Opening of Technical Bids	01-08-2018	1100 Hrs.

विषय सूची

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1. ABOUT IIM INDORE

Indian Institute of Management Indore is an Institution of National Importance under the Indian Institutes of Management Act, 2017.

2. TECHNICAL REQUIREMENT

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

- Transaction Audit including day to day records of receipts and payments of Financial Transactions.
- Adequacy and effectiveness of Financial and Managerial Control System of the Institute
- Suggest measures to rectify weakness identified by the Internal Auditor.
- Functional deficiencies and assist in remedial measures.
- Inventory control mechanism of the Institute.

(a) Scope and Objective- The Scope broadly covers the following areas:

- i. Vouching
- ii. Ledger scrutiny
- iii. Capital expenditure audit
- iv. Review of various departments such as Purchases, Stores & estate
- v. Review of Internal control systems
- vi. Review of the process of finalization of annual accounts (Review of Financial Statements)
- vii. Review of compliance of all statutory obligations such as Income tax, TDS, professional tax, PF, GST etc
- viii. Audit of timely and proper insurance of assets
- ix. Technical updates on various taxation laws, finance, accounts, audit matters, etc. to be provided on a regular basis

(b) Audit Period -The Audit period would be from April to March (example Apr 2018 to Mar 2019)

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

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

(d) Audit Methodology

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

(e) Reporting Structure

- i. Draft report to Finance department and then a final report to Director
- ii. Audit report would highlight;
 - Department audited
 - Audit findings

- Risk category
- Risk rating
- Financial impact
- Recommendations
- Auditee's response /Agreed Action plan
- Agreed Action date

iii. Follow-up status of previous audit recommendations

(f) Profile of the Internal Audit Firm

This section provides

i. Profile of the firm which normally includes

- The origins of the Firm, major strengths and focus areas
- The Major Audit assignments carried out/being carried by the firm and any Testimonials from clients
- 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.

ii. Audit Team visiting the Institute having sound audit experience should be :

1. One Qualified CA
2. Two/three Qualified Inter CA

(g) Reporting Structure:

The Internal Auditor will be reporting to the Financial Advisor & Chief Accounts Officer of the Institute and expected to deploy suitable staff for undertaking the job on daily basis and should ensure visit of Partner-in-Charge at a regular interval.

3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

a) **Tender Fee of Rs. 500/- (Rupees Five Hundred only)** inclusive of all taxes should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.

b) **EMD of Rs.20,000/- (Rupees Twenty Thousand only)** should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.

c) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these service only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) alongwith the tender to this effect.

d) **The bidders who seeks exemption from Tender fee/EMD as per clause no. 3(c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be**

suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

e) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee as per Sl. No. 14 (a).

f) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.

g) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.

h) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.

4. ELIGIBILITY CRITERIA

4.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details are to be provided.

4.2 Statutory Documents:

a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.

b) The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.

c) The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India. Copy of registration certificate to be submitted.

d) The firm should be empanelled with Comptroller and Auditor General of India (C&AG). Copy of registration certificate to be submitted.

e) The firm should have been in operation for at least 10 years after its registration. Supporting documents is to be submitted.

f) The Chartered Accountant firm should have at least 4 (four) partners. Duly completed Annexure-III along with supporting documents is to be submitted.

g) 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 minimum of Rs.50 Lakh. Duly completed Annexure-IV along with supporting documents is to be submitted.

h) The firm should have experience in handling Internal Audit/ Statutory Audit of at least 3 (three) Educational Institutions/ PSUs/ Govt. Organization during last preceding two (2) years. Duly completed Annexure-V along with supporting documents is to be submitted.

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

4.3 Technical Criteria:

Bidders should comply the minimum specification of the tendered item in all respect. The detailed format is attached at Annexure-VII. The bidder is to complete the same in all respect and submit accordingly.

5. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per the Annexure-VIII failing which the offer is liable for rejection. Kindly quote your offer on FOR IIM INDORE (inclusive of all taxes and charges).

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

6. TIME SCHEDULE

S. No.	Particulars	Date	Time
a.	Date of Online Publication of Tender	16-07-2018	1130 Hrs.
b.	Bid Submission Start Date	16-07-2018	1130 Hrs.
c.	Bid Submission Close Date	31-07-2018	1100 Hrs.
d.	Closing Date & Time for Submission of EMD & Tender Fee	31-07-2018	1100 Hrs.
e.	Opening of Technical Bids	01-08-2018	1100 Hrs.

7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimidr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

8. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by IIM Indore. A bid valid for a shorter period shall be rejected, being non-responsive.

9. BID SUBMISSION

9.1 Instruction to Bidder

Bidders are required to enrol 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. **The registration is completely free of charge.**

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The **Toll Free** contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

9.2 Online Bid Submission Procedure

Other Important Documents (OID): The file should be saved in a PDF version and should comprise of the following items:

1. Packet-1: Duly Completed Scanned PDF of PAN Card.
2. Packet-2: Duly Completed Scanned PDF of Registration Certificate Details.
3. Packet-3: Duly Completed Scanned PDF of GST.

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

1. Packet-1: Duly Completed Scanned PDF copy of Annexure-I with copy of Payment details for Tender Fee & EMD.
2. Packet-2: Duly Completed Scanned PDF copy of Annexure-II.
3. Packet-3: Supporting documents as per tender clause 4.2 (c)
4. Packet-4: Supporting documents as per tender clause 4.2 (d).
5. Packet-5: Supporting documents as per tender clause 4.2 (e)
6. Packet-6: Duly Completed Scanned PDF copy of Annexure-III with supporting Documents.
7. Packet-7: Duly Completed Scanned PDF copy of Annexure-IV with supporting Documents.
8. Packet-8: Duly Completed Scanned PDF copy of Annexure-V with supporting Documents.
9. Packet-9: Duly Completed Scanned PDF copy of Annexure-VI with supporting Documents.
10. Packet-10: Duly Completed Scanned PDF copy of Annexure-VII with supporting Documents

Cover-2: The BOQ should be downloaded from the website and should comprise of the following items.

1. Packet-1: Financial Bids in PDF version Filled with all relevant information as per Annexure-VIII.

9.3 Online Submission of Tender Fee & Earnest Money Deposit (EMD)

It is also required to submit Tender Fee & EMD through NEFT or RTGS at the following account before 31-07-2018 at 1100 hrs.

Name of beneficiary: Indian Institute of Management Indore

Address: Rau-Pithampur Road, Indore-453556, M.P.

Account No.: 53018623445

Name of the Bank: State Bank of India

Branch Address: IIM Indore Campus

IFSC Code: SBIN0030525

10. BID OPENING

- a) Technical Bids will be opened on 01-08-2018 at 1100 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) **Bids should be summarily rejected, if tender is submitted other than through online or original EMD & tender fee are not submitted within stipulated date / time.**

11. BID EVALUATION

The bidder would be selected on the basis of ranking and evaluation of Technical and Financial Bids by a Committee, and Committee's decision would be final. The Committee will decide on the parameters to be used for determining the suitability and adequacy of the bids.

12. PROCESS FOR SELECTION OF THE SUCCESSFUL BIDDER

12.1 Stage – 1 Prequalification evaluation will be carried out on the basis of documents submitted by the bidder as per clause 4, i.e. OID, eligibility criteria, Tender Fee, EMD and Technical criteria. The bidders who will qualify in Stage-1 evaluation will be considered for next stage evaluation i.e. Stage-2.

12.2 Stage – 2 The stage-2 evaluation will be carried out as per the following procedure:

S. No.	Particular	Marks Breakup	Allocation of Marks
1.	Firm's existence as per tender clause 4.2 (e)	10 years -> 5 marks > 10 to 12 years -> 10 marks > 12 years-> 15 marks	(Min. Mark - 5, Maximum marks – 15)
2.	Number of partners as per tender clause 4.2 (f)	4 Partners -> 05 Marks, More than 4 partners -> 10 Marks,	(Min. Mark - 5, Maximum marks - 10)
3.	Average income as per tender clause 4.2 (g)	50 Lakhs to 70 Lakhs -> 5 Marks More than 70 Lakhs ->10 Marks	(Min. Mark - 5, Maximum marks – 10)
4	Experience as per tender clause 4.2 (h)	03 Orders-> 5 Marks More than 03 orders -> 10 Marks	(Min. Mark - 5, Maximum marks – 10)
5	Experience of handling similar work in educational institute of repute like IIMs, IITs, IISERs, NITs etc.	Yes -> 05 Marks No -> 0 Marks	(Min. Mark - 0, Maximum marks – 05)
	Total Marks of Stage -2 Evaluation	Maximum Marks- 50 Qualifying Marks- Minimum 20	

Based on the above, each eligible bidder will be awarded appropriate marks accordingly.

The scores for technical bids are based on the following method:

$$\text{Normalized technical Bid Score} = \frac{\text{Marks obtained in technical bid} \times 10}{\text{Highest marks of technical bid}}$$

For example, the technical scores the bidders are as follows-

Party	Marks of technical bid out of 50
A	40
B	35
C	42

The normalised score for technical bid would be as follows –

Party	Technical Score(TS)
A	9.52
B	8.33
C	10.00

12.3 Stage-3 : Financial Bid Evaluation:

The Institute will open the financial bids of bidders who have scored minimum of 20 marks out of maximum 50 Marks in Stage-2 Evaluation. The date and time of online opening the financial bid will be intimated to the Tenderers in advance and bid will be evaluated as under:

Scoring of Financial Bids- The scores for financial bids are based on the following method:

$$\text{Normalized Financial Bid Score} = \frac{\text{Lowest Tender Price} \times 10}{\text{Tender Price quoted}}$$

For example, total amount (Inclusive of all taxes & Charges) as per Annexure- VIII are as follows-

Party	Total Amount (Inclusive of all taxes & Charges)
A	7,00,000/-
B	6,20,000/-
C	8,00,000/-

The normalised score for financial bid would be as follows –

Party	Financial Score - FS
A	8.86
B	10.00
C	7.75

Note that the lower the price, the higher the score.

12.4 Stage-4: Combined evaluation

The score of technical proposal would be given 70% Weightage, and the financial proposal would be given 30% Weightage. The weighted combined score of the Technical bid (Ts), and Financial bid (Fs) shall be used to rank the bidders on the basis of formula as given below:

$$\text{Combined Score} = 70\% * \text{TS} + 30\% * \text{FS}$$

The normalised Combined Score would be as follows –

Party	Technical Score (TS)	Financial Score (FS)	Combined Score (70% * Ts + 30% * Fs)
A	9.52	8.86	9.32
B	8.33	10.00	8.83
C	10.00	7.75	9.33

12.5 Successful Bidder

- (a) The successful bidder will be the one who has the maximum combined score in Stage-4
- (b) The purpose of the four-stage selection process spelt out above is to get the services which combine optimally the quality and price.

13. 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:

- (i) The payment of professional fee 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.
- (ii) TDS under Income tax will be deducted at applicable rates.
- (iii) 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.
- (iv) The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.
- (v) Local transport and lodging boarding facility at Indore will be provided to the audit team for every quarter audit.
- (vi) Travel Reimbursement for the assigned team will be as under:
 - a. Air Fare (Economy Class) for Partners of the firm once in every quarter audit.
 - b. Second Class AC or equivalent fare to qualified Chartered Accountant once in every quarter.
 - c. Third AC or equivalent fare to articles or semi qualified Chartered Accountants once in every quarter.

14. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security valid for **15 Months** in the form of DD / TDR / FDR / Bank Guarantee @10% of the total value of order at the earliest from the date of issue of the award letter. No interest will be paid by IIM Indore on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to execute the order successfully, within specified delivery period, the same goods/items will be procured from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

15. CONTRACT PERIOD

- a) The contract will be initially for a period of one year from the date of issue of the order. Based on satisfactory performance, the contract may be extended maximum up to another three years (one year at a time) on mutually agreed terms and conditions.
- b) The performance of the service provider will be evaluated on yearly basis.
- c) IIM Indore can terminate the contract with three-months notice in case the services are not found satisfactory.
- d) The successful Bidder shall be required to execute a contract agreement with IIM Indore.
- e) IIM Indore reserves the right to amend the terms and conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.

16. DELIVERY SCHEDULE

The successful bidder should commence operation tentatively by 15-10-2018.

17. TERMS AND CONDITIONS

17.1 Termination for Insolvency

- a) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter

17.2 Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting 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.

17.3. Arbitration

In the event of any dispute or difference arising under this tender/contract, the Director, IIM Indore or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

17.4. Other Conditions

- a) **The Chartered Accountant firm who is providing services in the Institute for last four years will not be eligible to participate in this tender.**
- b) **The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.**
- c) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- d) IIM Indore reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- e) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- f) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- g) Neither the contract nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the audit firms/companies, 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.
- h) The audit firm/company will maintain privacy of data shared with them by the Institute and will keep it confidential.
- i) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- j) Conditional tenders will not be considered in any case.
- k) IIM Indore shall not be responsible for any postal delay, non-receipt or non-delivery of the EMD & Tender Fee.
- l) **IIM Indore may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Indore will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Indore or check for the same CPP Portal before submitting their duly completed bids.**

ANNEXURE – I

Undertaking

To
Officer (Stores and Purchase)
Indian Institute of Management Indore
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Tender No. IIMI/2018-19/11 dated 16-07-2018
(Notice Inviting Tender for Empanelment of Internal Auditor for undertaking internal audit of Indian Institute of Management Indore)

Sir,

1. I /we hereby submit our tender for Empanelment of Internal Auditor for undertaking internal audit of Indian Institute of Management Indore along with other required documents.

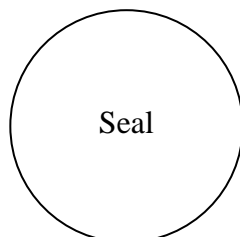
2. I/ We enclosed herewith the following in favour of Indian Institute of Management Indore towards EMD & Tender Fee.

Particular	Amount	Payment Details (UTR No.)	Payment Date
Tender Fee (Including Tax)	Rs.500/-		
EMD	Rs.20,000/-		

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.

4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No.:

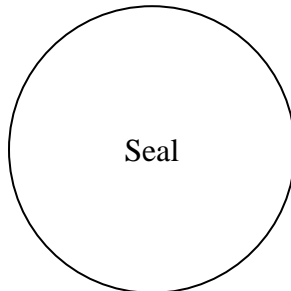
ANNEXURE – II

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

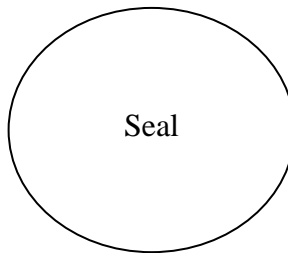
ANNEXURE – III

Details of Firm's Partners

Sr.No.	Name of the member	Designation	Membership No.	Status (FCA/ACA)	Remarks
					Documentary evidence to be provided

Date:

Place:



Authorized Signatory

Name:

Designation:

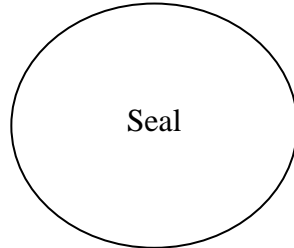
Contact No.:

ANNEXURE – IV

**Details of Firm's Professional Income
(Gross Professional Fee Earned)**

Particulars	Financial Year 2014-15	Financial Year 2015-16	Financial Year 2016-17	Average Annual Income
Annual Income (in Lakh) Audited Accounts of the Firm alongwith copy of the acknowledgement of income Tax return for all the three financial years to be submitted				

Date:



Place:

Authorized Signatory

Name:

Designation:

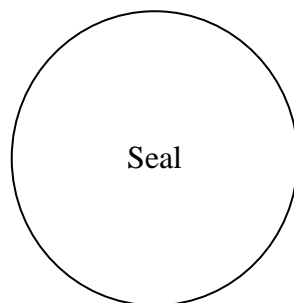
Contact No.:

ANNEXURE – V

Details of Firm's experience in handling Internal Audit/ Statutory Audit of at least 3 (three) Educational Institutions/ PSUs/ Govt. Organization during last preceding two (2) years.

Sl. No.	Name of the Institute	Duration of the project (Start date/ end date)	Nature of assignments (please specify whether work involved internal audit)	Remarks
				Documentary evidence (copy of order, agreement etc) in support of the above information to be provided

Date:



Authorized Signatory:

Name:

Designation:

Place:

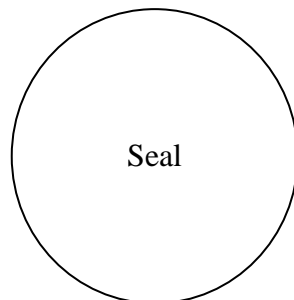
Contact No.:

COMPANY DETAILS

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Office Address for Postal Communication		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Date:

Authorized Signatory:



Name:

Place:

Designation:

Contact No.:

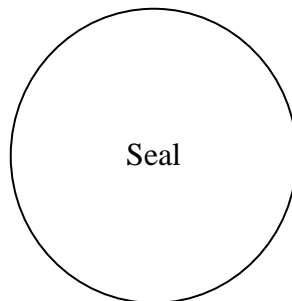
ANNEXURE – VII

TECHNICAL BID

S. No.	Particulars	Compliance by the Vendor (Yes / No.)
01	Scope of work as per tender clause no. 2	
02	Tender Fee as per tender clause no. 3	
03	EMD as per tender clause no. 3	
04	Certificate of Incorporation as per tender clause no. 4.1	If Yes No. _____
05	Permanent Account Number as per tender clause no. 4.1	If Yes No. _____
06	Goods and Service Tax Registration Number as per tender clause no. 4.1	If Yes No. _____
07	Undertaking as per tender clause no. 4.2 (a) -Annexure-I	
08	Certificate as per tender clause no. 4.2 (b) -Annexure-II	
09	Registration Certificate as per tender clause no. 4.2 (c)	If Yes No. _____
10	Registration certificate as per tender clause no. 4.2 (d)	If Yes No. _____
11	Experience details as per tender clause no. 4.2 (e)	
12	Details of partners as per tender clause no. 4.2 (f) - Annexure-III	
13	Annual Turnover details as per tender clause no. 4.2 (g) - Annexure-IV	
14	Experience details as tender clause no. 4.2 (h) - Annexure-V	
15	Company details as per Annexure-VI	

Date:

Authorized Signatory:



Name:

Designation:

Place:

Contact No.:

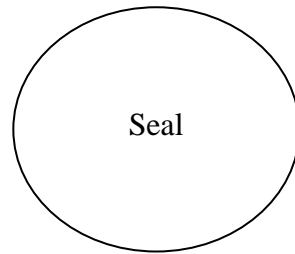
ANNEXURE –VIII**FINANCIAL BID**

Particulars Scope of work as per tender clause-2	Fees		Payment schedule
	Rupees in figure	Rupees in words	
Professional fee for the financial year 2018-19			The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.
Applicable tax %, if any			

NOTE-

- (i) Local transport and lodging boarding facility at Indore will be provided by the institute to the audit team for every quarter audit.
- (ii) Travel Reimbursement for the assigned team will be as under:
 - a. Air Fare (Economy Class) for Partners of the firm once in every quarter audit.
 - b. Second Class AC or equivalent fare to qualified Chartered Accountant once in every quarter.
 - c. Third AC or equivalent fare to articles or semi qualified Chartered Accountants once in every quarter.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.