

**Institute of Infrastructure, Technology, Research And Management
Ahmedabad**

Date: 11/06/2018

Tender No:2018/46

Tender

Bid form for Internal Auditor for Internal Audit of Accounts

Important Information

Date of issue	11/06/2018
Tender fees	Rs. 1770/- (Inclusive of 18% GST)
EMD	Rs. 4500/-
Last date of physical bid submission	11/07/2018 till 17:00 hrs.
Opening of technical bid	18/07/2018 at 16:00 hrs.
Tender inviting Authority and address	Registrar, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad- 380026, Phone- 079 29292910, 29292920

Tender

Bid form for Internal Auditor for Internal Audit of Accounts for IITRAM

Dear Sir/Madam,

The Institute of Infrastructure, Technology, Research and Management (IITRAM) invites quotations for Internal Auditor for Internal Audit of Accounts under two bid systems. Interested parties who wish to participate in tenders can obtain the tender documents from IITRAM website www.iitram.ac.in. Bidders have to submit the bid through RPAD/courier or in person till the last date & time prescribed for submission. Tender sent by other means will not be accepted in any case. EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before 11/07/2018 17:00 hrs in the office of the IITRAM, Khokhra Circle, Maninagar(East), Ahmedabad. Ph. No.(079) 29292910, 29292920.

Eligibility Criteria:

- (a) Certificate of registration
- (b) PAN Card
- (c) Last year IT return filed by firm
- (d) Last year IT return of Partners
- (e) Service Tax registration certificate
- (f) Documents in support of financial turnover for the last 03 financial years of the firm
- (g) Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against Firms and its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.
- (h) The firm should have it's Head office in Gujarat and possess minimum 05 years of experience in carrying out Internal Audit of Government/Listed Companies/Autonomous body/ Academic Institutions, etc. (photocopy of relevant experience certificates must be attached).

All entries in the Application form should be legible and filled completely. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

General Terms and Conditions:

1. The tender shall be submitted in two parts viz, (a) Technical Bid and (b) Financial bid.
2. Technical bid shall consist of technical details, tender Fee, EMD and should be submitted in duplicate. The tender form shall be submitted with this bid duly signed by the bidder.
3. The technical bids should be submitted in sealed covers, marked Technical Bid for furniture-wooden bed. Please mentioned due date, tender serial number, item name and complete address.
4. Financial bid cover must be submitted separately in sealed cover.
5. The appointment of Internal Auditor is for the financial year - 2018-19 and 2019-20. However, the Registrar of IITRAM is authorized to terminate the contract without assigning any reasons there of or he may extend the period of audit for the next financial year. it may extended upto 4 years, year after year.

6. The firm can be sole proprietor concern or partnership concern in continuous practice for a period of minimum 05 years. Joint Venture is not allowed.
7. The firm must have empanelment with C.& A.G. for 2017-18 (Photocopy of Certificate must be attached)
8. The firm should have annual minimum turnover of Rs.70.00 lacs each year in preceding 03 years i.e. 2015-16 & 2016-17, 2017-18. (Photocopy of relevant proof must be attached)
9. The firm must have experience of working in at least 02 Government Assignments in preceding 03 years i.e. 2015-16 & 2016-17, 2017-18. (Photocopy of relevant experience certificates must be attached)
10. It is necessary to have at least 05 full time CA partners out of which 03 partners should be FCA Chartered Accountants in the firm. (Photocopy of ICAI certificate must be attached)
11. The firm should have successful completed peer review process as prescribed by ICAI in last three years. (Photocopy of Certificate must be attached)
12. The firm must have to attach photocopy of Goods and Service Tax(GST) effective from before 06 months of this tender.
13. The firm should have his office in the Gujarat region with adequate staff at least before 06 months of this tender.
14. The bidder has to quote for all the items mentioned in particular Appendix .
15. The bid is to be quoted for scope of work (Appendix-I) mentioned in the tender.
16. The price quoted shall include all taxes, other levies payable, all manpower to audit the accounts, salary, insurance, transportation, labour, other charges, daily allowance, accommodation charges etc. to audit the account of IITRAM.
17. The quotations have been submitted must be in accordance with the scope of work (Appendix-I).
18. Incomplete information may lead to disqualification of bidder.
19. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
20. The offer shall be valid up to 90 days from the date of opening of technical bid.
21. The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled tender are not fully filled in.
22. Financial bids will be opened in online format of technically qualified bidders only.
23. Tenders not complying with the above conditions are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
24. This tender is not transferable.
25. IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserve the right at any stage to reduce or increase the duration of contract.

26. The Bidder has to submit Photocopy of PAN card, document showing GST Number, firm registration certificate and at least last three years' Income Tax Return of their firm along with tender documents. If firm is newly established, provide chartered accountant certificate to make firm eligible for tender. In case of foreign company/organization/industry, has to provide necessary document like firm registration, original manufacturing certificate etc. Otherwise, it shall be liable for disqualification of this tender.
27. Security deposit: The successful Bidder shall be required to furnish/deposit Performance Bank Guarantee from any nationalized bank @5% of the cost of the items to be supplied for the duration of warranty in favor of Registrar, Institute of Infrastructure, Technology, and Research And Management within 30 days of the receipt of the order. If the Bidder fails to comply with the above requirements within the said period, the earnest money already deposited by him/ them shall be applicable for forfeiture and IITRAM shall purchase the items required at the risk and cost of the successful Bidder.
28. All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
29. The Bidder shall have to enter into the agreement in the prescribed Performa.
30. If the firm is blacklisted by central Government or state Government or any other Government body then its submitted tender will be rejected. It is essential for bidder/firm to submit Annexure-VII duly filled, signed, sealed & stamped manner in hardcopy, failing which the tender will be **summarily rejected**.
31. No Bidder shall withdraw his rates after the tender is opened. If a Bidder does so, his tender related deposit/s shall be forfeited and such Bidder shall be considered ineligible for work/contract in future.

Institute of Infrastructure, Technology, Research And Management, Ahmedabad is established Under the Gujarat Act No. 5 of 2013 as a State Government University for Research (Government of Gujarat) which is State funded & State owned Institute.(Please check our website www.iitram.ac.in for detailed act)

Governing Factors:

- (a) All or any of the information provided by the authority of IITRAM shall not be used for any other purpose. The auditor shall return all the documents to the authority of IITRAM on completion of work.
- (b) The work is expected from the Auditor to be completed within stipulated time limit.
- (c) The auditor shall remain present in coordination / Review meetings as and when called.
- (d) Rates agreed shall be firm till the completion of work inclusive of all govt. taxes, transportation Charges, daily allowance, accommodation charges or any other charges except services tax.
- (e) The assignment shall be carried out by the qualified and experienced accountants.
- (f) The auditor shall provide methodology for Internal audit.
- (g) The audit team shall have considerable strength of expertise and established track record of providing quality assurance services. Audit team will be lead / closed supervised by Chartered Accountants.
- (h) The name of the auditors along with their CVs to be deployed shall be required to be furnished to the Registrar, IITRAM. Registrar will not consider substitute, except in case of unexpected delay on the starting date or for reasons of health or auditor leaving the firm. The name of other auditors if any under the circumstances stated as above shall also be required to be furnished along with CV to Authority of IITRAM.

- (i) The auditor should submit his report indicating the result of his review of the accounts, all discrepancies noticed in the financial accounts, procurement, bank reconciliation etc.
- (j) Internal Auditor has to start the audit in consultation with Account officer, IITRAM.
- (k) While carrying out the audit, the observations noticed by auditor shall be given to the concerned officer as audit para and their compliance shall have to settle after scrutinizing compliance.
- (l) The assignment mentioned herein is intended to be job oriented and not time oriented and the auditor shall not be entitled to claim any compensation in the event of the time estimated for the completion of the work being extended for any reason what so ever.
- (m) CA Firm who is appointed for Up-keeping and Maintenance of Accounts at IITRAM and Internal Auditor of any package will not be entitled for the Statutory Audit.

Schedule for conducting Internal Audit and date of submission of Report:

Within 30 days of the work order, the Internal audit work should get started and the same should be completed within 60 days from the day work is started. Audit Report should be sent to the concern authority of IITRAM on the completion of audit.

Submission of Internal Audit Report:

The Internal auditor shall submit his Internal Audit report to the Registrar of IITRAM in printed as well as soft copy without any cost.

Evaluation Process of Bid:

- IITRAM will evaluate and compare the scope of work determined to substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specification.
- Interested firms will be called for the presentation and discussion at IITRAM for the further evaluation. Evaluation of 60 marks will be given as below
- Technical proposals scoring not less than 70% (42 marks of technical evaluation) of the points will only be considered for financial evaluation. The client shall notify those auditors whose proposal did not meet the minimum qualifying mark or were considered non responsive to tender and Terms of Reference, indicating that their financial proposals will not be opened (if submitted). The client shall simultaneously notify the auditors that have secured the minimum qualifying mark, indicating the date and time set for opening of financial proposals. The notification may be sent by the Registered Letter/Fax/Electronic Mail.

60 Marks evaluation scheme of Published Tender for appointment of Internal Auditor for Internal Audit of Accounts		
Particulars		Maximum Allowable Marks
Financial Turnover	More than 25 lacs but less than 50 lacs	2
	More than 50 lacs but less than 1 crore	3
	More than 1 crore	5
No of Years of Experience	5 year to 10 years	3
	10 years or more	5
Education Institute	3 Institute/University	5
	More than 3 Institute/University	10
Presentation		40
Total		60

- The Financial proposals shall be opened publicly in the presence of the auditors/ representatives who choose to attend. The name of auditors, the quality scores, and the proposed price shall be read aloud and recorded before the financial proposals are opened.
- The evaluation committee will determine whether the financial proposals are complete (i.e., whether they have costed all items of the corresponding technical proposals; if not, the client will cost them and add their cost to the initial price). The financial selection of the successful bidders from the technically qualified bidders will be done by considering both the price quoted and the technical capability using the following criteria and weightage.

Sr. No	Criteria	Maximum Marks (Weightages)	Method of allotting marks for combined score (Technically qualified)
1	Weighted score for financial bid	40	The bidder with lowest quote will be awarded 40 marks and other bidders will be awarded proportionately less marks. (e.g. if the lowest quote is Rs.1.00 lac, the bidder quoting this price will get 40 marks. A bidder quoting Rs.1.2 lac will get $(1.0/1.2) \times 40 = 33.33$ marks)
2	Technical Score	60	The bidder with maximum technical score will be awarded 60 marks and other bidders will be awarded proportionately less marks. (e.g. if the highest technical score is 100, bidder having this will get 60 marks. Bidder having technical score 60 will get $(60/100) \times 60 = 36$ marks)
-	Total:-	100	

All marks will be given rounded up to two decimal points. The bidder getting the maximum combined score out of 100 above a specified cut-off score will be short listed for further consideration. The client will negotiate the firm, which ranked highest combined score.

- During negotiation the prospective Internal Auditors must be prepared to furnish the detailed cost breakup and other clarifications to the proposals submitted by him, as may be required. If the negotiations with this auditor are successful, the award will be made to him and all other auditors will be notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this auditor, the auditor obtaining the second highest combined score will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

- Please note that the Registrar, IITRAM, is not bound to select any/all of the firms submitting proposals. Further as quality is the principal selection criterion, the Registrar, IITRAM, does not bind itself in any way to select the firm offering the lowest price.

Registrar, IITRAM,
Near Khokhara Circle,
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Interested firms will be called for the presentation and discussion at IITRAM for the further evaluation