

## **NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS**

Tender No: ABV-IIITM/Internal Audit/2017/001, Date: 23.02.2017.

ABV-IIITM GWALIOR invites tender from Gwalior based Chartered Accountant/Cost Accountant Firms , for conducting Internal Audit of the Institute for the financial year 2017-20.

The last date of submission tender document is on or before **16-03.2017 at 15.30 PM**. Please visit our website <http://www.iiitm.ac.in> for downloading the tender documents. Bidders should regularly visit this website to keep themselves updated.

In charge Registrar



**ABV-**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR**  
(An Autonomous Institute of Govt. of India)  
Morena Link Road, Gwalior-474015

**NOTICE INVITING TENDER (NIT)**

from

**CHARTERED ACCOUNTANT /COST ACCOUNTANT FIRMS**

# ***Internal Audit of ABV-IIITM GWALIOR For the Financial Year 2017-20***

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**1) BID-DATA SHEET**

<b>Tender Number:</b> <b>Date:</b>	ABV-IIITM/Internal Audit/2017/001 23.02.2017
<b>Issue of Tender Forms</b>	Tender Documents / forms can be Downloaded from the Institute's website <a href="http://www.iiitm.ac.in">http://www.iiitm.ac.in</a>
<b>Cost of Tender Documents</b>	{ <b>500.00</b> , by way of Demand draft in the name of <b>ABV-IIITM GWALIOR</b> , payable at <b>Gwalior</b>
<b>Earnest Money Deposit ( EMD)</b>	Earnest money of { <b>10000.00 (Rupees Ten Thousand only)</b> to be deposited along with the Tender Documents in the form of Demand Draft favouring <b>ABV-IIITM Gwalior</b> payable at <b>Gwalior</b> issued by any Nationalized & Scheduled Bank. Earnest money is refundable.
<b>Last Date of Submission of Tender</b>	<b>16-03-2017</b> up to 15.30 hrs.
<b>Opening of Tender(Technical Bid)</b>	<b>16-03-2017</b> at 16.00 hrs.
<b>Contact Person</b>	Dy Registrar Finance & Accounts Section ABV-Indian Institute of Information Technology & Management Gwalior - 474015, Dist. Gwalior, M.P.
<b>Contact Address</b>	ABV-Indian Institute of Information Technology & Management Gwalior 474015, Dist. Gwalior, M.P.
<b>Contact Phone Number (s)</b> <b>E-mail Address</b>	+917512449619/2449737 <a href="mailto:registrar@iiitm.ac.in">registrar@iiitm.ac.in</a>
<b>Website</b>	<a href="http://http://www.iiitm.ac.in">http://http://www.iiitm.ac.in</a>

**2) TERMS OF REFERENCE**

**2.1 Background**

ABV-Indian Institute of Information Technology & Management -Gwalior (ABV-IIITM Gwalior) was established in 1997 by the Ministry of Human Resource Development, Government of India. ABV-IIITM Gwalior is designed to reach the prestigious position in the global setting that IISc, IIMs and IITs presently enjoy. This institute was

created for facilitating higher education, research, and consultancy in areas of information technology (IT) and business management. Initially started as IIITM, this institute was prefixed with ABV in 2002 to honour the then Prime Minister Atal Bihari Vajpayee.

ABV-IIITM GWALIOR is maintaining its accounts on Accrual Basis following the applicable Indian Accounting Standard. The expenditure of the Institute is attributed to two major heads- Capital and Revenue. Mainly the expenditure related to construction works, purchase of equipment's and books etc. are booked under Capital head and expenditure of recurring nature like salary, maintenance etc. are booked under Revenue 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 (On an average about 700 voucher entry per month) are entered into the tally software (*Tally ERP.9*), which is being used for keeping records. Besides the vouchers, information related to receipts and payments are easily available from the system.

The accounts of the Institute are prepared as per the prescribed ***Format Applicable to the Central Government Autonomous Bodies (CAB)***, 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.

Presently Tally ERP 9 is being used in the Finance & Accounts section for recording transactions on daily basis. Expenditure heads both under Plan and Non-Plan are distinctly classified (i.e. Works and Buildings, equipments etc. under planned and travelling, salary, consumables etc. under Unplanned). As per the expenditure, heads are maintained in the computer system in Tally ERP 9.

## 2.2 SCOPE OF WORK

The nature of work of the Chartered Accountant Firm shall be as follows.

1. Internal audit of books of accounts and ancillary records and submission of report on quarterly basis.
2. Pre-transaction audit of all bills, vouchers, Purchase Proposals, and Services Hiring Proposals related to Institute and all Hostels on daily basis to ensure that the same are being made in compliance to the Institute's Rules and Procedures, General Financial Rules (GFR) and other applicable rules of Govt. of India.
3. Report risk management issue and internal control deficiencies identified and provide

recommendation for improving Institute's operation.

4. Review of all statutory obligation compliances such as Income Tax, Service Tax, P.Tax, STDS, NPS etc.
5. Review of quarterly and annual return with statutory authority.
6. Review and verify the provisions of accrued expenditure and income as at the end of the year.
7. Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute.
8. Review of bank reconciliation statements
9. Review of outstanding balances in student's fees receivable and creditors account and to check the reconciliation of students' fees.
10. Review and checking of the Grants received and its utilization as per the terms and conditions.
11. Review and checking Tuition and other fees received by the institution from the students.
12. Review of additions to fixed assets.
13. To verify the applicability of TDS, Service Tax, Income Tax and other statutory return.
14. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract with ABV-IIITM
15. Suggestion of improvement of the existing system of accounting/internal control and management information system from time to time.
16. Review the expenses incurred with the approved Budget.
17. Assist the Institute in preparation of Final Accounts in the prescribed format issued by MHRD.
18. Review the last statutory/Internal audit comments and compliances.
19. Vouching/Ledger Scrutiny
20. Evaluation and assess the procurement file
20. Presentation of comprehensive report highlighting major issues, objections, suggestions and corrective measures before the Finance Committee at least twice in a Financial Year.

### 2.3 TIME PERIOD

The Chartered Accountant firm will be required to provide the desired services initially for a period of **Three year** i.e. for the **FY 2017-2020** which can be renewed for another three years on satisfactory performance with a mark-up of 10% in fee. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

## 2.4 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, Stationary to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the nature of work.

## 2.5 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 preferably based at Gwalior or should have a branch at Gwalior.
2. The Chartered Accountant Should be a proprietary/Pvt. Ltd./Partnership Firm.
3. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and similarly Cost Accountant firm should be registered with The Institute of Cost Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Service Tax Registration.
4. The firm should be 10 Year Old.
5. Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the firm in the last 3 financial years ending on March 31<sup>st</sup> 2016 must be equal to or more than {25 (Twenty Five) lakhs.
6. The CA firm should have “peer review” from members of ICAI for any financial year falling 2010-11 to 2015-16. (Copy of self-attested peer review certificate is required to be submitted)
7. The CA firm should have conducted either statutory audits and /or internal audits of the following organizations during the last 3 Years:-
  - a. Three Educational Institution with Gross Receipts of Rs. 5 Crore each with multi locations/offices/branches/units.
  - b. Public Limited Listed Companies having annual turnover of more than Rs. 100 Crore each with multi locations/offices/branches/units.

The annual turn-over for each Educational Institutes shall be as per their Audited Financial Statements for any financial year falling between 2013-14 to 2015-16.

## 2.6 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 change in service 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 final audit report to the Institute.

### Minimum Staff Requirement

3. One (1) Qualified Chartered Accountant/Cost Accountant with 5 years' post qualification experience.  
One (1) CA/ICWAI (Inter)/Graduate/Post Graduate and have completed 2 year of article ship training.

#### 2.7 PERFORMANCE SECURITY

The successful bidder will be required to deposit **10%** of the bid amount towards Performance Security in the form of Demand Draft in the name of **ABV-IIITM Gwalior**, payable at **Gwalior** with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.

### 3. SUBMISSION AND EVALUATION OF THE TENDER

#### 3.1 SUBMISSION OF TENDER

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i) **Prequalification-cum-technical bid in Annexure-A** along with all supporting documents along with Earnest Money Deposit (EMD) of **{10000.00}** in the form of Demand Draft as mentioned in point 3.2. and Tender Fee for **{500.00}** in the form of Bank draft as mentioned in point 3.2 should be kept in a separate envelope super scribing "**TECHNICAL BID**"
- ii) Financial Bid in **Annexure- B** should be kept in a separate envelope super scribing "**FINANCIAL BID**"

All the pages of the Tender document including the annexure and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm. Both Technical bid and Financial Bid envelopes should be kept in a separate envelop. The envelope should be super scribed:

**“TENDER FOR SELECTION OF CHARTERED ACCOUNTANTFIRM FOR  
CONDUCTING INTERNAL AUDIT OF ABV-IIITM GWALIOR FOR THE FINANCIAL YEAR 2017-20”**

Submitted by: **(Name, Address, E-mail and Telephone Number of the Firm)**

Submitted To: **The Registrar  
ABV-INDIAN INSTITUTE OF INFORMATION TECHONOLOGY & MANAGEMENT,  
GWALIOR  
Morena Link Road, Gwalior -474001, INDIA**

The Applicant can submit the Tender by registered post /courier/Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be accepted.

**3.2 TENDER FEES AND EARNEST MONEY DEPOSIT**

Cost of the Tender document is {500.00. The Tender document will be downloaded from the website of the Institute i.e <http://www.iiitm.ac.in>. The tender fee should be paid by way of demand draft in the name of **ABV-IIITM Gwalior**, payable at **Gwalior**. The Demand Draft should be submitted along with the technical bid.

Earnest Money Deposit of {10000.00 by way of Demand draft in the name of **ABV-IIITM Gwalior**, payable at **Gwalior** should be submitted along with the bid. The EMD amount will be returned to unsuccessful firms after finalization of the bid. In respect of the successful bidder the EMD will be returned after acceptance of the offer letter along with the performance security. No interest will be paid on the Earnest Money Deposit.

**3.3 TENDER QUERIES**

The interested firms may seek clarification on Tender document from the Registrar.

**3.4 LAST DATE OF SUBMISSION OF TENDER**

Last date of submission of the Tender is 16-03-2017 up to **15.30 hours**.

**3.5 DATE OF OPENING OF TENDER**

The Tender will be opened for technical evaluation on 16-03-2017 at **16:00 hours** in the Board Room of the Institute. The authorized representatives must carry authorization letter to attend the bid opening. The date of opening of financial bids will be communicated later.

**3.6 EVALUATION OF TENDER**

The Tender will be evaluated by Tender evaluation committee constituted by the Director, ABV-IIITM Gwalior. 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. In case of not full fill the minimum criteria in each category of the technical bid, the bid of the respective bidder shall be rejected. The combined score of technical and financial bids will be taken into consideration for finalizing the firm for award of contract. The firm scoring maximum marks will be declared successful. However mere scoring of maximum marks does not entitle the firm for award of contract.

### **3.6.1 EVALUATION OF TECHNICAL AND FINANCIAL PROPOSAL**

Technical and financial bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical and financial bid evaluation criteria. Each firm meeting the pre-qualification criteria would be evaluated and given technical score out of 70 marks and financial score out of 30. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated.

**Technical and Financial Evaluation Criteria:-**

01.	<b>Firm's Experience</b>	<b>50</b>	
	Firm's Existence in years after its registration	10	
	10 Years – 15 years		3
	> 15 Years – 20 years		5
	> 20 Years		10
	<b>Average Annual Turnover of the Firm (in the last 3 financial years) ended on 31<sup>st</sup> March 2016</b>	10	
	{25 Lakhs – {40 Lakhs		3
	> {40 Lakhs – {50 Lakhs		6
	Above {50 Lakhs		10
	<b>Experience of handling accounting and financial services involving Internal Audit/Statutory Audit of PSU/Ltd Companies during last Five Years</b>	10	
	3 – 5 Organizations (At least one company having turnover above 100 Cr)		2
	> 5– 10 Organizations (At least two company having turnover above 100 Cr)		6
	> 10 Organizations (At least three company having turnover above 100 Cr)		10
	<b>Experience of handling similar work in Govt. Educational Institution during last five years</b>	20	
	Experience in IIITMs, IITTM,IIT, IIM and NITs		20
	Experience in other Govt. Educational Institution.		5
02.	<b>Key Experts and Manpower</b>	<b>20</b>	
	<b>Number of Partners' in the Firm</b>	10	
	3 Partners		5
	> 3 Partners		10
	<b>Number of paid staff (Full Time) on the roll of establishment</b>	10	
	2- 3 Staff		5
	>3-10 Staff		7
	>5-10 Staff		10
03.	<b>Total Technical Score (01+02)</b>	<b>70</b>	
04.	<b>Score on Financial Proposal</b>	<b>30</b>	
<b>Grand – Total (03+04)</b>		<b>100</b>	

**Formula for calculation 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:

$$F (\text{other than lowest bidder}) = (\text{price quoted by lowest bidder} / \text{price quoted by the bidder}) \times 30$$

**ANNEXURE- A**

**PRE-QUALIFICATION-CUM-TECHNICAL BID**

Sl. No.	Criterion	Firm's Strength & Capacity	
1.	The firm should be based at Gwalior or have a branch at Gwalior <i>(Submit supporting document regarding address)</i>	Name of The Firm	
		Address of the Firm	
		Address of Branch at Gwalior	
		Name and address of the authorized official	
		Telephone No Mobile: E-mail:	
2.	Constitution of Firm	Provide certificates from The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India	
3.	The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and similarly Cost Accountant firm should be registered with The Institute of Cost Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Service Tax Registration; <i>(Provide all registration certificates)</i>	If registered then mention Registration Number	
		PAN of the Firm	
		Service Tax Registration No.	
4.	The firm should be in operation for at least 10 years after its Registration <i>(Provide necessary evidence)</i>	Year of Registration/ Starting of operation	
		Nos. of years in operation after registration (in years)	
5.	Average Annual Income of the firm for the last 3 (three) years ending on 31 <sup>st</sup> March, 2016 [Must be equal to or greater than {25 (Twenty Five) Lakhs] <i>[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31<sup>st</sup> March, 2016 along with a Certificate in A-1 proforma as per</i>	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 (three) years ending on 31 <sup>st</sup> March, 2016  {..... (in figure)  { (in words) .....	

	<i>annexure]</i>	
6.	<p>The firm should have experience in Internal Audit/Statutory Audit, of at least 3 PSUs/ Govt. Organizations, Public Limited Company in the last 3 years,</p> <p align="center"><i>(Details to be provided in proforma A-2. Attach copies of works order/ works completion as Evidence)</i></p>	<p>Nos. of Govt. Organizations/ PSUs where similar Service was provided in the last 5 (Five) Years</p> <p>Nos. (in words).....</p> <p>Nos. (in figure) .....</p>
7.	<p>Whether similar services as mentioned in Sl.no.7 provided to the Govt. Educational Institutes in the last 3 years</p> <p align="center"><i>(Details to be provided in proforma A-3. Attach copies of works order/ works completion as evidence)</i></p>	<p>Nos. of Govt. Educational Institutes where similar Service was provided in the last 3 (Five) years</p> <p>Nos. (in words).....</p> <p>Nos. (in figure) .....</p>
8.	<p align="center">Detail of Firm's Partners</p> <p align="center"><i>(Submit the proof of the Ownership pattern &amp; registration certificates along with details of the Chief Functionary (s) of the CA firm provided in Performa A-4)</i></p>	<p>Nos. of Partners</p> <p>Nos. (in words).....</p> <p>Nos. (in figure) .....</p>
9.	<p>Nos. of Payroll staff (Full Time)/ Article ship incumbent/ Apprentices (if any)</p>	<p>i) No. of Payroll Staff (Full Time) : _____</p> <p>ii) Nos. of Article-ship Incumbent : _____</p> <p>iii) Nos. of Apprentice : _____</p>

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

**SEAL:** \_\_\_\_\_ **Signature** : \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name & Designation** : \_\_\_\_\_

**Proforma to Annexure-A**

**PROFORMA: A-1**

**Details of Firm's Turnover of the Firm  
[Average Annual Turnover of the Firm]**

Particular	Financial Year 2013-2014	Financial Year 2014-2015	Financial Year 2015-2016	Average Annual Income
Annual Income* ({ in Lakhs)				

\* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years

**SEAL:** **Signature** : \_\_\_\_\_

**Date:** **Name & Designation** : \_\_\_\_\_



**Details of Firm's Experience of Similar Services**  
**[During last 3(Three) years]**

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. at the time of allotment of tender. If require, add/append a page in this format

**SEAL:** **Signature** : \_\_\_\_\_

**Date:** **Name & Designation** : \_\_\_\_\_



**ATAL BIHARI VAJPAYEE-**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR (M.P.)**  
**(Autonomous Institute of Government of India)**  
**Morena Link Road, Gwalior-474015**

**PROFORMA: A-3**

**Details of Firm's Experience of Similar Services in Govt. Educational Institutions**  
**[During last 3(Three) years]**

Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Govt. Educational Institutions	Nature of the Assignments ( PI specify whether 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 at the time of allotment of tender. If require, add/append a page in this format

**SEAL:** **Signature** : \_\_\_\_\_

**Date:** **Name & Designation** : \_\_\_\_\_



**ATAL BIHARI VAJPAYEE-**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR (M.P.)**  
**(Autonomous Institute of Government of India)**  
**Morena Link Road, Gwalior-474015**

**PROFORMA: A-4**

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

Sl. No	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
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** : \_\_\_\_\_





**FINANCIAL BID**

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the Financial Year 2016-19 **			The service Provider will raise the quarterly bills in duplicate on submission of the quarterly Audit Report to the Institute
B.	Add: Service Tax as per applicable rate on the services provided			
C.	<b>Total Fees to be paid (including Service Tax (A+B))</b>			

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

**N.B.:** *Statutory Changes in Service tax rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable*

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.

SEAL: Signature : \_\_\_\_\_

Date: Name & Designation : \_\_\_\_\_