



राष्ट्रीय डिज़ाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh

Notice Inviting Tender

**TENDER NOTICE FOR ENGAGEMENT OF
INTERNAL AUDITOR**

at

National Institute of Design, Madhya Pradesh

Tender Enquiry No. NIDMP/ Admn/Internal Auditor/(01)/ 2022

National Institute of Design, Madhya Pradesh

(An Autonomous Institute under the DPIIT)

Ministry of Commerce & Industry, Government of India

Acharpura, Eint Khedi, Post Arwaliya, Bhopal (MP) – 462038

Website www.nidmp.ac.in

INDEX

Sl. No.	Particulars	Page No.
1.	Notice Inviting Tender	03
2.	Section 1: Instructions to Bidders	04-10
3.	Section 2: Scope of Work	11-15
4.	Section 3: Technical Bid Proforma including Technical Evaluation Sheet (Annexure-I)	16-19
5.	Section 4: Financial Bid Format	20
6.	Annexure-II (Internal Audit report format)	21-23
7.	Annexure-III (Self-Declaration-No Black Listing)	24
8.	Annexure-IV (Format for Experience)	25

CHAPTER-1. NOTICE INVITING TENDER

Subject: Notice Inviting E-Tender for engagement of Chartered Accountant Firm for Internal Audit at National Institute of Design, Madhya Pradesh

1. On behalf of Director, National Institute of Design, Madhya Pradesh (NID MP), sealed tenders are invited under two bid system (i.e. Technical & Financial) from CA firms, experienced and having empanelment from Controller and Auditor General of India, for engagement as Internal Auditor initially for the Financial Year 2021-22, which may be extended to subsequent years (maximum 2) 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 Institute website www.nidmp.ac.in.

Schedule of Tender

Tender enquiry Number	NIDMP/ Admn/ Internal Auditor/ (01)/ 2022	
Date/ time of release of tender on Institute Website	21.03.2022	5.00 PM
Last Date/ time of submission of queries/ observations, if any for clarification through e-mail to cao@nidmp.ac.in	28.03.2022	10.00 AM
Last date/ time of submission of Tender at NID MP	12.04.2022	4.00 PM
Date/ time of opening of Technical bid	13.04.2022	4.30 PM
Date/ time of opening of Financial bid	Will be notified later	

1. Detailed Terms and Conditions, Scope of Work, various format and Performa for submitting the proposal are described in this tender document and its Annexures. All further notifications/ amendments, if any shall be posted on Institute website only. No separate communication shall be made with Bidders.

2. If the date of submitting/opening of the Bid is declared as holiday, then the bids shall be opened on next working day. For any query, please contact on email cao@nidmp.ac.in or Phone No. 0755-6721007.

Registrar

SECTION - 1

INSTRUCTION TO BIDDERS

1. Sealed tenders are invited under two bid system (i.e. Technical & Financial) by the National Institute of Design, Madhya Pradesh for engagement of Chartered Accountant Firm as Internal Auditor initially for the Financial Year 2021-22 which may be extended to subsequent year 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 University website www.nidmp.ac.in/tender.php.

2. Interest firms are advised to study the tender document carefully before submitting the bid form. It will be presumed that the Bidder has considered and accepted all the terms and conditions of this tender. No enquiry, whatsoever verbal or written, shall be entertained in respect of acceptance/ rejection of the tender. Bids must be unconditional.

3. Eligibility Criterion:

Any interested Chartered Accountant firm shall be eligible to apply for the assignment, subject to meeting the following eligibility criteria:

- (i) The Firm should have minimum of 5 years of experience in auditing of accounts.
- (ii) The Chartered Firm should be registered with the Institute of Chartered Accountant of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and Services Tax (Active GST) Number.
- (iii) The Chartered Firm should have at least two partners.
- (iv) The Firm must have empaneled with Comptroller and Auditor General of India (C&AG) and have live empanelment status for 2021-22.
- (v) The Firm should have at least 5 full time paid staff.
- (vi) 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 31st, 2021, should be equal to or more than ₹20.00 (Twenty) lakhs.
- (vii) The Firm should have conducted either statutory audits and/or internal audits of at least three Central/State Government Educational Institutes/Autonomous Bodies/Statutory Bodies/Educational Institution/PSUs, having turnover of equal or more than ₹ 5.00 Crore, in last five year during 2016-17 to 2020-21 (Relevant supporting documents should be attached).

(viii) The Chartered Accounts firm is expected to have good knowledge of various procedures related to Government Accounting, purchase, store management, and record management..

(ix) The Firm or any partner of the firm should not have been blacklisted by any Government departments, C&AG, PSUs or any other organization in respect of any assignment or behavior (Self Declaration should be submitted in the format enclosed- Annexure-II).

4. Producing Originals Documents for Verification: All above concerned original documents should be produced for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.

5. Bid Document:

(x) The process and procedures of bidding, the documents to be uploaded and the various terms and conditions of this tender are provided in the Bid Document. The Bid Documents include all documents which have been mentioned at the Index of this tender.

(i) The Bidder should carefully read all the instructions, terms and conditions, specifications and various forms that are provided in the Bid Document. The tender may be rejected if any or all of the information asked for in this document are not furnished along with the tender or if the tender is not responsive with the Bid Document.

6. Submission of Bid:

(i) TWO BID SYSTEM shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. The Technical bid comprising of all relevant document and technical bid format need to be submitted in a sealed cover. Similarly, the financial bid should be submitted in sealed cover separately.

(ii) The technical bid along with all supporting documents and EMD (DD/ Pay order) in a sealed envelope must be submitted along with Separate sealed financial bid at NID MP's address mentioned in this document on or before last date of submission of tender. Original bids received after the date and time specified in this tender will not be accepted.

(iii) The proposal shall be submitted in a sealed envelope with clear inscription as "PROPOSAL FOR ENGAGEMENT OF INTERNAL AUDITOR AT NATIONAL INSTITUTE OF DESIGN MADHYA PRADESH, TENDER NO." on top of the sealed envelope.

(iv) The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.

(v) Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL/FINANCIAL PROPOSAL; NIT REFERENCE NO." on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above.

(vi) The Tender complete in all aspect must be submitted to the following address by speed post/courier/by hand to the Institute before due date and time:-

The Chief Administrative Officer,
National Institute of Design, Madhya Pradesh
Village Acharpura, Post Arwaliya, Einthkhedi
Bhopal (M.P.) - 462038

(vii) Evaluation Criteria shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.

(viii) The bidders need to submit both Technical and Financial Bid separately duly signed in separate sealed envelopes. Both Technical and Financial bids (in separate sealed cover) shall be submitted in another single sealed cover.

(ix) All other documents as per requirement of Technical Bid shall be submitted along with Technical bid proforma (Annexure-I). The Bidder shall bear all costs associated with the preparation of his/ her/ its tender document including cost of any clarifications, required by NID MP.

(x) When deemed necessary, NID MP may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. NID MP may, if so required, ask the Bidder to give presentation for the purpose of clarification on the tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.

(xi) NID MP will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

(xii) A tender determined as not substantially responsive will be rejected by NID MP and may not subsequently be made responsive by the Bidder by rectifying the non-conformity.

(xiii) NID MP may waive off any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Bidders. The decision of NID MP in this regard will however be final and binding.

(xiv) Bidder shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Security Deposit, will be forfeited by the Institute. Besides this, the Bidder will also liable to be debarred/ blacklisted from participating in the tendering process of NID MP in future or fined.

(xv) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by NID MP.

(xvi) Tender containing any condition leading to unknown/ indefinite liability is liable to be summarily rejected.

(xvii) Any modification/ corrigendum issued with regard to this tender document shall be uploaded on Institute website only. Bidders are, therefore, requested to visit the website regularly till the last stipulated date of submission of the tender for ascertaining any modification/ corrigendum issued in this regard.

7. Amendment of Bid Documents: At any time, prior to the last date of submission of Bids, NID MP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.

8. Earnest Money Deposit (EMD):

(i) EMD of Rs. 5,000/- (Rupees Five thousand only) is a must and should be submitted along with physical copy of the tender. The EMD is to be furnished only in the form of DD/ Banker's cheque/ Pay Order from any schedule bank drawn in favour of "**National Institute of Design**" payable at Bhopal. EMD in any other form will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be returned on receipt of Security Deposit. EMD submitted by other bidders will be returned after finalization of the contract. Tenders received without valid EMD stand automatically rejected.

(ii) Only Bidders with valid NSIC registration for providing vehicle services are exempted from payment of Tender Fee & EMD. No other Firm can be exempted from payment of Tender Fee & EMD.

9. The EMD Will Be Forfeited:

(i) If a Bidder withdraws its bid during the period of bid validity; or

(ii) If the Bidder fails to accept NID MP's corrections of arithmetic errors in the Bidder's bid (if any); or

(iii) If the Contractor fails to sign the contract agreement with NID MP; or

(iv) If the Contractor fails to furnish the Security Deposit within the stipulated time.

10. Bid Prices: The Bidder shall give the pricing specifically on prescribed format only and as total composite price inclusive of Professional Fee & taxes i.e. GST, Travelling, Accommodation, Food and Other Expenses, out of pocket expenses etc.

11. Bid Validity: The bids shall remain valid for a period of **90 days** from the last date of submission.

12. Only One Bid Per Party: Each Bidder is permitted to submit **ONLY ONE BID** irrespective of whether he/ she/ it is the sole Bidder, or the Leader or Member of a duly formed JV or Consortium. In case it is found that any party has uploaded more than one bid for the subject work(s) in any of the above capacities, all bids so uploaded shall be summarily rejected and NID MP shall not entertain any further request/ correspondence in this matter.

13. Opening of Financial of the Bid: After Evaluation of Technical Bid, Financial Bid of only those Bidders, who satisfy all the eligibility criteria laid down in Technical Evaluation Sheet, will be opened. In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.

14. Evaluation of tender:

(i) The technical bid of the bidder shall be evaluated strictly as per the given criteria in Technical Evaluation Sheet. Marks shall be given for each criterion qualify with minimum requirement. Proforma has been prescribed (part of this NIT) and all the Bidders have to obtain Certificates from the Clients, separately for each of the contract. If no Certificate is produced, no marks will be assigned for technical Assessment.

(ii) The financial bid shall be opened for only those bidders who will secure minimum 60% of overall marks during evaluation of technical bids as per Technical Evaluation Sheet. Final evaluation will be based on financial bid quoted by the bidders. The financial bid, of the bidders who will secure at least 60% marks in technical assessment, shall be opened.

In case two or more bidders quote equal offer, work will be awarded to the bidder who has secured highest marks in technical evaluation.

(iii) Quoting rates for all items/ services in the Financial Bid is mandatory, otherwise the bid will be rejected.

15. In case the tender opening date happens to be declared as a closed holiday, **the next date and timings will be notified through our website. However, the receiving date will remain same as the Bidders are required to submit their tenders on e-portal and send by post/ drop their sealed technical bids in box kept in Admin Branch.**

16. Duration of Engagement: -

The Chartered Accountant firm will be required to provide the services as per defined scope of work for FY 2021–22, however, the contract may be renewed for another year at the same terms and conditions based on satisfactory performance for a maximum period of two years.

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.

17. Terms of Payment

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 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) Any increase in GST rates during the contract period will be borne by the Institute.
- (iii) TDS under Income tax & GST will be deducted at applicable rates.
- (iv) The Institute reserves the right to deduct 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.
- (v) The Firm will raise the quarterly bills (Tax invoice) in duplicate on submission of the quarterly audit report to the Institute, where applicable.

18. Confidentiality: - The information/observation in the Inspection Report will not be shared with any individual/organization/institution, without specific approval of the Institute. The firm shall maintain confidentiality of the data/information/documents shared with it for the purpose of internal audit.

19. The Director, NID MP reserves the right to:

- (i) Modify and/ or relax, any terms & conditions of this tender document before last date of submission of tenders to safeguard the Institute's interest.
- (ii) Cancel the tender process without assigning any reason whatsoever, at any stage, in case of any change in requirement.
- (iii) Reject any or all the tenders without assigning any reason whatsoever;
- (iv) Not bind himself/ herself to accept the lowest or any tender; and
- (v) Accept the whole or any part of the tender and the Bidder shall be bound to perform the same at the rates quoted.
- (vi) Disqualify the Bidder canvassing in connection with tender.

(vii) Blacklist a Bidder for a suitable period in case the Bidder fails to honour his/ her/ its bid after award of work without sufficient grounds.

(viii) Alter the quantities specified in the bid in the event of changes in requirement. No Bidder will be allowed to change the financial bid if NID MP decides to increase/ decrease the requirement.

20. The tender document is valid for a period of six months from the date of issue. If purchase order is not issued within this period, the process will have to start afresh.

21. Failure to comply with these conditions renders the tender/ bid automatically disqualified.

SECTION – 2

SCOPE OF WORK

1. Name of Work: Engagement of Chartered Accountant firm for Internal audit at the National Institute of Design, Madhya Pradesh.

2. Brief Scope of Work:

The Firm shall be responsible for the following task & assignments –

- (i) To carry out internal audit for the financial year 2019-20, 2020-21 and 2021-22
- (ii) Independently review and appraise the systems of Internal Control Mechanism and recommend improvements, if any, for internal controls
- (iii) Identify internal control deficiencies of operational activities of the Institute and provide recommendation for improving these operations.
- (iv) Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations issued by the Government of India.
- (v) Review the record/system of bill payment to various contractors and to review the compliance of all statutory obligation of compliances such as Labour Laws, GST, Income Tax etc.
- (vi) Review of procurement files including all purchases of goods, services and works contract.
- (vii) Review of fixed assets and consumables register with physical verification to ensure that assets are safeguarded from fraud, deter fraudsters and possibly identify fraud
- (viii) Suggestion of improvement of the existing system of accounting/internal control and management information system from time to time.

3. Detailed Scope of Work:-

Sl. No.	Broad Areas to be covered	Detailed Scope
01	Receipts	<ul style="list-style-type: none">i. Reconciliation of various Fees from studentsii. Receipts from Sponsored Projects / Programmesiii. Interest on Investments, Bank Interestiv. Grants from Ministryv. Internal Revenues/Recoveries such as Licence Fee, charges, etc.vi. Any other Income

		<ul style="list-style-type: none"> vii. Follow up for pending fees and late payment charges there of viii. Income and its investment ix. Any other issue as deemed appropriate
02	Purchase and Store Management	<ul style="list-style-type: none"> i. Ensure the compliance of central government rules and regulation/GFR. ii. Procedure of purchase of goods, services and works iii. Store/Material management iv. Physical verification of Assets and consumable stock. v. Review of process for control over assets and stock by the administration. vi. Any other issue as deemed appropriate
03	Statutory Compliances	<ul style="list-style-type: none"> i. Review of computation of dues and filling of returns and remittance for statutory dues such as: ii. GST iii. Income Tax iv. Professional tax v. Labour Laws vii. Compliance of any other applicable taxes and laws. viii. Any other issue as deemed appropriate
04	Finance and Accounts	<ul style="list-style-type: none"> i. Review of Accounts payable and receivable ii. Cash and bank management iii. Bank Reconciliation Statement iv. Review of Capital/Revenue Expenditure v. Verification of all accounting entries vi. Vouching/Ledger Scrutiny vii. Employees Payroll, disbursement and deductions from Salary viii. Any other issue as deemed appropriate
05	Estate Section	<ul style="list-style-type: none"> i. Review of contracts of works including various service and maintenance contracts ii. Review of Capital works and status of work iii. Completion of Capital WIP and conversion to Assets <p>Any other work related to Estate division</p>
06	Operational Activities	<ul style="list-style-type: none"> i. To check Logbook of all Plant & Machinery/equipment to ensure optimum utilization ii. To check records and activities of Workshop, Lab, Student Mess, Library, Guest house and security process and controls iii. Outsourcing Contracts <p>Review of all service and work contract.</p>
07	Other	Any other relevant area as considered necessary for the internal audit

4. Check list for Engaged firm for internal audit:-

(i) Cash and Fund Management

- (a) Bank Reconciliation statements are being prepared on monthly basis.
- (b) Outstanding advances are being settled as per rules.
- (c) Idle funds are being invested in Short Term Deposits (STDR),
- (d) STD Register is being maintained properly and
- (e) Mandatory provision of e-payment of Rs. 5,000/- and above is being complied with.
- (f) Maintenance of subsidiary cash book and Imprest Accounts.

(ii) Maintenance of Basic Record and mandatory checks

- (a) Maintenance of Proper Land records & land use records. Asset Register should be maintained in the format prescribed. It should be tallied/reconciled with the Annual Accounts of the Institute.
- (b) Physical verification of Assets, consumables and non-consumables is being done on yearly basis and physical verification of Library books & journals are being done as per rules. Accession Register & other records of Library should be checked. Whether any material deficiency reported? If so, how it has been dealt with?
- (c) Cases of theft/fire/loss/embezzlement and action taken thereon.

(iii) Procurement & Contract Management

- (a) Scrutiny of selected files pertaining to procurement of Assets; stores, services & works including Annual Maintenance Contracts and outsourcing of services. Fulfillment of statutory requirements, while making payment for outsourced services may be verified.
- (b) To check the compliance of various taxation laws
- (c) The random selection of procurement files may be done as below:-
 - (i) Procurement of Goods/Services/Works/Books etc. above ₹ 5,00,000 --- 100 %
 - (ii) Procurement of Goods/Services/Works/Books etc. above ₹ 1,00,000 to 5,00,000 --- 50 %
 - (iii) Procurement of Goods/Services/Works/Books etc. below ₹ 1,00,000 --- 25 %

(iv) Optimal Utilization of equipments and Vehicles

- (a) Scrutiny of Logbooks of all equipments, Machinery/Plant etc. costing Rs. 1.00 lacs & above.
- (b) To check Equipments etc. are being installed in time and penalty, if any, is being deducted for delay in installation may be implemented to ensure that there are no idle/uninstalled/unserviceable equipments.

- (c) Scrutiny of Logbooks of Vehicles to ensure justified use of official vehicle and the same are not being used for private purposes. The mileage shown in the logbook and the expenditure on repair & maintenance of vehicles are justifiable.

(v) Revenue Generation

- (a) Scrutiny of files pertaining to fixation of Student fee
- (b) To check collection of various fee as per approved policy
- (c) To check appropriate records of students fees; caution money and other charges are being maintained.
- (d) Other relevant aspects of revenue generations

(vi) Annual Account

- (a) Proper reflection of closing stock of stationery, other consumables, etc. is given in Annual Accounts.
- (b) To check the conformity of annual account with the format of accounts approved by DPIIT for institute

(vii) Other areas

- (a) Maintenance of Stock Register - Consumables/Non-consumables at various department of the Institute etc.
- (b) Guest House occupancy register; maintenance of inventory of guest house & timely deposit of cash proceeds, recovery of guest house charges as per Institute norms.
- (c) Service books and leave records of all employees.
- (d) Deductions from pay bills i.e. income tax; professional tax etc. and TDS charged from suppliers/contractors are being deposited with respective authorities on timely manner.
- (e) TA, LTC and Medical Reimbursement bills are being paid as per rules.
- (f) TA, LTC, Contingent and Medical Advances given to employees are being allowed as per rules and also being adjusted in time. In **case** of delay in adjustment/refund, the penal interest is being charged, as per rules.
- (g) any other aspect as considered appropriate for internal audit

5. Time Period

The Chartered / Cost Accountant firm will be required to provide the desired services initially for a period of One year i.e. FY 2021–22, which can be renewed for another year at the same terms and conditions based on satisfactory performance for a maximum period of two years.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered / Cost Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

6. Schedule of Internal Audit

The Internal Audit for the Financial Year 2021-22 should be initiated within a month of issue of award letter to the selected firm and should be completed by submitting the internal audit report within 45 days from the date of start of such audit.

For the F.Y. 2022-23, if the contract is extended under the terms and condition of tender, Internal Audit is to be conducted on a quarterly basis. Prior to commencement of Audit for any quarter, a detailed audit programme must be prepared in consultation with the Institute. The observation of audit shall be discussed with concerned officials of the Institute before issuance of draft report. A draft quarterly report of the Internal Audit shall be submitted to the management for discussion within seven days from the date of completion of quarterly audit. After discussion, a final report shall be submitted to the Institute within seven days. The Auditor shall present the final audit report before the designated authority as and when communicated by the Institute.

7. 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.

8. **Standard format of Audit Report** - Standard format in which the report is to be submitted by the auditors is Annexed as Annexure

SECTION – 3

Annexure-I

TECHNICAL BID PROFORMA

Sl. No.	Documentary Proof (Self attested)	Details	At Page No.
i.	1- Name of the Bidder 2- Type of Bidder (Proprietary Firm / Company / LLP / Partnership Firm) 3- Complete Address 4- Telephone number 5- Official Email id of the Bidder Mobile number of the owner		
ii.	Valid registration with ICAI.	[attach the document & refer page no. here]	
iii.	Valid Empanelment with O/o the C&AG of India or its field offices	[attach the document & refer page no. here]	
iv.	The Bidder should have valid Permanent Account Number (PAN), GST no., Registration No. of the Agency/ Firm/Company.	[attach the document & refer page no. here]	
v.	Details of at least three (3) statutory audits and/or internal audits Central/ State Government Educational Institutes/ Autonomous Bodies /Statutory Bodies/Educational Institution /PSUs, having turnover of equal or more than ₹ 5.00 Crore, in last five year during 2016-17 to 2020-21 (Annexure I)	[attach the document & refer page no. here]	
vi.	An undertaking duly certified by authorized signatory of the firm or sole Proprietor or Company regarding non blacklisting of the firm has never been blacklisted by any Government departments, C&AG, PSUs or any other organization in respect of any assignment or behavior (Annexure-...)	[attach the document & refer page no. here]	
vii.	Details of Earnest Money Deposit	[attach the original DD/FDR/BG & refer page no. here]	

Sl. No.	Documentary Proof (Self attested)	Details	At Page No.
viii.	Document showing minimum 5 years' experience in the field of Services desired.	[attach the document & refer page no. here]	
ix.	(xi) Document showing 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 31st, 2021, should be equal to or more than ₹20.00 (Twenty) lakhs.	[attach the document & refer page no. here]	

Note:- All relevant documents, annexures and EMD should be attached with the technical bid proforma and should be sealed properly.

(Signature of the Authorized Authority of the Firm)

(Official Seal of the Firm)

Date:

TECHNICAL EVALUATION SHEET

(To be filled by the Bidder and Uploaded and submitted with Technical Bid)

Name of the Firm:
.....

The Firm is required to submit the following documents for assessment by Tender Evaluation Committee of NID MP.

SL. No.	Description	Criteria for Marks	Minimum marks for Qualifying in Technical Criteria	Maximum Marks
1.	Valid Registration with ICAI and Empanelment with C&AG	10 marks each for Registration with ICAI and Empanelment with C&AG	20	20
2.	Minimum three (3) statutory audits and/or internal audits Central/ State Government Educational Institutes/ Autonomous Bodies /Statutory Bodies/Educational Institution /PSUs, having turnover of equal or more than ₹ 5.00 Crore, in last five year during 2016-17 to 2020-21	20 marks minimum for three contracts and thereafter 2 marks for each additional contract in last five year subject to maximum of 30 marks	20	30
3.	Minimum 5 years' experience in the field of services desired i.e. auditing business.	10 marks for Minimum experience and thereafter 2 marks for each additional year of experience subject to maximum of 20 marks	10	20
4.	Minimum Average Annual Income of the Firm in the last 3 financial years ending on March 31st, 2021, should be equal to or more than ₹20.00 (Twenty) lakhs.	10 mark for minimum turnover and thereafter 2 marks for every additional turnover of 5 lakh each subject to maximum of 20 marks	10	20

SL. No.	Description	Criteria for Marks	Minimum marks for Qualifying in Technical Criteria	Maximum Marks
5.	Firm having Registered/ Regional/ Branch offices in Bhopal.	10 Marks	--	10
	Total			100

Important: The financial bid for only those bidders shall be opened who will secure at least 60 marks in technical evaluation, with securing at least minimum marks in each category from 1 to 4, as per above given table.

Note:

- (i) For item No. 1 to 5, the Bidder is required to submit the documentary evidence as per the Technical bid and the other documents mentioned in the said items. No marks will be allotted for technical criteria, at Sl no. 1 to 5, not supported by relevant documents.
- (ii) The Tender Evaluation Committee may visit/ enquire the site and offices where the services being offered currently. Based on visit/ enquiry, performance of the Bidder may be assessed.

SECTION – 4
FINANCIAL BID FORMAT

FINANCIAL BID

Sl. No.	Description of Fees	Unit	Fees	
			Rupees in Figure	Rupees in words
A.	Professional Fee for the Financial Year 2021-22 **	1 (yearly)		
B.	Add: GST as per applicable rate on the services provided			
C.	Total Fees to be paid [including GST (A+B)]			

** The quoted fee should be included of Professional Fee, Travelling, Accommodation, Food and Other Expenses etc. No claim for any other expenses shall be accepted beyond the fee offered to be charged under the contract.

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 of the Bidder with Seal &Address

Date:
Place:

Annexure II

(Along with Covering letter of the CA firm)

Internal Audit Report of National Institute of Design, Madhya Pradesh for the year

PART-I

(a) Introduction

(A brief introduction of the Institute and its activities)

1. General

Name of the Director	
Name of Head of Administration	
Name of Head of Finance	
Name of the CA firm conducting the Audit	
Name of the Team Leader and Members	
Year(s) covered by Audit	
Dates of Audit	
Year of last Inspection	

2. Mandate of the Institute (in brief):

3. Finance (Plan-Grant, Receipts and Others)

Year	Grant Received		Expenditure		Revenue Generated
	Plan	Others	Plan	Others	

4. Manpower

Year	Sanctioned Strength			Men-in-position		
	F	T	A	F	T	A

(F- Faculty, T-Technical, A-Administrative)

5. Latest position of outstanding paras of previous years' Internal Audit Reports

Year	Para No..	Particulars of para	Monetary value of para	Whether compliance made or not	Remarks	

PART-II

SECTION-A

MAJOR IRREGULARITIES

PART-II

SECTION-B

OTHER IRREGULARITIES

PART-III

Recommendation/Improvements suggested to the Institute, if any;

1-

2-

Signature of Team Leader

Signature of Partner/Proprietor of CA firm

ANNEXURE-III

SELF-DECLARATION-NO BLACK LISTING

(On the Letter Head of the bidder)

To

The Director

National Institute of Design, MP

Sir,

In response to the notice inviting tender for Internal Auditor for your, I/We hereby declare that presently our Chartered Accountant /Cost Accountant is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/PSU/Autonomous Body.

We further declare that presently our firm.....is not black-listed and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body/The C&AG of India on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)

Format for Experience

(On the Letter Head of the bidder/firm)

Format for Experience as required by tender terms

Sl.No.	Name of the Client / Auditee	Nature of Audit	Period for which audited	Turnover of that period (FY) (Rs. in Lakhs)	No. of Branches / Units audited

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)