



## INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Sambalpur University Campus, Jyoti Vihar,  
Burla, Sambalpur, Odisha-768019

Tender No: IIMSBP/2018-19/RP/09

Date: 24 Oct. 2018

### Notice Inviting tender for Engagement of Internal Auditor for IIM Sambalpur

Indian Institute of Management Sambalpur (IIM Sambalpur) invites offline bids in single bid system from reputed, experienced and financially sound parties for the following work:

#### Brief Details of Tender:

Tender Description	Tender Period	Estimated Amt. (Rs.)	EMD Value in (Rs.)
Tender for Engagement of Internal Auditor for IIM Sambalpur	One Year	Rs. 2,50,000/-	Rs.5,000/-

The tender document can be downloaded from Keonics, <http://www.tenderwizard.com/etenders>, institute website <http://www.iimsambalpur.ac.in> and Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> to be submitted offline only up to the last date & time of submission of tender.

#### Critical Dates of Tender:

Sl. No	Particulars	Date	Time
1	Date & Time of Publication/ Download of Tender	24/10/2018	12.00 am
2	Pre-Bid Meeting Date & Time	29/10/2018	11.30 am
3	Bid Submission Start Date & Time	30/10/2018	10.30 am
4	Bid Submission Close Date & Time	15/11/2018	3.00 am
5	Opening of Bids	16/11/2018	11.00 am

### 1. ABOUT IIM SAMBALPUR

IIM Sambalpur is an institute of National Importance under MHRD as per IIM Act 2018 passed by the Parliament. The temporary campus of IIM Sambalpur is located at Jyoti Vihar, Burla, Sambalpur - 768019.

### 2. EARNEST MONEY DEPOSIT DETAILS:

EMD of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft/Banker's Cheque/NEFT from Nationalized/scheduled bank in favour of Indian Institute of Management Sambalpur, payable at Sambalpur, should be submitted. The EMD should be valid for at least 90 days. The details are mentioned below:

**BANK DETAILS:**

Name- Indian Institute of Management Sambalpur  
Bank Name- State Bank of India  
Account Number- 36134431122  
Bank Address- Sambalpur Burla Main Branch-768017  
IFSC Code- SBIN0002034

Mail Id- [procurement@iimsambalpur.ac.in](mailto:procurement@iimsambalpur.ac.in)

- a) 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.
- c) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- d) 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.
- e) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.
- f) The details pertaining to Tender fee/EMD (if any) are to be filled as per Annexure-I.

**3. ELIGIBILITY CRITERIA:****A) PRE- QUALIFICATION (PQ) CRITERIA**

SL. No.	PQ Criteria	Documents Required in support of PQ Criteria
1	Should be a Chartered Accountant Firm	Copy of (i) Firm Registration Certificate (FRC) issued by the Institute of Chartered Accountants of India (ICAI); AND (ii) Copy of certificate of practice/ registration of all the partners/members of the firm.
2	Firm should be based/branch office in Sambalpur/Rourkela/Bhubaneswar and Raipur.	Copy of valid document issued by the competent authority.
3	Firm should be empaneled with Comptroller and Auditor General of India (C&AG)	Copy of valid Empaneled Letter issued by C&AG.
4	Firm should have experience in rendering Internal Audit/ Statutory Audit services in any Centrally Funded Technical Institute (CFTI)/ Institute of National Importance (INI), like IIM/ IIT/ IISc/ IISER/ NISER/ NIT/ IIIT/ AIIMS/ Central Universities and/ or Central or State PSUs/ Govt. Depts. in last 7 (Seven) years from the last date of submission of bid.	Copy of 2 (two) contracts/ work orders along with performance certificates issued by the client should be submitted in support of work experience.  Out of 2 contracts, minimum 1 (one) contract should be executed in any CFTI/ INI/ IIM/ IIT/ IISc/ IISER/ NISER/ NIT/ IIIT/ AIIMS/ Central Universities.

5	Permanent Account Number (PAN)	Copy of PAN
6	GST Registration of Firm	Copy of GST
7	Firm Should be neither blacklisted by any government department nor should there be 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-III.

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

## **B) DOCUMENTS REQUIRED:**

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

### **Envelope should contain:**

- i) Tender EMD of Rs.5,000/- both in the form of DDs from any scheduled commercial bank in favor of 'Indian Institute of Management Sambalpur' payable at ' Sambalpur' as per Annexure-I.
- ii) Particulars filled in the 'Technical Bid' as per Annexure - IV.
- iii) Self-declaration towards Not Blacklisting as per Annexure II
- iv) Documents in support of Pre-Qualification Criteria.
- v) Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the Letterhead of the bidder).
- vi) Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.

## **4. TECHNICAL CRITERIA**

Bidders should comply with the specification of the tendered item in all respect, No deviations are acceptable. The detailed format is attached at Annexure-IV. The bidder is to complete the same in all respect and submit accordingly.

## **5. FINANCIAL CRITERIA**

Financial bid given with tender is to be submitted after filling all relevant information. The priced should be submitted strictly as Annexure-V available with the tender failing which the offer is liable for rejection. Kindly quote your price inclusive of all taxes and charges as per the scope of work.

## **6. SCOPE OF SERVICES:** The nature of work of the firm shall be as follows:

- a) Internal audit will be conducted on quarterly basis with quarterly reporting for the Financial Year 2018-19.
- b) Verification and certification of bills, vouchers, records i.e. General Ledger, B.R.S., fixed assets, investment of institute fund, statutory obligation like gratuity, EL encashment and bonus, expenses as per budgetary provision, statutory dues, taxation and financial statement like Income & Expenditure and Balance Sheet along with schedules maintained by Accounts department.
- c) Verification of Store, Purchase, stock register, campus related activities and Library.
- d) Verification of establishment/ HR/ Academic/ IT records.
- e) Verification and certification of Annual Accounts

- f) All the activities & program of the Institute including students activities and research projects, sponsored/funded projects, consultancies etc. will be covered in the audit.
- g) Liaison and filing of all the statutory returns regularly in time.
- h) Vouching. Audit of transactions which involves examination of supporting documents, Concurrence and approval of the competent authority.
- i) Checking of trial balance, Fixed Assets registers & stock registers, scrutiny of general ledger and reconciliation of each head of accounts thereof wherever necessary.
- j) Supervising for preparing balance Sheet with necessary schedules and certification of the annual accounts for the period under audit.
- k) Checking of expenditures incurred with reference to the laid down procedures, delegation of powers and budgetary provisions.
- l) Checking of calculations and payments of statutory dues and all tax (MS, GST, Professional Tax, Work Contract Tax, etc.) related matters as applicable to IIM Sambalpur from time to time.
- m) To check financial statements i.e. Balance Sheet and Income and Expenditure including all schedules and annexures.
- n) To see whether the stocks/ assets acquired/ purchased in quantity and price are in line requisition of the office/ department.
- o) To check whether physical verification of assets/ stocks has been carried out at the close of financial year and variations, if any, have been accounted for and recorded properly.
- p) To check the bank reconciliation statements and investments portfolio.
- q) To check the cash book to ascertain whether cash in hand has been verified by the competent authority at regular intervals.
- r) To check the listing of contingent liabilities, if any, in the notes to Balance Sheet.
- s) To check the calculations of salary and reimbursement of bills of staff to ascertain the legitimacy of payments and deductions thereof.
- t) Checking whether all liabilities against the accepted claims have been provided for in the books of accounts for the full accounting year and verifying compliance with statutory obligations of employer towards the employees: viz Gratuity, leave encashment, provident fund, bonus etc. Similar checks to be done in respect of TA/DA and claims for reimbursements.
- u) To review compliance with laid down policies and procedures in respect of calling of tenders, related approvals, budgetary provisions made and letters of award (LOA) issued for work contracts.
- v) To verify the validity BGs obtained from parties to whom the work is awarded.
- w) To verify whether BGs are kept in safe custody of competent authority and whether related records are properly maintained.
- x) To check whether the stationery & stocks have duly been accounted for as per accounting rules and whether records have been properly maintained to ensure safeguard of such stocks of IIM Sambalpur.
- y) Checking of guest house/hostel/ transit camp registers and income thereof.

z) To verify TDS deduction, GST charged etc. have been properly executed as per the respective act.

aa) To prepare Annual Report & Balance Sheet.

#### **PROCESS OF AUDIT:**

- a) Auditor's field personnel will segregate the audit observations and discuss the same with the concerned department/section head for having an in depth understanding of the issue and prepare the draft audit report accordingly.
- b) The draft audit report will be discussed by senior level personnel of the audit Firm with the department heads/ audit committee of the Institute. If the auditor is satisfied the para will be dropped otherwise the para could be considered and incorporated in the Audit Report.
- d) All the document receipt during the course of audit should be return after completion of the audit and it shall be your responsibility to ensure that all documents and information received from the institute will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.
- e) In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the director immediately without waiting till submission of the final audit report in normal process.
- f) As per requirements of the Institute the auditors will also be asked to give presentation on finding in the Audit Reports to the Finance & Audit Committee or to the Board of the Institute.

#### **7. SUBMISSION OF BID:**

- a) Seal the envelope with superscription 'Technical Bid for Engagement of Internal Auditor for IIM Sambalpur.
- b) Envelope should contain only the Financial Bid. This is to be filled in prescribed format as per Annexure - V and sealed in a separate envelope with superscription 'Financial Bid for Engagement of Internal Auditor for Sambalpur. The financial bid submitted in any other format will be treated as nonresponsive and not considered for tabulation and comparison.
- c) GST, if any, should be indicated separately in the Financial Bid. The Bidder shall not modify the financial bid format in any manner. In case if the same is found to be modified in any manner, bid will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with IIM Sambalpur as decided by the competent authority.
- d) All the pages of the tender document including Annexures, copy of certificates/documents and financial bids should be signed by the authorized person of the Firm along with seal of the firm.
- e) Both Technical bid and Financial Bid envelopes should be kept in a third envelop and seal it. Third envelope should be superscripted as 'Tender for Engagement of Internal Auditor for IIM Sambalpur '.
- f) The sealed bid must reach by post/ courier at the address given below by dt. 15/11/2018 up to 03:00 p.m.

Procurement Department  
Indian Institute of Management Sambalpur,  
Jyoti Vihar, Burla-768019  
Sambalpur

- g) Tender by any other mode will not be accepted. Under no circumstances tender documents will be received after the above date/ time. The institute shall not be responsible for postal delays.
- h) If the last date of receiving/ opening of the tenders coincide with a holiday, then the next working day shall be the receiving/ opening date.
- i) There should not be any overwriting. The financial bid should be expressed both in words and figures. If any discrepancy is found between the figure and in words in the financial bid, the value in words shall prevail. The committee shall correct error, if any and sign the same.
- j) The bidder is expected to examine all instructions, forms, annexures, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.
- k) Bidder shall quote in Indian Rupees only.
- l) No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be rejected.
- m) The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
- n) Conditional bids shall be rejected.

## **8. BID EVALUATION**

IIM Sambalpur evaluates the Commercial Bid of said Bidders who qualify the eligibility criteria and comply to technical qualification. The eligible bidder who will quote the lowest will be awarded the contract.

## **9. PAYMENT TERMS**

No advance payment will be made in any case. Bills in duplicate should be sent and payment shall be released generally within 30 days, only after it is ensured that the items supplied are entire satisfaction of IIM Sambalpur. The projected quantity is approximate and payment will be made based on actual work completed.

No part payment will be made against the part Supply. In case of the undelivered items till due date of completion, the penalty of 10% of the cost of undelivered item will be imposed and deducted from the bill of the item supplied or recovered from the security deposit.

## **10. CONTRACT PERIOD**

The firm will be required to provide the desired services initially for a period of one year i.e. for the FY 2018-19 and which may be renewed up to two (2) years on yearly basis on same terms and conditions with the mutual consent and satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory with one-month notice.

## **11. BID VALIDITY:**

The bid should be valid for 90 (ninety) days from the last date of submission of bids.

## **12. ACCEPTANCE OF BIDS & WITHDRAWALS:**

The right of final acceptance of the tender is entirely vested with the Director, IIM Sambalpur who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of IIM Sambalpur to communicate with rejected/ unsuccessful bidders.

**After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as in scope of work, lack of anticipated financial resources, court orders, accident, etc. and other unforeseen circumstances.**

## **13. PERFORMANCE SECURITY DEPOSIT**

- (a) An amount @ 10% of total value of the contract in shape of FDR/ TDR/ DD/ BG as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 14 (fourteen) days from the date of issue of Letter of Award (LoA) by the Institute. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall be forfeited.
- (b) Performance Security shall remain valid for a period of 90 (Ninety) days beyond the date of completion of the contract. No interest will be payable on SD.
- (c) In case of breach of contract by the service provider, the SD shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

## **14. AWARD OF CONTRACT**

- (a) After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder. The successful bidder will be required to furnish the required performance security deposit and execute an agreement on a Non-Judicial Stamp Paper worth Rs.1,000/- (Rupees One Thousand Only) within a period of 14 (Fourteen) days from the date of issue of LoA.
- (b) The contract will be signed only after furnishing the Performance Security Deposit.
- (c) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in fully.
- (d) Costs associated with the preparation of contract documents shall be borne by the service provider.

## **15. DISPUTE RESOLUTION**

In the event of any dispute or differences arising under this contract, the decision of the Director, Indian Institute of Management Sambalpur shall be final and binding on both the parties.

## **16. APPLICABLE LAW**

The Court of Jurisdiction shall be Sambalpur for all such purposes.

## ANNEXURE – I

To

Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Sub: - EMD Details.**

Ref: - Tender No. IIMSBP/2018-19/RP/09 dated 24/10/2018

(Notice Inviting Tender for Engagement of Internal Auditor for IIM Sambalpur).

Dear Sir,

The following DD in favour of IIM Sambalpur are enclosed herewith towards EMD

Details of DD/BC/NEFT	Amount (Rs.)	DD/BC/NEFT No.	DD/BC/NEFT Date	Bank Name

Thanking you

Yours faithfully,

(Authorised Signatory with Seal)



## ANNEXURE – II

To

Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Sub: - Self Declaration Certificate**

Ref: - Tender No. IIMSBP/2018-19/RP/09 dated 24/10/2018

(Notice Inviting Tender for Engagement of Internal Auditor for IIM Sambalpur).

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Engagement of Internal Auditor for IIM Sambalpur I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, 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 and are for IIM Sambalpur, and free delivery, unloading at IIM Sambalpur.

**Date:**

**Authorized Signatory**

**Name:**

**Place:**

**Designation:**

**Contact No.:**

**Email ID:**

# ANNEXURE-III

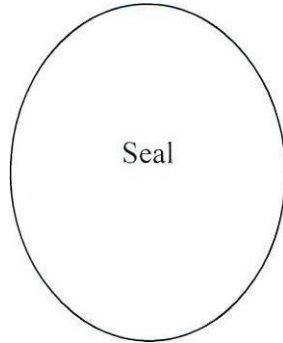
## CERTIFICATE

(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:



Seal

Authorized Signatory Name:

Place:

Designation:

Contact No.

**ANNEXURE-IV**

**TECHNICAL BID**

**(To be submitted in a separate sealed envelope)**

<b>Sl. No</b>	<b>Particulars</b>	<b>Compliance (Yes/No)</b>	<b>Supporting Documents attached in the Technical Bid</b>
1	Name of the Firm with complete Address, Tel/ Mob No. and Email Address		
2	EMD of Rs.5,000/- both in the form of DDs from any scheduled commercial bank in favor of Indian Institute of Management Sambalpur payable at Sambalpur		
3	(i) Firm Registration Certificate (FRC) issued by the Institute of Chartered Accountants of India (ICAI); AND (ii) Copy of certificate of practice/ registration of all the partners/ members of the firm.		
4	Firm should be based/branch office in Sambalpur/Rourkela/Bhubaneswar/Raipur (Copy of valid document issued by the competent authority).		
5	Firm should be empaneled with Comptroller and Auditor General of India (C&AG) (Copy of valid Empaneled Letter issued by C&AG)		
6	Firm should have experience in rendering Internal Audit/Statutory Audit services in any Centrally Funded Technical Institute (CFTI)/ Institute of National Importance (INI) viz. IIM/ IIT/ IISc/ IISER/ NISER/ NIT/ IIIT/ AIIMS/ Central Universities and Central or State PSUs/ Govt. Depts. in last 5 (five) years from the last date of submission of bid. (Copy of 2 contracts/ work orders along with performance certificates issued by the above institutes/ Govt. Depts./PSUs should be submitted in support of work experience. Out		

	of 2 contracts, minimum 1 contract should be executed any CFITI/INI/IIM/IIT/IISc/IISER/NISER/NIT/ IIIT/ AIIMS/ Central Universities.).		
7	Copy of Permanent Account Number (PAN)		
8	Copy GST Registration of Firm		
9	Annual Turnover during last three financial years:		
	FY 2015-16	FY 2016-17	FY 2017-18
10	Self-declaration towards Not Blacklisting as per Annexure -III		
11	Power of Attorney/ Authorization Letter, if bid is Submitted by the authorized representative of the agency of the Letterhead of the bidder)		
12	Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.		

**Declaration:**

I/We (name of the proprietors/ Partners) of (Name of the Firm) do here by declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:  
Date:

Signature with stamp of the bidder:  
Name of the bidder:

Address of the bidder:

Tel/ Mob No.:

**ANNEXURE-V**

**FINANCIAL BID**

**(In the letterhead of the bidder)**

Date

To

Indian Institute of Management Sambalpur  
Jyoti Vihar, Burla- 768019  
Sambalpur

Subject: Tender for 'Engagement of Internal Auditor for IIM Sambalpur' vide Tender No. IIMSBP/2018-19/RP/09 dated 24/10/2018

Sir,

I/We quote the under mentioned fees for subjected tender.

Sl. No.	Particulars	Annual Lump-sum Fee	
		In Figure (Rs.)	In Words
1.	'Annual Lump-sum Fee' for of Services' for Financial Year 2018-19 as per the scope of Services (clause no. 6)		

N.B.:

1. Travel and local hospitality will be provided by the institute.
2. GST shall be borne by the institute as per rule.
3. TDS under Income tax will be deducted at applicable rates.

Place:

Date:

Signature with stamp of the bidder:

Name of the bidder:

Address of the bidder:

Tel/ Mob No.:



