



NAME OF THE SERVICE

E Tender document for engagement of Chartered Accountants for Providing Internal Audit Services & issuance of 15CB Certificate to Indian Institute of Management Raipur.

Pre bid Meeting by WebEx – From 11.00 am to 12 noon on 17th February 2021

Last date of submission of Tender bid – 5.00 pm on 3rd March 2021

Date & Time of Opening of Technical Bid – 5.30 pm, 3rd March 2021

Date / time for presentation by WebEx – 11 am onwards on 5th March 2021

Date / time of Opening of Financial bid – 3.00 pm on 8th March 2021

Client

Indian Institute of Management Raipur, Atal Nagar, Naya Raipur, Abhanpur P.O.

Kurru, Raipur - 493661

Phone: +91-771-2474706 Fax: +91-771-2474604

Website: www.iimraipur.ac.in

Mail ID: sysmgr@iimraipur.ac.in

Timeline

Date	Time	Event
17.02.2021	11.00 am	Pre-BID meeting (Only by WebEx)
03.03.2021	5.00 pm	Last day of Submission of BIDS
03.03.2021	5.30 pm	Opening of Pre-Qualification BIDS
04.03.2021	11.00 am	Pre-Qualification Bids -Declaration of short listed Firms/ LLPs for making presentation
05.03.2021	From 11.00 am onwards	Presentation by the short-listed Firms/ LLPs (By WebEx)
08.03.2021	11.00 am	Opening of Financial Bid
10.03.2021	11.00 am	Declaration of Result by the Selection committee of Qualified Firms/ LLPs

Annexures

Annexures	Check list for documents to be submitted
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This tender document containing eligibility criteria, scope of work, terms & conditions and other documents, can be seen / downloaded at/from the website <https://mhrd.euniwizarde.com> or <https://eprocure.gov.in> or Indian Institute of Management Raipur website : www.iimraipur.ac.in

This tender is required to be uploaded on the website <https://mhrd.euniwizarde.com> and nowhere else as it will be opened online at this site and nowhere else. The contract will be valid initially for the Financial Year 2021-22, which will be renewed thereafter based upon mutual consent. Manual bids/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

Tender will be submitted through online mode under the e-procurement system. The bidders must apply online through the portal <https://mhrd.euniwizarde.com> only. The original Demand Draft towards processing charge (non-refundable) are to be submitted by only Speed Post in a sealed envelope to be super scribed this tender name, the name of your firm & GST Registration number of the firm and must reach at the below address before the last date & time for the submission of Bid document.

The CAO -

Indian Institute of Management Raipur

IIM Raipur Campus

Atal Nagar, PO Kurru (Abhanpur)

Pin code - 493661

Chapter - 1

Background and Scope of work

1.1 Introduction:

Indian Institute of Management, Raipur (IIMR), was set up by the Government of India in Collaboration with the Government of Chhattisgarh as an autonomous Institute in 2010. IIMR is one of the India's best Business School.

IIMR's mission is to help the State Government(s) and India to improve their managerial practices both in the private and in the public sector and adopt superior public policies.

Over more than 10 years of its existence, the IIMR today has expanded its programmes and activities. It conducts following major long duration programmes enrolling about 350 students in a year:

- Two-year Post-Graduate Programme in Management (MBA)
- Two years E-Post Graduate Programme in Management (E-PGP)
- Fellow Programme in Management (PhD).
- Executive Fellow Programme in Management (EFPM)
- Two-years Post-Graduate Programme for Working Executive (PGPMWE)
- One -year General Management Program.

In addition to the long duration programmes, the Institute also offer number of short duration Executive Education & E-Learning Programmes in a Financial Year.

All the above mentioned academic (long and short duration) programmes are conducted in the IIM Raipur campuses, spread over 200 acres of land in Naya Raipur city of Chhattisgarh, India.

The campus is well planned and house classrooms, conference rooms, seminar rooms, administrative buildings, student hostel, library block, faculty and staff housing and Management Development Centre.

1.2 Purpose:

IIMR's activities have expanded over last couple of years. The revenue has grown to more than Rs. 50.00 Crores per annum and the Balance Sheet size have exceeded Rs.500.00 Crores. The Institute's accounts are audited by C&AG and one Audit Firm for Statutory audit every year. In addition, the Institute appoints Internal Auditor for conducting Internal Audit since the beginning.

Indian Institute of Management, Raipur (IIMR) was a Registered Society under Societies Registration Act, 1860 up to 30th January 2018. Thereafter, the Institute is a Body Corporate under the IIM Bill. The Institute is exempted from the Income Tax under the

section 10 23C (vi) of the Income Tax Act, 1961 and from the GST liability on all the long run program as per the circular number 82/01/2019-GST dated 1st January 2019.

IIMR therefore intends to empanel an Audit Firm for undertaking for Internal Audit from the Financial Year 2021-22.

Audit Fees: As per the Guideline No 1-CA (7)/03/2016, dated 7th April 2016 issued by the ICAI, the minimum audit fees for this assignment is Rs. 3.00 lakh plus applicable tax, if any.

In addition to the fees mentioned above, the Institute will reimburse AC II tier ticket fare / equivalent and local transportation apart from providing lodging & boarding facility inside the campus for the audit team of Firm located outside Raipur. The Institute will reimburse the TA/DA expenditure for the audit team of local firm.

1.2.1 Scope of Audits:

1.2.2 Internal Audit: In addition to the issuance of 15CB Certificate to the Institute, the scope of the Internal Auditor's will inter-alia includes the following –

- Study of the byelaws (MoA/IIM Bill), Delegation of the Financial Power approved by the Board, MOU, Agreement, Work/Purchase Order, and the policies approved by the Management.
- Study of accounting procedures (IGAAP) prescribed for IIM by the MHRD, relevant part of 'Fundamental Rules & Supplementary Rules' (FR & SR), GFR 2017 and Labour Laws with a view to ensuring that the relevant rules and regulations are correctly implemented by the Institute.
- Watch over the implementation of the prescribed procedures and the orders issued from time to time by MHRD/Management
- Analytical review of systems and procedures of all important activities/area conduct audit of the nature of Management audit to assess the effectiveness and efficiency in each such area.
- Review of internal control systems and recommendations for additional checks and balances wherever required
- Scrutiny and check of receipts, payments and accounting work of the accounting units.
- Investigation of important arrears in accounting and other connected records
- Periodical review of all account's records
- Pursuance/Settlement of objections taken in test audit noted issued by Statutory audit offices and others matters relating to statutory audit
- Certification of accounts of sponsored projects/Consultancies of external agencies and other miscellaneous certification as and when required
- Report on leakage of revenue, if any in the form of not issuance of invoice in time, delay remittance by the Service receiver etc.

Reference no IIMR/EOI/2020-21/19 & Dated 08.02.2021

- To examine and report on points or irregularities brought to its notice by the Statutory audit
- Filing all the TDS and GST returns (other than GST annual return) for the Institute in time.
- Issuance of certificate as per the requirement of the Institute during the contract term
- Physical verification of inventory on the last working day of the Financial Year
- Verification and the reconciliation of fees and other revenues with accounts records
- Verification of Assets Register, Preventive maintenance arrangement, and proper disclosure of impaired Assets in the books of Accounts
- Verification of records - Personnel department.

Chapter - II

General conditions of Contract

2.1 Application fee:

Rs.1180/- (Rs. One thousand one hundred and eighty only) payable only by Demand Draft. Application fee is non-refundable.

2.2 Period of Appointment:

The initial period of Appointment will be ONE year. Auditors may be reappointed for the same audit up to a maximum period of another four years. *There will not be change in the audit fees in the subsequent years.*

2.3 Assignment & sub-contract:

Selected Firm / LLP shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the institute.

2.4 Confidentiality and Disclaimer:

All information supplied by IIMR in connection with this Tender must be treated as confidential and, for the avoidance of doubt, all parts of the Tender are to be treated confidentially by Bidders.

2.5 Arbitration:

All the disputes regarding quality of service, specifications and rates shall be settled mutually by making references to conditions of contract, documents or prevailing local practices etc.; but if not settled mutually, shall be referred to arbitration as mandated in the Arbitration and Conciliation Act, 1996 and its amendments or modifications to-date.

2.6 Exit clause:

Both the parties can terminate the contract at any time at the end of the period of a particular financial year when the term expires. The contract can also be terminated by either side after giving one month's notice period.

Chapter - III

Pre — Qualification & the mode of Submission of Tender documents

3.1 The bidders who meet the following minimum criteria will be considered for evaluation -

3.1.1 Chartered Accountant Firm / LLP with at least five years of relevant work-experience as on 31st March 2020.

3.1.2 Average Gross Revenue of the CA Firm / LLP in last three Financial Years ending 31st March 2020 should not be lesser than INR 40.00 lakhs.

3.1.3 Similar work experience in the IIMs or other reputed Management Institute in India in last five years, ending 31st March 2020 having:

- Annual turnover not lesser than INR 50.00 Crores during the corresponding year of Statutory audit and
- Ranking from 1 to 50 of the Management Institute in the NIRF 2020 list.

The Firm / LLP is required to submit at least one successful work completion Certificate from the concerned Management Institute. It is to be noted that internal audit experience of only Branch/Subsidiary (viz. without the audit of the books of account of Head Office) will not be considered. The Firm is also required to submit the self-attested document on Ranking of the Institute in the NIRF 2020 list.

Bidders fulfilling the above criteria will be shortlisted for the evaluation.

3.2 Submission of documents to assess pre-qualification criteria:

This tender document containing eligibility criteria, scope of work, terms and conditions and other documents, can be seen / downloaded at/from the website <https://mhrd.euniwizarde.com> or Indian Institute of Management Raipur website : www.iimraipur.ac.in

This tender is required to be uploaded on the website <https://mhrd.euniwizarde.com> and nowhere else as it will be opened online at this site and nowhere else.

The contract will be valid initially for the Financial Year 2021-22, which will be renewed with mutual consent. The tenderer shall sign and stamp each page of this tender document as taken of having read, understood, and comply with tender, the term and conditions contained herein.

Manual bids/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

Tender will be submitted through online mode under the e-wizard system. The bidders must apply online through E-wizard portal <https://mhrd.euniwizarde.com> only.

The application fee (non-refundable processing charge) required to pay in the form of Demand Draft as per the detail appended below –

Amount of DD – Rs. 1180/-

Name of the beneficiary – Indian Institute of Management Raipur

Payable at Raipur

3.3 Expenses to be borne by bidder

All the expenses in preparation and submission of E-Tender and visits to the office or any place in connection with the preparation of E-Tender shall be borne by the applicant. IIMR, in no case shall be responsible or liable for these costs regardless of the outcome of the E-Tendering process.

All the expenses towards completing of the Agreement, including cost of Stamp Paper or any other expenditure incurred in the process of TENDER submission till final compliance shall be borne by the Tenderer/Bidder.

3.4 Deadline for the submission of Bids

The bidders are requested to submit the bids through online e-wizard system to the tender inviting authority (TIA) well before the bid submission end date & time (as per the server system clock). The TIA will not have held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hours. After the bid submission (i.e., after clicking ‘the final Bid Submission’ in the portal, the acknowledgement number, given by the system should be printed by the bidder and kept as record of evidence for online submission of bid for the particular tender.

3.5 Query –

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tenderer or the relevant person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support. Please contact MHRD Helpdesk (as given below) for any query related to e-tendering

Phone No. 011-49606060/9355030620/8448288985/8448288981

Mail Id: helpdeskeuniwizarde@gmail.com / ewizardsaikat.pal@gmail.com / ewizardkumar@gmail.com

3.6 Indian Institute of Management Raipur reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts or to split the work among various Tenderers without assigning any reason thereof.

Chapter – IV

Technical Bid

Engagement of Chartered Accountant Firm LLP for Internal Audit at Indian Institute of Management Raipur, Raipur.

Sl No	Particular	Submission by Bidder
1	Name of the Chartered Accountant Firm/LLP	
2	Official Address of the CA Firm with complete contact details inclusive of Cell number and mail ID	
3	PAN No. (Enclose a copy)	
4	GST Registration No. (Copy of the Registration Certificate is to be enclosed).	
5	Copy of Audited Financial Statement of the Firm / LLP in last three Financial Years ended 31 st March 2020.	
6	Number of years of experience of the Firm / LLP	
7	List of similar Internal audits assignment carried out by the CA Firm / LLP in last 10 years ending 31 st March 2020 – a. At least one Work Order for the similar audit assignment from a reputed Management Institute as defined in Chapter III of tender paper. b. Copy of the audited Financial Statement of the Institute. c. Self-attested copy of Ranking of the Institute as per NIRF 2020 list. d. Certificate on work completion from the concerned authority. e. Name of the authority issued the Work Order, Mail ID, contact number for reference check, if required. Note - It is to be noted that similar Internal audit assignments means Internal audit in the Management Institutions, listed rank from 1 to 50 in the NIRF 2020 list. Internal audit experience of any Branch / Subsidiary will not be considered.	
8	Whether any regulatory action including fines levied since the inception. Whether any disciplinary action is pending.	
9	Presence in Raipur with address / telephone number, if any.	
10	Any other information CA Firm wish to give in support of their experience / professional achievements.	

Note: Please attach extra sheet in support of your information, if required.

Signature -----

Name of Tenderer -----

Official Seal

Chapter – V

Financial Bid

Engagement of Chartered Accountant Firm / LLP for Statutory audit in Indian Institute of Management Raipur

SL No	Particular	Consolidated amount, exclusive of tax)	
1	Internal Audit fees per year (exclusive of applicable tax)	In figure	In words
2	Fees for the issuance of 15CB Certificate to the Institute	In figure	In words

Letter of Consent/Undertaking

- a) We hereby undertake to provide all the required services, as mentioned above, and in the Technical Bid as well as other documents communicated by IIM Raipur, from the FY 2021-22, if we are appointed as internal auditors.
- b) We also agreed to continue with our services to IIM Raipur in the subsequent Financial Years if IIM Raipur extends our service accordingly on the audit fees mentioned above. (in addition to other facility to be provided by the Institute as per the details mentioned in the NIT documents).

Place:

Signature of the Tenderer

Date:

Name

Full address along with mail id and mobile number

Office seal

Chapter - VI

TENDER ACCEPTANCE LETTER (To be given on Letter head of the Organization)

To

Date:

The Director, IIM Raipur
IIM Raipur Campus
Atal Nagar, Raipur.

Subject: Acceptance of Terms & Conditions of Tender

Tender reference number: IIMR/EOI/2020-21/19 Dated 8th February 2021.

Name of the Tender: Engagement of CA Firm / LLP for Internal Audit.

Dear Sir,

1. I / We have downloaded / obtained the tender document for the above-mentioned professional assignment from the website namely as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents from page no ... to... which form part of the contract agreement and I / we shall abide by the term / conditions / clauses contained therein.
3. The corrigendum(s), if any issued from time to time by your institute too have been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender documents / corrigendum in its totality / entirely.
5. The Demand Draft number for the amount Rs. 1180/- towards application fee is, payable at and date DD/MM/YYYY.
6. This is certified that we (all the partners and qualified CAs engaged by our firm) have not been indicted / convicted by a Court of Law and no adverse orders have been passed against us by a regulatory authority (including the Institute of Chartered Accountants of India).
7. It is further certified that no investigation by any regulatory agency is pending against us.
8. We agree to undertake to be liable for all obligations of the tender under the agreement.
9. I / We certify that all information provided in the tender is true and correct, nothing has been misrepresented and omitted which renders such information misleading and all documents accompanying bids are true copy of their respective originals.
10. In case any provisions of this tender are found violated, then your Institute shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Yours faithfully,

(Signature of the bidder with Official Seal)

Chapter - VII

Tender Opening

5.1 Opening of Tender (Financial Bid) –

Financial Bid (Tenders) of the Tenderers who technically qualify shall be opened in the presence of designated Authority and Tenderers who wish to be present there. The date of presentation and Financial Bid opening will be intimated to the shortlisted Tenderers subsequently by phone and/or email.

5.2 Clarification of Tender -

To assist in the examination, evaluation and comparison of TENDER, Indian Institute of Management Raipur may at its discretion ask the Tenderer for a clarification on the TENDER which is submitted by him. The request for clarification and the response shall be in writing.

5.3 Evaluation of Tender –

The entire bid process will be of three tiers as follows –

Tier 1 – Technical evaluation on 4th March 2021.

Tier 2 – Presentation before the jury by technically qualified bidders by WebEx from 11 am onwards on 5th March 2021.

Firms/ LLPs meeting the pre-qualification criteria will be invited to make a presentation to the Evaluation Committee at IIMR. The Evaluation committee will assess competency of the firm, their capacity of understanding the needs, experience, and sensitivity to provide services to IIMR. The procedure for selection of the Firm / LLP shall be based on Quality & Cost base selection (QCBS) system for evaluation by the Committee.

Based on the details provided and the presentation to the Evaluation Committee, Firms/ LLPs will be awarded Technical score on the following dimensions:

Particulars	Maximum marks
• Number of years of existence of the Firm / LLP.	5 marks

• Internal Audit Experience in IIMs	10 marks
• Number of Key Professionals & their Post Qualification experience	10 marks
• Profile of the Professionals to be assigned to IIM Raipur	10 marks
• Profile on other Service (Cost / Management / Forensic Audit) etc being provided by the Firm / LLP to the Management Institute.	10 marks
• Having Branch Office in Raipur	5 marks
• Major audit observation if any found and sorted out in the past	5 marks
• Ability to serve IIM Raipur (IIMR)	5 marks
• Recognition/Accolades won during last five years.	5 marks
• Track-record of the Firm including regulatory compliances.	5 marks
TOTAL MARKS	70

Tier 3 - The total marks for Financial Bid is 30 marks.

The Institute will open the Financial Bids of technically qualified bidders. The score for financial bids will be calculated as below – (Lowest tender price * 30)/ (Tender price quoted by individual Firm or LLP).

Overall score = (Score on presentation) + (Score from Financial bid)

Based on the above, top 1 to 2 firms/LLP will be empanelled.

Chapter – VIII

Award of Contract

The Tenderer should pass in all the terms of “Eligibility Criteria”. Eligible Tenderer shall be awarded the contract. If after winning the contract, the agency fails to provide the services within the time given, the agency will be blacklisted, in addition to recourse to other penal measures. No grievance shall be entertained in this regard.

a) Indian Institute of Management Raipur reserves the right of negotiation with eligible Tenderer before finalization of the TENDER and/or contract.

b) **NOTIFICATION OF AWARD**

Prior to the expiration of the period of TENDER validity, the Institute will inform the Tenderer by registered letter or by phone or fax or by e-mail that the Bid has been accepted and the work has been awarded.

Signature of Tenderer) Official seal

Chapter – IX

Pledge of compliance

(To be given by the legal owner/partner of the agency on the companies Letter Head)

Name:.....

Date:.....

Designation:.....

DECLARATION

I, Name,
designation, acting on behalf of

.....
.....(agency name & address), which is an applicant for Engagement of Chartered Accountant Firm /LLP at Indian Institute of Management Raipur, IIM Raipur campus, Atal Nagar, Naya Raipur, Raipur-493661 (CG), hereby undertake that we shall abide by the terms and conditions of the Work Order/Agreement signed between me/us and the IIM Raipur. In the event of any breach of the terms and conditions of Work Order/Agreement during the entire period of contract, the full responsibilities of any loss incurred by IIM Raipur because of our negligence including financial, time and reputation as assessed by IIM Raipur, shall lie with my agency and my agency will fully compensate IIM Raipur for all such losses without resort to any legal process.

Signature.....

Name:

Address:

Annexure**Check list of documents to be submitted:**

The following documents should be enclosed along with the application: -

Sr.	Particulars	Checklist for bidder	Checklist for IIMR
1	Name of the Chartered Accounts Firm / LLP		
2	Official Address of the CA Firm with complete contact details along with Cell number and mail ID		
3	Branch in Raipur, if yes then the address and contact details		
4	Copy of the PAN		
5	Copy of the GST Registration number		
6	Copy of audited Financial Statement of the Firm / LLP from the Financial Year 2017-18 to the Financial Year 2019-20		
7	Number of years of experience of Firm / LLP		
8	List of Similar Internal audit assignment have been completed by the Firm / LLP in last ten years, along with the turnover of the Institute during the year of internal audit and rank of the Institute in NIRF ranking list in 2020.		
9	Copy of one Work completion Certificate from the concerned Institute.		
10	Profile of Key Professionals: (please mention the credentials of professional(s) to be assigned in IIM Raipur) 1. Qualification 2. Relevant Experience in Internal audit of reputed Management Institution.		
11	List of reputed Management Institutions, Internal audit has been assigned for the Financial Year 2020-21.		
12	Whether any regulatory action including fines levied since the inception.		
13	Whether any disciplinary action is pending for the disposal against the Firm/LLP.		
14	Recognition/ Accolades won in the last 10 years.		
15	Any other information relevant to your response to this BID that you may wish to provide.		
16	Demand Draft number and date for the remittance of Application fees Rs. 1180/-		