



**NOTICE INVITING TENDER (NIT) FOR ENGAGEMENT OF  
FIRM FOR CONDUCTING INTERNAL AUDIT OF  
INDIAN INSTITUTE OF MANAGEMENT JAMMU FOR  
THE FINANCIAL YEAR 2024-25**

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**INDIAN INSTITUTE OF MANAGEMENT JAMMU**

Jagti, Jammu (J&K)- 181221 INDIA

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## NOTICE INVITING TENDER (NIT) FOR CONDUCTING INTERNAL AUDIT OF INDIAN INSTITUTE OF MANAGEMENT JAMMU FOR THE FINANCIAL YEAR 2024-25

Date: 26/02/2024

NIT Number: No. IIMJ/NIT/Int-Audit/2023- 24/24

Indian Institute of Management (IIM Jammu) invites NOTICE INVITING TENDER (NIT) from eligible Chartered Accountants/ Cost Accountants Firms for conducting Internal Audit of IIM Jammu for the Financial Year 2023-24. The NIT document/details can be downloaded from the IIM Jammu website <https://www.iimj.ac.in> and <https://eprocure.gov.in/eprocure/app> <https://www.eprocure.gov.in/epublish/app>

### 1. BID-DATA SHEET

NIT Number & Date:	NIT Number: No. IIMJ/NIT/Int-Audit/2023- 24/24 dated 26/02/2024
Tender Processing Fee (Non-Refundable) Not Exempted	Rs. 590/- (Rupees Five hundred and Ninety Only) including GST
Earnest Money Deposit (EMD)	Rs. 15,000/- (Rupees Ten thousand only) by way of NEFT/ RTGS in the name of <b>Indian Institute of Management JAMMU</b>
Performance Security	Shall be converted into Performance Security.
Issue of Tender	Tender document/details can be downloaded from the IIM Jammu website <a href="https://www.iimj.ac.in">https://www.iimj.ac.in</a> and <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and <a href="https://www.eprocure.gov.in/epublish/app">https://www.eprocure.gov.in/epublish/app</a>
Publish Date and time	27/02/2024
Start Date and Time of Submission of Bids	04/03/2024 from 10:00 AM onwards
Last Date of Submission of Bids:	18/03/2024 till 11:00 AM
Opening of Technical Bid (Cover-I):	19 /03/2024 at 11:30 AM
Opening of Financial Bid (Cover-II):	Shall be communicated after the technical evaluation.

No. of Covers:	02-Cover I (Technical Bid) and Cover-II (Financial Bid)
Bid Validity Days	90 days (From last date of Submission of tender)
Contact Person:	The Chief Administrative Officer, Indian Institute of Management Jammu Jagti, 181221, India Jammu- 180016 (J&K)
Contact Address:	Indian Institute of Management Jammu Jagti, 181221, India Jammu- 180016 (J&K)
Contact Phone Number (s): E-mail Address:	<a href="mailto:cao@iimj.ac.in">cao@iimj.ac.in</a> , 0191-2585835, <a href="mailto:purchase@iimj.ac.in">purchase@iimj.ac.in</a> , +91- 7298076792

Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. 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.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

In case, the last date of receipt of tenders and / or the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.

**Chief Administrative Officer  
IIM Jammu**

## 2. TERMS OF REFERENCE

### 2.1 BACKGROUND:

Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, postgraduate programme in management equivalent to MBA, Doctoral level programmes and executive training programs in all the functional areas of Management.

IIM Jammu is operating from its permanent campus at Jagti, the 200 acres of state-of-the-art campus at Jagti, 14 Kms. from Jammu City, about 16 Kms from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus is a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.

IIM Jammu is also operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016.

IM Jammu is also operating its transit Satellite campus for Executive’s Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.

The Accounts of the Institute are maintained in TALLY ERP. The major functions of the Department are furnished below:

**Central Accounts:** Processes all the Bills & Vouchers by booking in proper heads of accounts. Deals with Budget, Quarterly/Half yearly/Annual Accounts, GST, Income Tax, BRS, Fixed Assets, Statutory Matters etc. Payroll Accounting, disbursements to parties, NPS etc. Engineering Division for construction Projects, repair, maintenance, capitalization etc.

The Major Activities of the Institute leading to various financial transactions are given below:

Sr. No.	Activities/Resources	Remarks (Tentative Strength)
A	Degree Programmes for one year & above	Student Strength: 907
B	Staff Strength (Regular, Contractual)	Staff Strength :93
C	Total Income as on 31.03.2023 for FY 2022-23	Rs. 94.20 Crore
D	Total Expenditure as on 31.03.2023 for FY 2022-23	Rs. 39.70 Crore

## 2.2 SCOPE OF WORK:

### 2.2.1 LOCATIONS:

IIM Jammu is having offices at following locations; therefore, firm shall be responsible for audit of these locations as per scope of the work mentioned below:

**Location 1:** Permanent Campus at Jagti, Nagrota, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport.

**Location 2:** Indian Institute of Management Jammu, Old University Campus, Canal Road Jammu- 180016.

**Location 3:** Indian Institute of Management Jammu, Srinagar Off Campus, Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.

### 2.2.2 REVIEW OF INTERNAL CONTROL AND RISK MANAGEMENT SYSTEM:

- (i) Independently review and appraise the systems of control throughout the year (not just the financial controls)
- (ii) Recommend improvements to internal controls.
- (iii) Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations, and other legislations.
- (iv) Ascertain Compliance to IIM Act 2017, instruction of C&AG, Standard Accounting Practices and Guidelines of the Board
- (v) Provide reassurance to management that their policies are being carried out with adequate control of the associated risks.
- (vi) Facilitate good practice in managing risks effectively.
- (vii) Department wise system/process audit and recommendation for best practice to improve the system.
- (viii) Determine whether the existing system of controls is in harmony with the structure of the Institute. As far as possible keeping the controls within the operating functions acts as a cost-effective measure.
- (ix) Review each control and analyze them in terms of costs and benefits.
- (x) Review the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information.
- (xi) Review the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports and should determine whether the Institute is in compliance.
- (xii) Ensure that assets and interests are safeguarded from fraud, deter fraudsters, and possibly identify fraud.
- (xiii) The objective of the Internal Auditor is to ensure that assets are reasonably and adequately protected against loss and that they are properly managed and accounted for. The safeguard of assets should not be restricted to mere pilferage but physical threats like fire, water, electricity, etc.

### 2.2.3 DETAILED SCOPE OF WORK:

#### 2.2.3.1 Review of procurement of material/invoices by following General Financial Rule (GFR) 2017:

- (i) Review of the system for Purchase Requirements and procedure followed in issue of NIT and opening of bids, comparative statements, and selection of vendors.
- (ii) Life Cycle costing approach followed properly before initiation of procurement of equipment, etc.
- (iii) Checking of rate contract, Purchase Orders placed on vendors for procurement of Material/Services etc.
- (iv) Checking of payments made to vendors with reference to Purchase Order terms, other supporting documents, adjustment of advances, deductions for shortage/damage, statutory deductions, L.D. etc.
- (v) Justification and approval from competent authority for variations in the quantity, payment terms, and delivery schedule etc.

#### 2.2.3.2 Procurement of Goods & Services:

- (i) Tendering Processes & selection of the vendor/ contractor
- (ii) Accounting Treatments for Fixed Assets and Inventory
- (iii) Store & Purchase Processes
- (iv) Checking and verification of procurements of goods and services to ensure that prescribed procedure mentioned in the IIMJ Store & Purchase manual / GFR / Gol guidelines etc have been followed.

#### 2.2.3.3 HR & Personnel:

- (i) Review of leave, LTC Records.
- (ii) Review of Employee records maintained and updated on regular basis.
- (iii) Statutory deductions of EPF, ESI, etc. for outsourced Manpower are correctly deposited by the contractor.

#### 2.2.3.4 Payroll, Retirement Benefits & Pension:

- (i) Rules and Guidelines applicable
- (ii) Review audit of Employee related claims like TA/DA, LTC, Children Education, etc.
- (iii) Review/ audit for Payment of Salary, superannuation benefits, Pensions etc.
- (iv) Treatment in accounts

#### 2.2.3.5 Inventory Management and Fixed Assets:

- (i) Review of stores ledgers-maintained system of receipts and issuance under

appropriate Register.

- (ii) Custody & Physical verification and valuation etc.
- (iii) Inventory management. Disposal of surplus/scrap materials.
- (iv) Check that approval from the competent authority is taken prior to the acquisition of fixed Asset.
- (v) Check that approval from competent authority is taken before disposal of fixed assets & fixed asset register.
- (vi) Comment upon proper maintenance of records & internal control thereon.
- (vii) Comment upon system & its adequacy of physical verification of assets and ensure its necessary financial treatment at the year end.
- (viii) Inventory verification on yearly basis
- (ix) Fixed Assets verification of Stores and library books/journals on yearly basis.

#### 2.2.3.6 Transport:

- (i) Utilization of vehicles/logbook maintained.
- (ii) Hiring of vehicles, logbooks
- (iii) Checking of all bills, approvals made by transport section and deposit of the same to the Institute Accounts in time.

#### 2.2.3.7 Pre-Audits:

Pre-audit of certain specified transactions on case-to-case basis restricted to compliance vis-à-vis processes and procedures. The following areas to be covered under pre-audit:

- (i) Pre-audit of payments to the employees leaving IIMJ either on retirement (like Gratuity, Leave Salary, Commutation of Pension, etc.
- (ii) Any other cases of financial transactions irrespective of value which the management thinks appropriate may ask for pre-audit.
- (iii) Internal Auditor is required to submit the observation on pre-audit as soon as possible and not exceeding 5 working days.

#### 2.2.3.8 Finance and Accounts:

- (i) Review of Account Payable and Receivable
- (ii) Verification and checking of financial transactions from bank book and other ancillary record maintained by the Institute.
- (iii) Review the record/system of bill payment to various contractors/vendors and also to review the compliance on them with term of contract.
- (iv) Checking of Bank Reconciliation Statement on monthly basis.
- (v) Review the expenses incurred with the approved Budget.
- (vi) Vouching/Ledger Scrutiny
- (vii) Review the last statutory/Internal audit comments and compliances and action taken report.
- (viii) Review of expenses on Sponsored Projects and Its Accounts



- (ix) Review of Receipts of Grant and its utilization.
- (x) Statutory Compliances under FEMA and other related statutes with respect to foreign payments and receipts.

*Revenue:*

- (i) Reconciliation of Fees from students / participants
- (ii) Income from Consultancy/ Executive Programmes
- (iii) Interest on Investments, Bank Interest
- (iv) Grants for research projects
- (v) Any other Income
- (vi) Treatment in accounts for all Income and recommendations

*Expenditure:*

- (i) Treatment in Accounts
- (ii) 100% vouching of the transactions and as per the financial delegation of powers
- (iii) Reporting for any Rectification or improvement
- (iv) Utilization of Grant

*Investments:*

- (i) Procedures followed for Investments.
- (ii) Treatment of Income arising out of Investments.

*Others:*

- (i) As and when required opinion/comments/ observation of the Internal Audit will be taken on financial transactions of special value or special nature.
- (ii) As and when required opinion/comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions.
- (iii) Report on risk management issues and internal control deficiencies identified and provide recommendation for improving Institute's operation.
- (iv) Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time.
- (v) Periodically reconciling Physical Assets with Books of Accounts to submit Annual Physical Verification Report latest by 30th April.
- (vi) Issue certificate relating to remittance in foreign currency as per Income Tax Act, 1961. The certificate must be issued within two days of receipt of documents.
- (vii) Issue of Certificate under FEMA and other related statutes with respect to foreign payments and receipts.
- (viii) Issue of Utilization Certificates for Grant Based projects as and when required.
- (ix) Any Other Internal Audit related matters.

#### 2.2.4 Engineering and Estate Division:

- (i) All records relevant to the Estate are correctly recorded and updated at a regular interval.
- (ii) Review of all receipts and payments
- (iii) Treatment in accounts
- (iv) Completion of Capital WIP and conversion to Assets
- (v) Any other work related to engineering division.

#### 2.2.5 Checking of outsourced service due diligence at IIM Jammu:

Auditor should ascertain the level of due diligence of outsourced service done on background checks of the person provided or handling the various jobs of the Institute apart from other parameters of due diligence.

#### 2.2.6 Compliance of Statutory Liabilities:

- (i) Review of the different statutory registers & records are maintained as per GFR2017.
- (ii) Review & reporting about the Compliances of the decision made in Board.
- (iii) Meeting & Finance Committee meeting, etc.

#### 2.2.7 Other Matters:

- (i) Implementation of the decisions of Board of Governors, Finance Committee and Institute's policies and procedure.
- (ii) Review of contingent liabilities.
- (iii) Examination of legal (Court) cases, their follow up/update status and proper accounting.
- (iv) Examination of claims against Institute and their follow up/update status and proper accounting.

## 2.3 AUDIT REPORT:

### *SUBMISSION OF:*

- (i) Quarterly Internal Audit Report of both the campuses at Jammu viz. Permanent Campus (Jagti) and the Transit Campus (Canal road).
- (ii) Half Yearly Internal Audit Report of Srinagar Off Campus (As per Address – 2 mentioned at para 2.2)
- (iii) Audit/Review Report on Yearly Accounts
- (iv) Issue of Utilization Certificates for Grant Based projects as and when required.
- (v) Physical Verification of Inventory & Fixed Assets on yearly basis.
- (vi) The audit reports to be submitted along with corrective/suggestive measures, if any are to be submitted immediately on completion of audit as per format of internal audit report.

### 2.3.1 PROCESS OF AUDIT

- (i) 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.
- (ii) The draft audit report will be discussed by senior level personnel of the audit Firm with the department heads of the Institute. If the auditor is satisfied the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.
- (iii) 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.
- (iv) In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the Management immediately without waiting for the time of submission of the report.
- (v) As per the requirements of the Institute the auditors will also be asked to give presentation on finding in the Audit Reports to the Finance Committee or to the Board of the Institute.

### RESPONSIBILITIES OF THE SERVICE PROVIDER:

Following are the responsibilities of the Firm (Service Provider):

- (i) Engage at least 30-man days in a Quarter:
- (ii) One qualified professional (CA/CMA with at least 2 years post qualification experience), who should be available during the entire audit period during the conduct of the Quarterly Internal Audit of the Institute".
- (iii) One Semi qualified (Inter CA/CMA with 3 years' experience)
- (iv) One experienced Audit Assistant
- (v) Personnel deployed should ensure proper conduct of the deployed personnel in the office premises and should carry Laptops.
- (vi) The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of IIMJ. The Firm

(vii)

shall be responsible for any act of indiscipline on the part of the persons deployed.

- (viii) Shall submit their observations for both the Campus at Jammu viz. Permanent Campus (Jagti) and Transit Campus (Canal Road) on quarterly basis and for Srinagar Off Campus on half yearly basis to IIMJ and ensure necessary compliance along with rectification/ correction, if any, by IIMJ within 20 days of receipt of audit observations.
- (ix) Advice and Guidance to the Institute on Circular / notifications issued by authorities on routine basis.

**2.3.2 TIMELINE:** The auditor should submit internal audit reports by the 15th of the subsequent Quarter.

**2.3.3 DURATION OF CONTRACT:** The firm will be required to provide the desired services initially for a period of One year i.e., for the FY 2024-25 which may be renewed for another one year, subject to 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 at any time during the period.

**2.3.4 SUPPORT AND INPUT TO THE FIRM:** The Institute shall provide adequate office space for the firm to perform its services. In terms of hardware the Institute will provide printers to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the scope of work.

### 3. Eligibility Criteria:

#### 3.1 MINIMUM ELIGIBILITY CRITERIA/ PRE-QUALIFICATION

- (i) The Consultant (Audit firm) shall be independent of the entity to be audited.
- (ii) No partner in the audit firm or any qualified employee of the firm is related to any officer of the Institute. Relative would mean husband, wife, brother or sister or any lineal ascendant or descendant.
- (iii) Neither the firm nor its partners or Associates have any interest in the business of IIM Jammu.
- (iv) From the time of appointment and for the one year after (to be counted from the date of issue Internal Audit Report) the Firm ceases to be Internal Auditor, no other assignment of any kind to the IIM Jammu will be accepted, either by the firm or by its partners or relatives of partner of the firm or by its associates without permission of IIM Jammu.
- (v) The audit will not be done by a person who was either an employee in the IIM Jammu or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.
- (vi) The Consultant (Audit firm) is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. A declaration is to be submitted with Tender.

document by the firm.

- (vii) Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she –
  - a) has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India; or
  - b) is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

### 3.2 ELIGIBILITY CRITERIA

- (i) The Firm must be registered with the Institute of Chartered/Cost Accountants of India for not less than 5 years as on as on 1st April 2023. (Self-Attested copy of Registration Certificate issued by Institute of Chartered/Cost Accountants of India to be furnished.)
- (ii) The firm must be empaneled with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.)
- (iii) The Firm must be having minimum three Fellow partners as on 1st April 2023 (Self-Attested copy of latest Constitution Certificate from Institute to be furnished.)
- (iv) The Firm must have a minimum of three years of experience as on 31st March 2023, in last Five (05) years in conducting Internal Audit of Central Funded Technical CFTIs under Ministry of Education, GoI, Autonomous Bodies under Ministry of Education, GoI, Institute of National Importance under Government of India, GoI. (Self-Attested copies of Appointment Letters/Agreements/Work Orders along with Satisfactory Performance Report issued by such Organizations / Institutions).
- (v) The Firm is required to submit the Satisfactory Work Completion Certificate/ Documentary Proofs.
- (vi) The Firm must be registered under the Goods & Service Tax Act. (Self-Attested GST Registration Certificate to be furnished.)
- (vii) The Firm must be having minimum Average Annual Turnover of Rs. 40 Lakh during the last 3 Financial Years i.e., from 2020-21 to 2022-23. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheet to be attached)
- (viii) The internal auditor appointed under sub-section (/) of Section 25 of the IIM Act, 2017 or any person employed by him shall not have any direct or indirect interest, whether pecuniary or otherwise, in any matter concerning or related to the administration or functions of the Institute.

## 4. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

The Bidder should submit Tender Processing Fee of Rs. 590/- (Rupees Five Hundred and Ninety only) – Non-Refundable / Not-Exempted and Earnest Money Deposit (EMD) of 15,000/- (Rupees Ten Thousand only) separately in the form of NEFT/RTGS in the name of “Indian Institute of Management Jammu”.

**Bank Details of IIM Jammu for NEFT/RTGS:**

**NAME OF THE ACCOUNT HOLDER: INDIAN INSTITUTE OF MANAGEMENT**

**JAMMU**

**NAME OF BANK:** THE JAMMU & KASHMIR BANK LTD.

**BRANCH NAME:** E/C GOVT. COLLEGE OF ENGINEERING CANAL ROAD

**ADDRESS OF BANK:** GCET CANAL ROAD JAMMU

**IFSC CODE:** JAKA0EGCENG

**A/C NUMBER:** 1250040500000042

**MICR CODE:** 180051027

- (i) The Technical Bid without Tender Processing Fee and EMD would be considered UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit a copy of valid NSIC / MSME Registration Certificate for exemption of EMD only. The Tender Processing Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- (ii) The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.
- (iii) Refund of EMD: The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

#### 4.1 PERFORMANCE SECURITY:

- (i) The EMD of the firm shall be automatically converted to Performance Security which will be returned on successful completion of the contract. In case of exemption of EMD, the successful bidder is required to deposit an amount, equal to EMD through NEFT as security deposit, within 30 days from the date of award of contract.
- (ii) Performance Security would be returned on successful completion of the contract. No interest shall be payable on performance security.
- (iii) In case of breach of contract, performance security shall be forfeited, and the agency shall be blacklisted for such a period as decided by the competent authority in addition to termination of the contract.

#### 5. SUBMISSION OF BID AND EVALUATION OF THE TENDER:

##### 5.1 SUBMISSION OF BIDS:

Department of Expenditure has issued the directive to publish the tender document on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from IIM Jammu Website ([www.iimj.ac.in](http://www.iimj.ac.in))

## 5.2 REGISTRATION:

- (i) Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- (ii) The bidders choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iii) Bidders to register upon enrolment their valid Digital Signature Certificate ( Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- (iv) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to Ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- (v) The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## 5.3 SEARCHING FOR TENDER DOCUMENTS:

- (i) Various built-in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- (ii) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (iii) Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iv) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

## 5.4 PREPARATION OF BIDS:

- (i) Bidders should consider any corrigendum published on the tender document before submitting their bids.
- (ii) Please go through the tender advertisement and the tender document carefully to



(iii)

understand the documents required to be submitted as part of the bid.

- (iv) The bidder, in advance, should get ready with the bid documents to be submitted as formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
- (v) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
- (vi) These documents may be directly submitted from the “My Documents” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### 5.5 SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

- (i) The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.
- (ii) Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (iii) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (iv) Bidder to select the payment option as “on-line” to pay the EMD wherever applicable and enter details of the instrument.
- (v) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet. Bids not submitted, as per the above Performa will be summarily rejected.



- (ix) Tender forms containing 'over written' or 'erased' rate or rates and amount not shown in figures and words in English are liable to rejection.
- (x) provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled out by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- (xi) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (xiii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (xiv) Upon the successful and timely submission of bid click "Complete" (i.e., after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- (xv) The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.
- (xvi) The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- (xvii) Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.
- (xviii) Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-Submission of the bids online through the CPP Portq

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## 5.6 BID SUBMISSION PROCESS:

The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.

### 5.6.1 TECHNICAL BID SUBMISSION:

- 5.6.1.1 The bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted. The index should be placed at the top of the Technical Bid, without which the tender will be considered incomplete and hence, summarily rejected.
- 5.6.1.2 The Technical Bid should be accompanied by the relevant documents, duly signed, and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.
- 5.6.1.3 **Due date:** The tender must be submitted online on or before the due date. The offers received after the due date and time will not be considered.
- 5.6.1.4 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood, and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- 5.6.1.5 The bid should be precise, complete in all respects and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- 5.6.1.6 The bid should be clear and without any condition. Conditional bids shall be summarily rejected.

### 5.6.2 FINANCIAL BID SUBMISSION:

- 5.6.2.1 A standard BOQ format has been provided with the tender document to be filled in by all the bidders. Bidder to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- 5.6.2.2 The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.
- 5.6.2.3 The financial cover shall contain price bid in the enclosed "Price Bid format" i.e. in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances.

- 5.6.2.4 The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 5.6.2.5 All duties, taxes, and other levies payable by the vendor shall be included in the total price. However, GST will be paid extra as actual.
- 5.6.2.6 Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.
- 5.6.2.7 The bidders are required to quote their rates in Indian Rupees (INR) only.
- 5.6.2.8 The Financial Bids of only those firms qualifying the technical evaluation will be considered.
- 5.6.2.9

**ONLINE BIDS SUBMISSION:** The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

<b>COVER - 1 (TECHNICAL BID)</b>			
(Following documents to be uploaded online as single PDF file)			
Sr. No.	Documents	Content	File Types
1.	Technical Bid	INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted	.PDF
2.		Technical Bid As per Annexure - II	.PDF
3.		Proof of Tender Fee and EMD.	.PDF
4.		Tender Acceptance Letter as per Annexure-III.	.PDF
5.		Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.	.PDF
6.		Copy of GST Registration Certificate.	.PDF
7.		MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER as per Annexure-IV	.PDF
8.		Proof of Turnover related eligibility of last three financial years (FY 2020-2021, 2021-22 and 2022-2023). Copy of CA Certificate.	.PDF
9.		Details of work experience (as per Annexure-V) in support of Experience related eligibility criteria.	.PDF

10.		Proof of Experience: must also be attached along with Annexure-V, in the same sequence.	.PDF
11.		Self-Declaration about Non-Black Listing as per Annexure-VII.	.PDF
12.		Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.	.PDF
13.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF

Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.

**COVER - 2 FINANCIAL BID (PRICE-BID)**

Sr. No.	Types	Content	File Types
1.	Financial Bid	Price Bid in given format BOQ only.	.xls

## 6. TECHNICAL EVALUATION CRITERIA

Sr. No.	Particulars	Max Marks	
1.	<b>No. of years of Registration with the Institute of Chartered/Cost Accountants of India:</b>	25 Marks	
	Minimum 5 Years		15 marks
	Above 5 Years up to 8 Years		20 marks
	Above 8 Years		25 marks
2.	<b>No. of FCA/FCMA Partners:</b>	25 Marks	
	Between 3 to 5 nos		15 marks
	Between 6 to 10 nos		20 marks
	Above 10 nos		25 marks
3.	<b>Years of Experience in conducting Internal Audit of Central Funded Technical Institutes, CFTI's under MoE (At least 3 years in last five Financial Years i.e., from 2018-19 to 2022-23.)</b>	15 Marks	
	2 Years and above		10 marks
	3 Years and Above		15 marks
4.	<b>Average Turnover (last three Financial Years i.e., 2018-19 to 2020-21):</b>	35 Marks	
	Minimum 40 Lakh To 50 Lakh		25 marks
	Above 50 Lakh and up to 60 Lakh		30 marks
	Above 60 Lakh		35 marks

<b>Sr. No.</b>	<b>Particulars</b>	<b>Max Marks</b>
	<b>Total</b>	<b>100 Marks</b>

The following formula will be used to evaluate the overall ranking of the qualified tenders.

$$\text{Overall Score} = \frac{\text{Score of Technical Bid} \times 70}{\text{Highest Score of Best Technical Bid}} + \frac{\text{Lowest Financial Bid} \times 30}{\text{Price of Financial Bid}}$$

Selection of tender will be based on overall score calculated from the above formula. An Example of the same is presented below: QCBS (Technical: Financial = 70:30)

Bidder	Score of Technical Bid	Price of Financial Bid	Overall Score	Overall Rank
Company A	90	280	97.85	First
Company B	80	270	91.10	Third
Company C	80	260	92.22	Second

- (i) A bidder must score at least an overall minimum score of 60 in the technical evaluation in order to be technically qualified.
- (ii) The financial evaluation will be only for technically qualified bidders. The lowest priced qualified bidder will get the maximum financial score (30) while the others will have a pro-rated score lower than 30. More specifically, the financial score of a technically qualified bidder is calculated as financial score = 30 \* (lowest price bid) / (price bid of the bidder).
- (iii) In the case of two or more technically qualified firms having the same highest scores, the firm having the highest average annual Income in last 3 Financial Years immediately preceding to the year of award.
- (iv) IIM Jammu reserves the right to negotiate the quoted price, only with the successful bidder to arrive at the fair and reasonable price.
- (v) A Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- (vi) The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

**AWARD OF CONTRACT:**

- (i) The Successful Bidder should accept the offer within 10 days from the date of receipt of “Letter of Offer”, failing which the offer will be cancelled.
- (ii) In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Jammu will have right to forfeit the EMD.

- (iii) IIM Jammu reserves the right to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.
- (iv) The IIM Jammu is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counteroffer rate is offered to the bidders. IIM Jammu reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIM Jammu.
- (v) It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

**Chief Administrative Officer**  
**Indian Institute of Management Jammu**

## 7. TERMS AND CONDITIONS OF CONTRACT

- (i) **Period of Contract:** The contract shall be initially for a period of one year i.e., F.Y. 2024-25, which may be renewed on yearly basis for a maximum one-year extension ( +1 yr) subject to satisfactory performance of the Firm and with the mutual consent of both the parties.
- (ii) **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the **Institute.**
- (iii) **Exit Clause:** The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.
- (iv) IIMJ may advise the firm to disengage any of its staff from service, within 24 hours prior intimation, in case the management of IIM Jammu found any negligence on the part of that particular staff.
- (v) The firm shall be totally responsible for the conduct of the personnel engaged in the service and the management shall not be responsible for their conduct at any point of time.

- (vi) In case of any damage/ pilferage caused to the property of IIMJ due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their quarterly bill.
- (vii) The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.
- (viii) The Management shall provide suitable place for sitting for the deployed persons.
- (ix) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to IIMJ with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The firm shall have the responsibility to furnish documentary evidence in support of the statutory compliance to IIMJ, as and when sought for.
- (x) In case of non-performance, part performance or non-adherence of the statutory obligations due to negligence on part of the Firm, penalty would be imposed by the IIMJ proportionate to the extent of default/ non-compliance.
- (xi) IIMJ shall not be responsible for any financial loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or for payment towards any compensation.
- (xii) The Firm shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Firm.

## 7.1 PAYMENTS TERMS:

- (i) The Firm shall be paid on a quarterly basis an amount equal to 1/4th of annual audit fees quoted by the Firm, as agreed by IIMJ on submission of quarterly audit reports and attendance sheets.
- (ii) IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However, for delayed payment, the agency will not charge any penalty or interest to IIM Jammu.
- (iii) Bill to be made in the name of Indian Institute of Management Jammu.
- (iv) No advance payment will be made under any circumstances.
- (v) TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule. GST No, Pan No and account details should be clearly mentioned on the bill of Vendor.



## 7.2 PENALTY CLAUSES:

- (i) In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender and reserves the right to impose the penalty as detailed below:
- (ii) 2% of cost of order/ agreement per week, up to 2 weeks delay.
- (iii) After 2 weeks delay, IIMJ reserves the right to cancel the contract and withhold the agreement and get this job to be carried out from other firm (s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 3 years.
- (iv) For any breach of contract, IIMJ shall impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of IIMJ.
- (v) If the lapse is repeated, the extent of penalty will be doubled on each such occasion.
- (vi) language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
- (vii) **Non-disclosure of Contract documents:** Except with the written consent of the Buyer, the Seller/Service provider/other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- (viii) **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- (ix) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- (x) If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- (xi) Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.
- (xii) The decision of IIM Jammu in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- (xiii) With mutual consent between the IIM Jammu and the Contractor, any other point can be included in the agreement at the time of its execution.
- (xiv) In case of any disputes regarding the execution of the work during the period of the contract, the decision of the Director, IIM Jammu shall be binding and final, agreeable in full by both the parties.
- (xv) **ARBITRATION CLAUSE:** In the event of any dispute or difference(s) between the vendee Institute (IIM Jammu) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Director, IIM Jammu”, who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both parties.
- (xvi) The venue of the arbitration shall be the place from where the order is issued.
- (xvii) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- (xviii) Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

**ANNEXURE-I**

**INDEX/ COMPLIANCE SHEET**

(To be submitted on the letterhead of the Agency/ Firm)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid as per <b>Annexure-II</b>				
2.	Transaction Details of Tender Processing Fee and EMD				
3.	Tender Acceptance Letter as per <b>Annexure-III</b>				
4.	Copy of Permanent Account Number (PAN)				
5.	Copy of GST Registration Certificate				
6.	Copy of Registration Certificate issued by Institute of Chartered/Cost Accountants of India				
7.	Copy of latest Comptroller & Auditor General of India Empanelment Letter.				
8.	Copy of latest Constitution Certificate from Institute of Chartered/Cost Accountants of India to be furnished as a proof of No. of FCA Partners as on 1st April, 2023				
9.	Copy of documentary evidence in this respect to number of staff of the firm.				
10.	Copies of Audited Income & Expenditure Accounts and Balance Sheet to claim the Turnover related eligibility of last three financial years (FY 2020-21, 2021-22 and 2022-2023). Provisional Profit & Loss Accounts and Balance Sheet will not be considered except for the FY 2023-24.				
11.	Details of work experience (as per <b>Annexure-IV</b> )				
12.	<b>Proof of Experience:</b> Copies of Appointment Letters/Agreements/Work Orders along with Satisfactory Performance Report, issued by CFIT				
13.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per <b>Annexure-V</b> .				

14.	Duly signed and stamped of the entire Tender document along with its addendum/corrigendum if any				
15.	All other documents, as required to claim eligibility				

Place:

Date:  
Agency)

(Signature with stamp of the

**ANNEXURE-II**

**TECHNICAL BID**

(To be submitted on the letterhead of the Agency/ Firm)

**Copies of all supporting documents duly signed and stamped by the Agency in support of the particulars below must be attached along with this checklist.**

1.	Name of the Agency (In Block Letters)	::	
2.	Registered Office Address (With telephone no. & email address)	::	
3.	Date of Registration with Institute of Chartered Accountants of India	::	Date of Incorporation/ Registration:  Date of Opening of Main Office or Branch Office
4.	Year of empanelment with Comptroller & Auditor General of India.	::	
5.	No. of FCA/ FCMA Partners as on 1st April 2023	::	
6.	Authorized Signatory Details	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
7.	Details of Contact Person Other than Authorized Signatory:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
8.	PAN No.	::	
9.	GST No. and Date of Registration under Goods & Service Tax Act.	::	
10.	Total No. of Year of Experience in Conducting Internal Audit of Central or State Govt organization / Institutions with annual income exceeding 10 Crores. Details of work experience (as per Annexure-IV) in support of Experience related eligibility criteria).	::	
11.	Firms having experience in conducting Internal Audit of the	::	

CFTIs under Ministry of Education, Govt, Autonomous Bodies under Ministry of Education, Govt, Institute of National Importance under Government of India, Govt for at least 3 years in last five Financial Years i.e., from 2018-19 to 2022-23.	
12. No. of Staff of the Firm	::
13. Annual Business turnover for last three financial years, duly certified by the Chartered Accountant (in Lakhs)	:: FY 2022-23: Rs_____ (in Lakhs) FY 2021-22: Rs_____ (in Lakhs) FY 2020-21: Rs_____ (in Lakhs) Avg Turnover of Last Three Years: Rs. _____ (in Lakhs)
14. Details of NEFT/ RTGS of Tender Processing Fee (Application Fee) of Rs. 590/- (Rupees Five Hundred and Ninety Only) and EMD of Rs. 15000/- (Rupees Ten Thousand Only):	:: <b>Details of Tender Processing Fee:</b> Amount: Ref No: Date: Bank & Branch: <b>Details of EMD:</b> Amount: Ref No: Date: Bank & Branch:
15. Any other details the Firm would like to furnish (Example: Awards & Accreditations)	::

**Verification:**

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit.

Signature of authorized signatory

Name:

Seal:

## ANNEXURE-III

### TENDER ACCEPTANCE LETTER

(On the letter head of the Agency)

To  
Chief Administrative Officer,  
Indian Institute of Management Jammu  
Jagti, Jammu-181221 (J&K)

Date:

**Sub: Acceptance of Terms & Conditions of tender for 'Engagement of Internal Auditor'  
vide Tender Ref No: IIMJ/NIT/Int-Audit/2023- 24/24 dated 26/02/2024**

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely as per your notice given in the above-mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of IIM Jammu is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
6. I/We certify that all information and data furnished, and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**ANNEXURE-IV  
DETAILS OF EXPERIENCE**

(To be submitted on the letterhead of the Agency/ Firm)

Sr. No	Name of the organization/ Institute where goods /services were provided with Name of Contact Person, Contact No. & email id.	Value of the contract in INR	Duration of contract		Total years of experience (YY/MM)	Whether it is academic institute / Govt. Organization (Yes/No)	Years of Experience in conducting Internal Audit of Central Funded Technical Institute i.e., CFTI's under MoE during 2018-19 to 2022-23
			From (DD/MM/YYYY)	To (DD/MM/YYYY)			
1.							
2.							
3.							
4.							
5.							

- Note: Bidders are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Bidders may add row / rows in the above format, if No of organizations / Institutions are more or may add additional sheet also.

Signature of Agency

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_





ANNEXURE-V

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Agency/ Firm)

The Chief Administrative Officer
Indian Institute of Management Jammu
Jammu

Date: / /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

- 1. Name of the Firm/Company/Institute:
2. Address of the Firm/Company/Institute:

City \_\_\_\_\_
Pin Code \_\_\_\_\_
E-Mail ID \_\_\_\_\_
Mob No: \_\_\_\_\_
Permanent Account Number \_\_\_\_\_

3. Particulars of Bank

Table with 4 columns: Bank Name, Branch Name, Branch Place, Branch City, PIN Code, Branch Code, MICR No, IFS Code, Account Type, Account Number.

DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for the purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_



## INDIAN INSTITUTE OF MANAGEMENT JAMMU

**Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:**

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Certified that particulars furnished above are correct as per our records.

Bankers Stamp:

Date:

\_\_\_\_\_ **Signature of the Authorized Official from the Bank**

**N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please  
TICK wherever it is applicable.**

**ANNEXURE-VI**  
**FINANCIAL BID**

(To be uploaded Online by the bidder in the format uploaded on the portal)

Name and Address of the Bidder:

Price Details:

Sl. No	Particulars	Rate per Annum (Rs.) (Excluding GST)
01	Audit Fees for the scope of work as per NIT	
	Total	

The Consolidated Audit fee should be quoted inclusive of TA/DA. However, IIM Jammu shall provide the facility of Stay at IIM Jammu premises.

We hereby agree with all the terms and conditions of the NIT, and we hereby undertake to abide by same.

Date:  
Place:

Authorized Signatory

(Signature and seal of the authorized signatory)

**NOTE: -**

1. Financial bids to be uploaded Online in the BoQ format as per the instructions in the NIT.
2. No Offline bids shall be entertained.
3. **No disclosure of Financial Bids in the Cover-I (Technical Bids). Both Technical and Financial covers are to be separately uploaded online on CPP Portal as per the instructions in the Tender document.**
4. **The rate in this Annexure is not to be filled. Rates to be quoted in the BoQ Format in the CPP portal.**