

TENDER DOCUMENT

for

**Engagement of Chartered Accountant Firm
at
Indian Institute of Management Rohtak,
MDU Campus, Rohtak-124001**



Processing Charge: ₹ 500/- (Rupees five hundred only) – Non-refundable
(Through Demand Draft in favour of IIM Rohtak, payable at Rohtak)

Date of opening the Technical Bid document: 17.05.2014 at 3.00 p.m.

Last date of submission of the filled Tender document: 17.05.2014 upto 2 p.m.
(Tender document is to be submitted duly signed in ink on each page and official seal stamped)

**INDIAN INSTITUTE OF MANAGEMENT ROHTAK
M.D.U. Campus Rohtak – 124001, (Haryana)
Phone: 01262-228503**

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1. BRIEF DESCRIPTION OF PROPOSAL

Indian Institute of Management Rohtak, an autonomous institution, funded by MHRD, Govt. of India, is dedicated offering world class programmes in Management education.

The Institute invites Technical and Financial proposals from eligible reputed Chartered Accountant Firms which are registered and have been providing similar services for at least the last five financial years to organisations/Academic Institutions funded by Govt. of India, for Engagement with the Institute for carrying out its internal audit, dealing with all matters related to tax and regular on time filing of statutory returns, for preparation of balance sheet and for other accounts audit related activities.

This is a two part Bid comprising of a Technical Bid and a Financial Bid forming the two parts. Technical and Financial Bids should be sealed in separate envelopes and, then, both sealed covers should be placed in one separate envelope (which is to be sealed) clearly superscribing on the envelope, "**Tender for Engagement of Chartered Accountant Firm at IIM Rohtak**".

The important dates & details of the Tender process are:-

Sl. No.	Description	Important Information
1	Date of opening of Tender	28.04.2014 (Monday)
2.	Date of closing of Tender	17.05.2014 (Saturday) at 2 PM
3.	Date of Opening of Technical Bid	17.05.2014 (Saturday) at 3 PM
4.	Tender Processing Charge	Rs. 500/- (Through Demand Draft in favour of IIM Rohtak payable at Rohtak)
5.	E.M.D. to be remitted by Bidder	Rs. 5,000/- (Rs. Five Thousand only) (Through Demand Draft in favour of IIM Rohtak payable at Rohtak)
6.	Period of validity of Tender	At least 180 days from the date of closing of the Tender

Note: Institute is exempted from payment of Service Tax. Hence, no Service Tax will be paid.

2. COVERING LETTER:

Format of letter to be given for applying for Engagement of Chartered Accountant Firm at Indian Institute of Management Rohtak, MDU Campus, Rohtak – 124001 (Haryana).

To
Chief Administrative Officer
Indian Institute of Management Rohtak
M.D.U. Campus, Rohtak
PIN – 124001, (Haryana)

**Sub: Engagement of Chartered Accountant Firm at Indian Institute of Management Rohtak,
MDU Campus, Rohtak – 124001 (Haryana).**

Dear Sir,

1. This is with reference to your TENDER notice dated I have examined the TENDER document and understood its contents. I hereby submit my Bid for **Engagement of Chartered Accountant Firm at Indian Institute of Management Rohtak, MDU Campus, Rohtak – 124001 (Haryana)**.
2. The Bid is unconditional for the said Tender. This Bid is valid for a period not less than 180 days from date of closing of Tender.
3. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the Bidders for the above subject Engagement, and we certify that all information provided in the Tender and in Annexures is true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above mentioned subject.
5. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
 - (a) We have examined the Tender document and have no reservations to the Tender document.
 - (b) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State.

8. It is understood that the Institute may cancel the Bidding Process at any time without incurring any liability to the Institute and that you are neither bound to invite the applicants to Bid for the services nor to accept any Bid that you may receive.
9. It is understood that the Institute can use any evaluation scheme/evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
10. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.
11. It is further certified that no investigation by any regulatory agency is pending against us.
12. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the state Govt. of Haryana, as applicable.
13. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer, or in connection with the selection/Bidding Process itself, in respect of the above mentioned services and the terms and implementation thereof.
14. We agree to undertake to abide by all the terms and conditions of the TENDER document.
15. We agree to undertake to be liable for all the obligations of the Tenderer under the Agreement.

In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place:-

Yours faithfully,

Date :.....

(Signature, name and designation of the Tenderer/Authorized Signatory)

Official Seal

3. PARTICULARS OF TENDER

1. TENDER No. : IIM-R/April-2014/03
2. Particulars of the work : Engagement of Chartered Accountant Firm at Indian Institute of Management Rohtak, MDU Campus, Rohtak – 124001 (Haryana).
3. Processing charges : Rs. 500/- (Rupees five hundred only)
(Through Demand Draft in favour of IIM Rohtak, payable at Rohtak)
4. Last date and time of submission of TENDER
(By hand in drop box/post) : 17.05.2014 (Saturday) up to 2.00 p.m.
5. Amount of EMD : Rs. 5,000/- (Rupees Five Thousand only)
(Through Demand Draft in favour of IIM Rohtak, payable at Rohtak)
6. Period of validity of TENDER : 180 days from the date of closing the Bid
7. Date and time of opening of TENDER : 17.05.2014 (Saturday) at 3.00 p.m.
8. Place of opening of TENDER : Indian Institute of Management Rohtak, M.D.U. Campus, Rohtak
9. Name & address of agency whom TENDER document belongs to : -----

Official seal**(Signature of Tenderer)**

4. GENERAL PARTICULARS OF TENDERER**Part – I**

1. Name of the Chartered Accountant Firm/ Agency -
2. Full Address with contact numbers, website, e-mail etc.
3. Constitution of the Firm/Agency (attach copy)
 - a. Indian Companies Act 1956.
 - b. Indian Partnership Act 1932. (Please give names of partners)
 - c. Any other Act, if not the Owners.
4. If Partnership Firm registered under the Indian Partnership Act, 1932, please state further whether the partnership Agreement/deed has been conferred on the partner who has signed the Tender.
 - I. If No, whether there is any general power of attorney executed by all the partners of the Firm authorizing the partner who has signed the Tender.
 - II. If Yes, please furnish a copy of either partnership Agreement or the general power of attorney, as the case may be. The power of attorney should be admitted on appropriate stamp paper by all the partners and dully attested by a Notary public.
5. Permanent Income Tax account no. of the Firm with circle/ward and Service Tax Registration Certificate (Attested photo copy to be attached).
6. Details of License granted by the concerned Licensing authority (Attested photo copy to be attached) for practice.
7. Any other relevant information.

Part – II

1. Details of earnest money deposit (EMD)
(If attached or not and details of the mode)

Part – III

1. Name and address of Firm's representative who would be present at the time of opening of Tenders.
2. Name of the authorized representative of the Tenderer to sign the contract documents. He must be in possession of the valid Power of Attorney.
3. Agency Registration - Registration No. and other details.
4. Certified copies of Income Tax Return for financial years 2010-11, 11-12, 12-13.
5. Details of previous experience of services provided by the Tenderer to similar Govt. funded institutions in the last five financial years i.e. 2008-09 to 2012-13. Attach photocopies of letters of award/Agreement of the firms (atleast one from each financial year) to whom similar services have been provided, along with complete contact details.
6. Details of atleast five contracts for which similar services are being provided by the Tenderer in the financial year 2013-14. Attach photocopies of letter of award/Agreement along with complete contact details.
7. Certified copies of service Tax Returns for financial years 2010-11, 11-12, 12-13.

Date:

Place:

Authorized Signatory
(Signature of Tenderer)

Official seal

5. EXPERIENCE:**Details of minimum 5 year experience of similar services provided**

Sl. No.	Name and address of the organisation, contact person and contact number. (Attach certified copies of the Letter of Award/Agreement)	Period		Remarks
		From	To	

Instructions:

1. Tenderers are expected to provide information with respect to organisations where similar services have been provided.
2. Information provided in this section is intended to serve as a back-up for information provided in the TENDER.

(Signature of Tenderer)**Official Seal****Note – Please use extra page if required.**

6. SUBMISSION OF TENDER

6.1 SEALING AND MARKING OF TENDER:

6.1.1 The Tender must be complete in all aspect and should contain requisite certificate, informative literature etc.

6.1.2 Tender Document can be downloaded from IIM Rohtak website (www.iimrohtak.ac.in).

6.1.3 This is a two part Bid consisting of Technical Bid and Financial Bid. The Technical and Financial Bids should be sealed in separate envelopes and then to be sealed in one separate envelope clearly superscribing on the envelope, "**Tender for Engagement of Chartered Accountant Firm at IIM Rohtak.**"

The Bid shall include:

- a) Forwarding letter by the Tenderer
- b) All required documents
- c) Processing charge (non-refundable) through Demand Draft in favour of IIM Rohtak, payable at Rohtak.
- d) EMD in the form of Demand Draft in favour of IIM Rohtak, payable at Rohtak.
- e) Technical Bid
- f) Financial Bid

6.1.4 TENDER should be addressed to:-

The Chief Administrative Officer
Indian Institute of Management Rohtak
M.D.U. Campus, Rohtak
PIN-124001, Haryana

- a. The TENDER should be submitted/dropped in the Tender box kept at the office of the Chief Administrative Officer, IIM Rohtak before **2.00 PM** on 17.05.2014 (Saturday).
- b. Tenders may be submitted through Post/courier/by hand. IIM Rohtak will not be responsible for any delay or misplace in postal receipt.

6.2 EXPENSES OF AGREEMENT:

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.

6.3 DEADLINE FOR SUBMISSION OF BIDS:

TENDER must be received by the Indian Institute of Management Rohtak at the date, time and address specified in the TENDER notice/TENDER document.

6.4 LATE BIDS:

Any TENDER received after the deadline for submission of TENDER prescribed by the Indian Institute of Management Rohtak shall be rejected without any further correspondence to the Tenderer.

GENERAL TERMS AND CONDITIONS:-

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. The Institute will, finally, contact only those Bidders meeting the requirements including the rates.
3. After winning the order, if Tenderer fails to provide the services, the EMD deposited will be forfeited and the agency will be blacklisted from participating in any future Bid/Tender of this Institute.
4. The decision of acceptance of the quotation will lie with the competent authority of IIM Rohtak, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
7. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
8. At any stage during finalisation of Tender process, the competent authority of the Institute is free to use any evaluation metrics/weightage or take help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
9. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
10. The Bid for the work shall remain open for acceptance up to the last date and time mentioned above. If any Bidder withdraws his Tender before the said period or its finalization (whichever is earlier) or makes any modifications in terms and conditions of the Tender which are not acceptable to the Institute, then the Institute without prejudice to any other right or remedy will be at liberty to forfeit 100% of the earnest money deposit.
11. This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
12. The successful Bidder on acceptance of his Bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions if any forming the Bid as issued at the time of invitation of Tenders and acceptance thereof together with any correspondence leading there to, shall commence with the internal audit of Q1, F.Y. 2014-15.
13. The agency shall not sublet the work.
14. Payment for the services will be made only after successful completion of audit, related other work and submission of related reports etc. TDS will be deducted as per rules.
15. The contract can be terminated at any point of time if the services of the CA Firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting Firm.
16. The Tender document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.

17. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid.
18. Institute is exempted from payment of Service Tax.

Liquidated damages clause

1. The agency shall be responsible for the faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract and forfeiture of the security deposit as well as other legal recourse.
2. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the Institute.
3. The Director IIM Rohtak reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the Director IIM Rohtak shall be final and binding on the agency/agencies in respect of any clause covered under the contract.

(Signature of Tenderer)

Official seal

7. TENDER OPENING

7.1 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 Financial Bid opening will be intimated to the shortlisted Tenderers subsequently.

7.2 CLARIFICATION OF TENDER:

7.2.1 To assist in the examination, evaluation and comparison of TENDER, Indian Institute of Management Rohtak 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.

7.3 EVALUATION OF TENDER:

7.3.1 Institute will be at liberty to involve any expert or consultant and use appropriate metrics and weightages in evaluating the Bid for completing the entire Bid process.

8. AWARD OF CONTRACT

The Tenderer should pass in all items 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 and EMD will be forfeited, in addition to recourse to other penal measures. No grievance shall be entertained in this regard.

- 8.1 Indian Institute of Management Rohtak reserves the right of negotiation with eligible Tenderer before finalization of the TENDER and/or contract.
- 8.2 Indian Institute of Management Rohtak 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.

8.4 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

TECHNICAL BID**Engagement of Chartered Accountant Firm at Indian Institute of Management Rohtak, MDU Campus, Rohtak-124001 (Haryana)****PART - A****Broad terms & conditions of the assignment of internal audit will be as under:****Note: 1. We agree to this – Write Y (for Yes) or N (for No) in the first cell.**

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2. We have this competency – Write Y (for Yes) or N (for No) in the second cell.**(A) General:**

1.1 Internal audit will be conducted on quarterly basis with quarterly reporting for complete F.Y. 2014-15.

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1.2 Audit of systems and procedures to assess their effectiveness in the manner of propriety and efficiency-cum performance audit, apart from routine audit of all the transactions/activities/areas of the Institute.

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1.3 All the activities & programmes of the Institute including students' activities and research projects, sponsored/funded projects, consultancies, etc. will be covered in the audit.

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- The manpower of different levels will be deployed on the audit.
- The Firm will present a detailed audit programme to be conducted before commencing the audit of each quarter.

1.4 Liaison and Filing of various statutory returns/papers regularly on time, including exemption, assessment and other tax related services with concerned departments. Guiding the Institute on the Circulars issued by the Tax Departments on regular basis and as required.

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1.5 The fees payable for the assignment will be released at the end of Financial Year on completion of internal audit of all the quarters and final balance sheet submission and acceptance by the Institute.

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1.6 The out of pocket expenses for travel & incidentals payable will be on actual basis subject to a ceiling per quarter to be decided by IIM Rohtak

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1.7 Audit Report is to be submitted within 45 days from the completion of internal audit for each quarter, in a sealed envelope in the name of Director, IIM Rohtak. However, the first report is required to be submitted within 20 days.

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1.8 Audit personnel and supervisors for efficient conduct of the audit will be deployed, as committed to the Institute. A designated partner of the Firm will be directly responsible for the audit.

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(B) Scope of Audit:

- 2.1 Routine Financial scrutiny and vouching including extracting and endorsing the Trial Balance up to finalization of accounts including Bank Reconciliation etc.
- 2.2 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.
- 2.3 Certification of accounts of sponsored projects/Consultancies of external agencies and other miscellaneous certification as and when required.
- 2.4 Conduct of audit of systems and procedure to assess its effectiveness in the manner of efficiency-cum-performance audit.
- 2.5 Physical verification of fixed assets once in a year, including scrutiny and reconciliation of fixed assets register with Financial records, including the assessment of obsolete and unserviceable assets to remove from the Financial records.
- 2.6 Physical verification of inventory on quarterly basis.
- 2.7 Review of various activities of the Institute to conduct propriety audit.
- 2.8 Review of internal control systems and recommendations for additional checks and balances wherever required
- 2.9 Verification of the reconciliation of fees and other revenues with accounts records.
- 2.10 Audit of all expenditures till its relevant booking in the accounts.
- 2.11 Other physical verification as may be required from time to time such as quarterly physical verification of stores, annual verification of library books etc.
- 2.12 Certification of accounts of the Institute at the end of each financial year.
- 2.13 Assistance in replying statutory audit memos and in getting the observation dropped.

(C) Process of Audit:

- 3.1 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 issues.
- 3.2 The audit observations which did not get settled through discussions with the concerned department/section head will be issued in writing to the concerned department/section head. Replies received from the concerned department/section head will be considered by the audit personnel at a senior level and if he is satisfied, the observations will be dropped and if otherwise the same will be converted into **draft audit paras.**

3.3 The **draft audit paras** will be discussed by senior level personnel of the audit Firm with the department/section head as the case may be and after such discussions, if the auditors get satisfied the para will be dropped and if otherwise the para could be considered and incorporated in the **Audit Report**.

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3.4 The **Audit Report** along with the written replies received from department/section heads will be considered by the Institute Audit Committee. The Committee will request the auditors for an in-depth discussion on each of the issues raised in their report. The Committee may also discuss with the department/section heads for further clarification.

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3.5 The corrections/review/reorientation of system/procedures, etc. which might emerge at such discussions will be recommended for implementation by the Committee and their implementation will also be monitored by the Committee. However, the auditors will have the right of not revising the Audit report at this stage

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3.6 The Auditor will verify and report on the Department's Compliance with Audit Committee's Observations in a separate chapter of their quarterly Audit report.

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3.7 Specific areas/Points relating to grave deficiencies, if any, which deserve immediate attention of the Director, will be referred to the Director by the Audit- Chief through a separate letter before the Audit Report.

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3.8 As per requirements of the Institute the auditors will also be asked to give presentation on findings in the Audit Reports to the Finance, Audit or any other Committee of the Board.

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Place: Signature
(Authorised Signatory)

Date: Name

Full Address.....

(Office seal)

TECHNICAL BID**Engagement of Chartered Accountant Firm at Indian Institute of Management Rohtak, MDU Campus, Rohtak-124001 (Haryana)****PART – B**

1	Name of the Chartered Accountant Firm	
2	Name of Proprietor/Partners	
3	Official Address of the CA Firm with complete contact details	
4	Power of Attorney on agency letter head (To be enclosed with Technical Bid)	
5	Details of License granted by the concerned Licensing authority	
6	PAN No. (Enclose a copy of the certificate)	
7	Service Tax No. (Copy of the Certificate to be enclosed)	
8	List of similar internal audits carried out by the CA Firm during the last 5 years (at least 5 sample copies of contract/Work Orders (one from each year) executed to be attached) with name and contact number for reference check.	
9	Details of current contract of similar work (At least 5) with name and contact number for reference check	
10	Any other information CA Firm wish to give in support of their experience	

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

Signature -----

Name of Tenderer -----

Official Seal

Financial Bid

Engagement of Chartered Accountant Firm at Indian Institute of Management Rohtak, MDU Campus, Rohtak-124001 (Haryana)

Sl. No.	Description of work	Rate for full F.Y. 2014-15	
		In figures	In words
1	Internal audit work for the complete Financial year 2014-15, handling of all matters related to Tax, Filing of Tax returns and other statutory returns, Preparation of Balance Sheet and any other related activities. Liaison with concerned Tax departments, as required. Guiding the Institute on accounting issues and on the circulars issued by the Tax Departments on routine basis and all other matters as required. All other assignments as enumerated in the Technical Bid.		

Letter of Consent/Undertaking

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 Rohtak, during FY 2014-15, if we are appointed as internal auditors. We also agree to continue with our services in the subsequent financial years if IIM Rohtak extends our services to subsequent financial years.

Place:

Signature of Tenderer.

Date:

Name

Full Address.....

(Office seal)

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 at Indian Institute of Management Rohtak, MDU Campus, Rohtak-124001 (Haryana), hereby undertake that we shall abide by the terms and conditions of the Work Order/Agreement signed between me/us and the IIM Rohtak. 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 Rohtak because of our negligence including financial, time and reputation as assessed by IIM Rohtak, shall lie with my agency and my agency will fully compensate IIM Rohtak for all such losses without resort to any legal process.

Signature:

Name:

Address:

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Official Seal