



**NOTICE INVITING TENDER (NIT) FOR ENGAGEMENT OF  
CHARTERED ACCOUNTANTS FOR PROVIDING  
EXTERNAL / STATUTORY AUDIT & TAX AUDIT  
SERVICES AT INDIAN INSTITUTE OF MANAGEMENT  
JAMMU**

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**INDIAN INSTITUTE OF MANAGEMENT JAMMU**

Jagti, Jammu (J&K)- 181221 INDIA

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**NOTICE INVITING TENDER (NIT) FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FOR PROVIDING EXTERNAL / STATUTORY AUDIT & TAX AUDIT SERVICES AT INDIAN INSTITUTE OF MANAGEMENT JAMMU**

Date: 25/04/2024

NIT Number: No. IIMJ/NIT/Statut-Audit/2024-25/02

Indian Institute of Management (IIM Jammu) invites NOTICE INVITING TENDER (NIT) From Eligible Chartered Accountants for Providing External / Statutory Audit & Tax Audit Services at Indian Institute of Management. The NIT document/details can be downloaded from the IIM Jammu website <https://www.iimj.ac.in> and <https://eprocure.gov.in/eprocure/app>.

**1. BID-DATA SHEET**

NIT Number & Date:	NIT Number: No. IIMJ/NIT/Statut-Audit/2024-25/02 dated 25/04/2024
Tender Processing Fee (Non-Refundable) Not Exempted	Rs. 590/- (Rupees Five hundred and Ninety Only) including GST
Earnest Money Deposit (EMD)	Rs. 10,000/- (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>
Publish Date and time	25/04/2024
Start Date and Time of Submission of Bids	26/04/2024 from 10:00 AM onwards
Last Date of Submission of Bids:	07/05/2024 till 11:00 AM
Opening of Technical Bid (Cover-I):	08/05/2024 at 11:30 AM
Opening of Financial Bid (Cover-II):	Shall be communicated after the technical evaluation.



## 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.

IIM 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.

#### **A. Statutory Audit:**

- a) The appointed Statutory Auditors are expected to conduct the audit of the institute and prepare the Annual Statement of Accounts & Audit report in the format prescribed by Ministry of Education, Govt. of India and certify the true & fair view of the financial statements in conformity with the Accounting Principles generally accepted in India and in consonance with the Indian Institute of Management Act.
- b) The Statutory auditors are also to prepare comprehensive financial statements (Income & Expenditure Account, Balance Sheet and Schedules, Receipts and Payment account) for FY 2023-24 separately as per the formats prescribed by the Ministry of Education (erstwhile MHRD) and laid down guidelines.
- c) Further, the Statutory Auditors are also required to report about audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. These Standards require the Auditors to comply with the ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement, The audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by the management, as well as evaluating the overall presentation of the financial statements.
- d) The period is from Financial Year 2023-24 & onwards.

#### **B. Tax Audit:**

The statutory Auditors are also to audit the accounts of the Institute as per the requirements under the Income Tax Act, 1961 and furnish the audit report in the prescribed Form before the specified date.

The period is from Financial Year 2023-24 & onwards.

#### **Other conditions for Tax Consultation Services:**

- I. One representative of the Tax Consultant firm, having knowledge of Tax matters, will be required to visit IIM Jammu at a frequency decided in consultation with the Account & Finance department of the institute based on the workload. The visit frequency may be on a daily basis / twice a week or as and when required to verify all the deductions of tax on account of TDS and GST and preparation of challan for GST and TDS and file monthly/quarterly return and file correction statements if any. The representative will be required to visit the IIM Jammu on short notice for discussing any urgent matters with the FA- CAO/FAO.

- II. Partner/professional CA assigned for this project by the Tax Consultant firm should be available at least one day in a month to discuss important and pending issues. The Consultant will be required to visit the IIM Jammu on short notice for discussion on urgent matters with the Director/CAO/FA-CAO/FAO as the case may be.

### **Minimum Audit Fee:**

As per the guidelines issued by the Institute of Chartered Accountants of India vide guideline ref. No. 1-CA (7)/03/2016 dated 07th April 2016, the minimum audit fees are ₹ 1 lakh plus applicable tax for the year for the given scope of work given in Sl. No. 2.2.

Therefore, the technically qualified firm which quotes the audit fees lesser than the minimum amount mentioned above will be automatically disqualified.

**Boarding and loading will be provided to the audit team by the institute during the conduct of audit.**

Out-of-pocket expenses restricted to travel cost i.e. Economy Air Fare to and fro from the Head Office to Jammu and return for the Partner of the Firm and 3rd AC Train Fare to and fro from the Head Office to Jammu and return for the rest of the audit team. The reimbursement would be given based on the proof of travel such as Travel Tickets, Invoice and Boarding Passes etc.

### **A. General Information for Bidders**

1. Bidders should acquaint themselves with the scope of work and reach out to IIM Jammu for any queries / clarifications they might need regarding the bid or the work requirements.
2. Period of appointment: The initial period of appointment will be for one year. The auditors & tax consultant may be reappointed for a further period up to a maximum period of three years. The appointment shall not be for more than two years at a time. The reappointment is subject to satisfactory services by the auditors, tax consultant and will be at the discretion of the institute. The financials for the reappointment will be invited from the auditor, tax consultant and will be mutually decided.
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.
4. Confidentiality and Disclaimer: All information supplied by IIMN in connection with this EOI must be treated as confidential by Bidders.
5. Arbitration: All 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.
6. Exit Clause: Both the parties can terminate the contract 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.
7. Legal dispute: Any dispute which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts in Jammu only.
8. Payment:
  - For Statutory Audit work and Tax Audit Work - After completion of Assignment as per scope of the work.
  - For Taxation related work - 70% of the yearly contracted fees for tax matters payable on a quarterly basis after successful rendering of services for each quarter. 30% of the yearly contracted fees payable on successful completion of Annual activity of each year.

9. Authorization and Manpower deployment: The applicant firm shall inform the institute in writing the names of the persons authorized to sign vouchers, raise bills and collect payments.
  10. Rejection clause: The firm who does not fulfil any of the PQ conditions or submit incomplete documents in any respect is liable to be rejected summarily.
  11. Selection of Auditor & Tax consultant: Through Techno-Commercial evaluation as detailed in Chapter 4.
  12. IIM Jammu reserves the right to accept/ reject any EOI in part or full, without assigning any reason whatsoever.
  13. Place of delivery of service is IIM Jammu, Jagti Campus.
  14. The price quoted by the Bidder shall be firm and final and no increase on whatsoever account shall be admissible except for an increase / decrease of government levy. If the contract period is extended for a further period, the rates will be mutually decided between the Institute and the bidder considering the factors contributing to the increasing the cost.
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- 2.2.2 **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 the firm in the event their services are evaluated as unsatisfactory at any time during the period.
- 2.2.3 **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) The Consultant (Audit firm) is not one against which disciplinary orders have been issued by the Institute of Chartered Accountants of India or any other regulatory body in India and these orders are in force. A declaration is to be submitted with a Tender document by the firm. 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.
- (v) 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.
- (vi) 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.
  - b) is one against which disciplinary sanction orders have been passed by the Institute of Chartered Accountants of India or any other regulatory body in India.

#### 3.2 ELIGIBILITY CRITERIA

- (i) The Firm must be registered with the Institute of Chartered for not less than 10 years as on as on 29 Feb 2024. (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 29<sup>th</sup> Feb 2024 (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 29<sup>th</sup> Feb 2024, in last Five (05) years in conducting Internal / Statutory Audit of IIMs, IITs and NITs. (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

#### 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 10,000/- (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



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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>). 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 understand the documents required to be submitted as part of the bid.
- (iii) 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.
- (iv) 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.
- (v) 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.



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- (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-

- (xviii) 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'.
- (xix) 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 Portal

## 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.

**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.			
<b>COVER – 2 FINANCIAL BID (PRICE-BID)</b>			
<b>Sr. No.</b>	<b>Types</b>	<b>Content</b>	<b>File Types</b>
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 Accountants of India:</b>		25 Marks
	Minimum 10 Years	15 marks	
	10 Years to 20 Years	20 marks	
	Above 20 Years	25 marks	
2.	<b>No. of FCA Partners:</b>		25 Marks
	Minimum 3 Partners	15 marks	
	3 to 5 Partners	20 marks	
	Above 05 Partners	25 marks	
3.	<b>Years of Experience in conducting Statutory/ Internal Audit of IIT, IIM and NITs (At least 3 years in last five Financial Years i.e., from 2018-19 to 2022- 23.)</b>		15 Marks
	Minimum 3 Years	10 marks	
	3 Years and Above	15 marks	
4.	<b>Average Turnover (last three Financial Years i.e., 2020-21 to 2022- 23):</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	



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

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

$$\text{Overall Score} = \left| \frac{\text{Score of Technical Bid} \times 60}{\text{Highest Score of Best Technical Bid}} \right| + \left| \frac{\text{Lowest Financial Bid} \times 40}{\text{Price of Financial Bid}} \right|$$

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 = 60:40)

- (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 (40) while the others will have a pro-rated score lower than 40. More specifically, the financial score of a technically qualified bidder is calculated as financial score = 40 \* (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.



- (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) For Statutory Audit work and Tax Audit work - After completion of Assignment as per scope of the work.
- (ii) For Taxation related work - 70% of the yearly contracted fees for tax matters payable on quarterly basis after successful rendering of services for each quarter. 30% of the yearly contracted fees payable on successful completion of Annual activity of each year.
- (iii) 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.
- (iv) Bill to be made in the name of Indian Institute of Management Jammu.
- (v) No advance payment will be made under any circumstances.
- (vi) 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.



**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				
7.	Copy of latest Comptroller & Auditor General of India Empanelment Letter.				
8.	Copy of latest Constitution Certificate from Institute of Chartered 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 IITs / IIMs / NITs				
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. & address)	::	
3.	Date of Registration with Institute of Chartered/Cost 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 Statutory Audit. Details of work experience (as per Annexure-IV) in support of Experience related eligibility criteria).	::	
11.	Firms having experience in conducting Internal / Statutory Audit of the	::	



<p>IIMs, IITs, NITs at least 3 years in last five Financial Years i.e., from 2018- 19 to 2022-23.</p>	
<p>12. No. of Staff of the Firm</p>	<p>::</p>
<p>13. Annual Business turnover for last three financial years, duly certified by the Chartered Accountant (in Lakhs)</p>	<p>:: 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)</p>
<p>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):</p>	<p><b>Details of Tender Processing Fee:</b>          Amount:          Ref No:          Date:          Bank &amp; Branch:</p> <p><b>Details of EMD:</b>          Amount:          Ref No:          Date:          Bank &amp; Branch:</p>
<p>15. Any other details the Firm would like to furnish (Example: Awards &amp; Accreditations)</p>	<p>::</p>

**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:

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**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 Statutory Auditor, Tax Auditor and Tax Consultant vide Tender Ref No: IIMJ/NIT/Statut-Audit/2024-25/xx**

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 the 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)

Table with 7 columns: 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 (From/To), Total years of experience (YY/MM), Whether it is academic institute / Govt. Organization (Yes/No), Years of Experience in conducting Statutory Audit, Tax Audit and Tax Consultant of IIM, IIT, NITs.

- 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 columns for Bank Name, Branch Name, Branch Place, PIN Code, MICR No, IFS Code, Account Type, and 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	Annual Statutory/External Audit Fees as per the scope of work	
02	Tax Audit Fees per the scope of work	
	Total	

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

Date:

Authorized Signatory

Place:

(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.**