

REQUEST FOR PROPOSAL

(INDIAN INSTITUTE OF TECHNOLOGY (ISM), DHANBAD)

Engagement of a Chartered Accountant firm as Internal Auditor for the Financial Year 2023-24

To,
All Chartered Accountant Firms

Request for Proposal (RFP) No: IIT(ISM)/F&A/IA/2023-24/02 Dated: 05.07/2023

- 1 Introduction: Indian Institute of Technology (ISM), Dhanbad invites sealed bids from Chartered Accountant Firms to conduct internal audit for the Financial Year 2023-24. Bidders are requested to clearly mention the title, RFP number, and date of bid opening on the sealed cover. The bidder's name, email id, and telephone number should be prominently displayed on the envelope.
- 2 Bid Submission Details:
 - a) Bids to be addressed to: Joint Registrar (F&A), IIT(ISM) Dhanbad
 - b) Postal address for sending the Bids: Administrative Block, IIT(ISM) Dhanbad, Pin-826004, Jharkhand
 - c) Name/designation of the contact personnel: Mr. Prabodh Pandey, Joint Registrar (F&A), IIT(ISM), Dhanbad
 - d) Telephone number of the contact personnel: 0326-2235611
 - e) E-mail id of contact personnel: jrfa@iitism.ac.in
3. RFP Structure: This RFP is divided into Four Parts as follows:
 - a. Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - b. Part II – Contains Eligibility of bidders & Other Conditions.
 - c. Part III- Contains Scope of Work
 - d. Part IV – Contains Evaluation Criteria, Methodology and Rights of IIT(ISM) Dhanbad & Prescribed Performa
4. Disclaimer: This RFP is issued without any financial commitment, and Indian Institute of Technology (ISM), Dhanbad reserves the right to modify or amend any part of the RFP at any stage. Additionally, IIT(ISM) Dhanbad retains the right to withdraw the RFP if found necessary.

PART-I

1. GENERAL INFORMATION

Indian Institute of Technology (Indian School of Mines) Dhanbad is an Institute of National importance established by an act of parliament under Administrative/ Financial Control of Ministry of Education, Govt. of India. The institute intends to engage a Chartered Accountant firm as its Internal Auditor for the financial year 2023-24.

Invitation for Bids: Bids are now invited from eligible bidders to perform the Internal Audit of the institute for the Financial Year 2023-24.

Instructions to bidders.

You are requested to submit unconditional technical and financial bid in two separate sealed envelope and then in the common envelope super scribed with " Engagement of Chartered Accountant Firm as Internal Auditor for FY 2023-24" to the Joint Registrar, IIT(ISM) Dhanbad, latest by 12:15 PM on or before **19.07.2023**. 'Technical Bid' with all supporting documents as mentioned in Annexure A to E are to be sealed in an envelope and super scribed as "Technical Bid". 'Financial Bid' is to be sealed in an envelope and super scribed as "Financial Bid will supporting document as mentioned in Annexure F.

1.1. No Bid shall be entertained beyond the stipulated date. **Bidder must submit the bid in Annexure A, B, C, D, E & F. Bids not submitted in prescribed Performa will not be considered.**

1.2. Opening of Bids:

Institute will open the technical bids in the presence of Bidders' designated representatives at date & time as stipulated in RFP in chamber of Joint Registrar (F&A), Admin Block. The Bidder's representatives who are present shall sign bid-opening statement evidencing their attendance. Price bid of only those bidders whose bids are determined to be technically qualified shall be opened. Bidders technically qualified shall be informed about the date of price/financial bid opening. Bidders may depute their authorized representative to attend the opening. During price bid opening total price as quoted by the bidders shall be read out for information to the concern.

1.3. However summarized schedule of bids process is mentioned below:

Sl No.	Event description	Timelines	Mode
01.	Publishing of RFP	05 th July 2023	Institute's website
02.	Bids submission date	Before 12.15 P.M 19 th July 2023	Physical submission at Finance and Accounts Section, IIT (ISM) Dhanbad
03.	Bids opening date	On 19.07. 2023 (Wednesday), 12:30 PM	In the Conference Room, F&A Section, Admin Block, IIT (ISM)

(If due to any exigency, or the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the IIT(ISM) Dhanbad).

- 1.4. Bidders are allowed to make modifications or withdraw their submitted bids, subject to the condition that a written notice of the modification or withdrawal is received by IIT(ISM) Dhanbad before the deadline specified for bid submission. It is important to note that no bid will be permitted to be modified after the deadline for bid submission has elapsed. Bidders are responsible for ensuring that any modifications or withdrawals are communicated in writing to IIT(ISM) Dhanbad within the prescribed timeframe.

PART-II

2. Eligibility of Bidders & Other Conditions

2.1 Eligibility Criteria for Chartered Accountant Firms: The bidding process is open to Chartered Accountant firms that meet the following eligibility criteria:

- I. The Chartered Accountant firm should be based in Jharkhand and should have a branch in Dhanbad.
- II. The firm must be empanelled with the Comptroller and Auditor General (C&AG).
- III. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and must have an Income Tax Permanent Account Number (PAN).
- IV. The firm should have a minimum operational history of 5 years since its registration.
- V. The firm should possess minimum 3 years of experience in conducting Internal Audit, Statutory Audit, or consultancy services for Central Government Educational Institutions (such as IITs, IIITs, NITs, Central Universities) or Public Sector Undertakings (PSUs), or Central Government Organizations.
- VI. The firm must have adequate manpower resources, as specified in Point 3.12 of this RFP, to effectively carry out the Internal Audit for the financial year 2023-24.

2.2. Payment & Other Terms

Payment for the services rendered by the firm will be governed by the following terms and conditions:

- A. The payment throughout the contract period will be based on the bid submitted by the selected bidder and accepted by the Institute. No price variations will be permitted during the contract period.
- B. In the event of any increase in tax rates during the contract period, the additional costs will be borne by the Institute.

- C. Tax Deducted at Source (TDS) under Income Tax regulations will be deducted at the applicable rates.
- D. The Service Provider will raise quarterly bills in duplicate upon submission of the quarterly Internal Audit Report to the Institute.
- E. The Institute reserves the right to deduct reasonable amount from the bill for unsatisfactory services or delays in service provision. The decision of the Institute in this matter will be final.
- F. In addition, the contract may be terminated or the firm may be blacklisted without providing any reasons in case of unsatisfactory service, failure to comply with time limits for submitting quarterly reports, or non-supply of required manpower as stipulated. In such cases, the firm will not have any right to claim payment for work performed until the termination or blacklisting.
- G. Penalty: Delay in submission of report by the auditor would attract penalty of 5% of the contract amount of that quarter.
- H. Security Deposit: The Successful bidder shall be required to pay 10% of contract value towards security deposit through DD/BG/electronic transfer or can be deducted by Institute from the payment of running bills to be made. The SD so recovered or deposited will be released after six months from the date of successful completion of the contract.
- I. The eligibility based on which the audit firm initially qualifies is required to be maintained by the firm throughout the contract period, failing which the contract may be terminated.
- J. Indemnity: The firm shall defend, indemnify and hold during and after the term of the contract from any liabilities, damages, claims, fines, penalties, actions, proceedings and expenses of whatever nature arising and resulting from the non-compliance or violation of any law by the consultant.

2.3. Offer validity period:

The validity of the proposal offer shall be 120 days from the date of bid opening. Any offer with a validity period shorter than this will be rejected. IIT (ISM) Dhanbad reserves the right to request an extension of the bid validity, if found necessary.

PART-III

3. Scope of Work

3.1 Audit of Financial Areas: The scope of work includes conducting audits of the following areas:

(This involves performing regular checks on vouchers, entries in Tally, books of accounts, cash and bank balances, investments, trial balance, etc. in r/o following accounts of IIT(ISM), Dhanbad:

- IIT(ISM) Plan and Non-Plan accounts
- Provident Fund accounts
- Project account
- ISMAANA Account
- IRAA Account
- NPS Account
- CIIE books etc.

3.2 Preparation of Assets Registers: The firm is responsible for preparing Assets Registers in compliance with the General Financial Rules (GFR) 2017.

3.3 Tax Compliance and Advisory: The firm is required to ensure compliance with GST, Income Tax, and Professional Tax, contract labour law and any other applicable rules & regulations. It should provide advice and assistance to the institute on tax-related matters and promptly communicate any changes in tax compliances relevant to the Institute. This includes providing professional advice on tax law compliance, filing of returns, income tax calculations, TDS matters, filing of annual IT returns, etc.

3.4 Reconciliation and Final Accounts: Assistance is needed for reconciling trial balance schedules and bank accounts, as well as preparing Final Accounts as prescribed by the Ministry of Education.

3.5 Handling Govt. Audit Observations: The firm will assist in preparing replies to government audit observations and take necessary accounting actions as per the observations.

3.6 Preparation & Certification of Form 15CA /15CB for international remittance/ foreign payment as and when required without delay.

3.7 The firm is required to submit Quarterly Audit Report till 10th of the subsequent month along with accounting actions made during that quarter based on the observations.

- 3.8 Preparation of Utilization Certificates under Plan and Non-Plan Accounts, as well as signing Utilization Certificates under Project Accounts, is part of the scope of work.
- 3.9 Compliance Assistance: In case of any observations raised by the Comptroller and Auditor General (C&AG), GST Department, or Income Tax Department during the engagement period, the internal auditor appointed for the specified timeframe will be responsible for providing assistance and ensuring compliance.
- 3.10 Scrutiny of Outstanding Liabilities: Detailed scrutiny of outstanding liabilities will be conducted, and the internal audit report will include recommendations for necessary remedial steps.
- 3.11 Bank Account Reconciliation: The firm will examine and verify all bank accounts of the Institute, ensuring they are reconciled up to date. Any outstanding entries will be identified and addressed.
- 3.12 Manpower Requirements: The following minimum man-hours (per week) are required for the engagement at the institute to ensure effective audit results and reports:

S. No.	Particulars	No. of person	No. of days	Locations	Total Hours in a week
		(A)	(B)	(C)	$A*B*C=(D)$
1.	Senior Partner/ Head	1	1	F&A Section	-
2.	Qualified CA/CMA	1	2	-do-	8
3.	CA Inter	2	5	-do-	30 hours each

PART-IV

4. Evaluation criteria, Methodology and Rights of IIT(SM) Dhanbad & Prescribed Performa

- 4.1 Bidders not meeting the above minimum mandatory eligibility criteria mentioned at Para 2.1 (I to VI) in all categories shall be out rightly rejected and not considered for any further evaluation.**
- 4.2 The interested firms meeting all the eligibility criteria are required to submit their bids in sealed envelopes.**
- 4.3 All relevant documents, including annexures and copies of certificates/documents, must be placed in the envelope. Each page of the relevant documents should be signed by an authorized person of the firm and bear the firm's seal.**
- 4.4 The eligibility of the firm will be determined based on the documents provided by the bidders.**
- 4.5 The IIT (ISM) shall adopt composite methodology of evaluation (QCBS) considering Technical and Financial parameters as decided by the Committee constituted by the Competent Authority after analysing Qualifications, Experience, Financial strength, Subject Knowledge and other conditions mentioned in the eligibility criteria including price bid by following the Technical & Financial Approach in the weightage of 60:40 (Evaluation methodology is detailed at point 4.15 to 4.18).**
- 4.6 First, The Technical bid will be opened. The Financial bid may be opened in presence of technically qualified Bidders. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening is as follows: a. Technical Bid b. Financial Bid**
- 4.7 The contract for Internal Audit for the Financial Year 2023-24 shall be awarded to the highest rank bidder as given in point 4.5. The engagement of the Internal Auditor may be extended for a further period of 2 years, subject to satisfactory performance on an annual basis. The "Date of Incorporation" shall be considered in case of two or more bidder score the same points. In such case, the contract shall be awarded to the oldest firm.**
- 4.8 IIT(ISM) reserves the right to negotiate the quoted price and also reserves the right to accept or reject any bid, either in part or in full, without assigning any reason.**
- 4.9 IIT(ISM) Dhanbad reserves the right to accept or reject any bid and to annul the Bid Process at any time, without any liability or obligation. Reasons for such acceptance, rejection, or annulment will not be provided. In the event of all bids being rejected or the Bid Process being annulled, IIT(ISM) Dhanbad may, at its discretion, invite all eligible bidders to submit fresh bids.**
- 4.10 Verification of Bid Document and Work: The firm awarded the contract shall undertake the verification of the bid document and physical verification of the work done.**
- 4.11 Prescribed Performa: The prescribed Performa, provided as Annexure A, B, C, D, E, F to this RFP, must be completed by bidders and all relevant details must be quoted in the Performa for consideration of the bid.**
- 4.12 Any dispute arising from this process is subject to the jurisdiction of the Dhanbad court.**

4.13 No stipulations, deviations, terms & conditions, presumptions, or bases should be included in the bid. Any such conditions stipulated will be considered null and void and may result in the rejection of the bid.

4.14 IIT(ISM) Dhanbad reserves the right to seek clarifications or additional information from any or all bidders, either in writing or through personal contact. All responses to such clarifications shall be in writing, and no changes to the price or substance of the bid will be permitted unless specifically requested by the Institute.

4.15 **Evaluation Methodology:**

Sl No.	Criteria	Score	Docs to be submitted
01	Age of Firm: Minimum 5 Years Minimum marks for 05 years' experience will be 10. For each additional three years' experience, 1(one) additional mark will be awarded subject to maximum of 10	20	Incorporation certificate (Completed years will be counted as on 31/03/2023)(Annexure-A)
2.	Turnover of firm: Minimum 12 Lakhs in preceding Financial Year i.e FY 2022-23, Minimum marks for 12 Lakhs will be 15. After that 1 point for each extra 2 Lakhs will be awarded subject to maximum of 20.	20	Attach copy of Balance Sheet and P & L Account of the last three years or a C.A Certificate give Break-up of Audit Fee and Other Fees received. (Annexure-A)
3	Currently serving for FY 2023-24 or served in any one year in the preceding 5 financial years as Internal Auditor for Central Government Educational Institutions(such as IITs, IIITs, NITs, Central Universities) Minimum marks for the above will be 05. For each additional contract with the above Institutions within last 5 financial years, 01 additional marks will be awarded subject to maximum of 10	10	Appointment Letter from concerned Central Government Educational Institutions (such as IITs, IIITs, NITs, and Central Universities) or other relevant document is to be enclosed. (Each P.O/Engagement Letter for minimum period of 1 year will be considered as one assignment.) (Annexure-B)

4	Currently serving for FY 2023-24 or served in any one year in preceding the 05 financial years as Internal Auditor or Statutory Auditor, or consultancy services for Public Sector Undertakings (PSUs), or State Government Educational Institutions or Central Government Organizations other than those mentioned in point 3. Minimum marks for the above will be 10. For each additional contract with the above Institutions within last 5 financial years, 02 additional marks will be awarded subject to maximum of 20.	20	<p>* Letter from concerned (work order) / Engagement Letter/ any other related document to be enclosed.</p> <p>(Each P.O/Engagement Letter for minimum period of 1 year will be considered as one assignment.)</p> <p>(Annexure-C)</p>
5.	<p>Audit Experience of the Firm: (in last financial year i.e. 2022-23)</p> <p>Audit Experience (Commercial/ Statutory Audit) in Other Listed Companies/ Corporation/ Limited Companies or Number of Assignment of Externally Aided Projects/Social Sector Project (excluding audit of Charitable Org.) Institutions & NGOs In the Audit of government schemes other than point#3 &4.</p> <p>Minimum marks for the above will be 10 for at least 05 assignments during the said period and 2 point for each extra 02 assignments after 05 assignments subject to a maximum of 20.</p>	20	<p>*Self-declaration / letter from concerned (work order) / Engagement Letter/ any other related document to be enclosed.</p> <p>(Each P.O/Engagement Letter for minimum period of 1 year will be considered as one assignment.)</p> <p>(Annexure-D)</p>
6.	Qualified Personnel(Employee): Minimum 5 Marks for 02 Qualified Staff(CA/CMA)/ Qualified Professional (CA/CMA) and 01 mark for each additional Qualified Manpower (CA/CMA) subject to a maximum of 10	10	<p>*Copies of engagement/ Appointment letter & final pass certificate issued by the Institute.</p> <p>(Annexure-E)</p>

*Institute reserves the right to get the documents verified from the agencies. Any false statement shall disqualify the Bidder without assigning any reason at any stage.

- 4.16 Technical bid of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.
- 4.17 Detailed technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above. Financial bid will only be opened of those firms who will secure at least 60% in the Technical evaluation.
- 4.18 **Evaluation of Financial Proposal:** The financial bid shall be opened in r/o technically qualified firm only. Further, Financial Bid shall be opened in presence of representatives of technically qualified Bidders, who may like to be present. The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidders with the lowest quote as below: $F_s = 100 * F_l / F$ Where: F_s = the financial score of the Financial Proposal being evaluated, F_l = the price of lowest priced Financial Proposal F = The quoted price of Financial Proposal under consideration.
- Final Bid Selection Method: The selection of the agency will be based on the maximum accumulated points in collaboration of weight associated with Technical aspect i.e. Technical Proposal which will be 60% and that associated correspondingly with cost i.e. Financial Proposal which will be 40%. The formula will be as follows $Stf = (Ts/100) \times 60 + (Fs/100) \times 40$.

Authorized signatory



(Prabodh Pandey)

Joint Registrar (F&A)

IIT(ISM), Dhanbad

Place: Dhanbad

Date: 5-07-2023

Technical Bid

ELIGIBILITY CRITERION/PARAMETERS & Other details

S. No.	Criterion/Parameter	Firm's Strength and Capacity	
1	The Chartered Accountant firm should be based in Jharkhand and should have a branch in Dhanbad (Submit supporting document regarding address)	Name of the Firm	
		Address of the Firm Telephone No. Mobile : E-mail :	
		Address of Branch at Dhanbad	
		Name and address of the authorized Official	
2	The Chartered Accountant firm should be registered with the Institute of Chartered Accountants of India. They must have Income Tax Permanent Account Number (PAN) and GST no. (Provide all registration certificates)	If registered, please mention the Registration Number (copy to be enclosed)	
		PAN of the firm (copy to be enclosed)	
3	The firm should be in operation for at least 05 years after its Registration	Year of Registration/ Starting of Operation	Relevant document
		Nos. of years in operation years
4.	Turnover of the firm (in preceding FY i.e. FY 2022-23)		Turnover in Figures to be mentioned
5	Empanelment No. with C&AG	Attach proof of empanelment with C&AG	

6	The firm should have minimum of 3 years of experience in handling Internal Audit/ Statutory Audit of Govt. Educational Institutions/ PSUs/ Govt. Organization/PSU Banks.	FILL ANNEXURE B
7	Whether the firm is capable of providing manpower as stipulated at 3.12 of this RFP?	Yes / No If yes, provide the CVs of the personnel

Other certificates/supporting documents which are required to be attached as per the evaluation Criterion:

- (i) Incorporation certificate (Completed years will be counted as on 31/03/2023) (See SI No. 01 of Para 4.15)
- (ii) Attach copy of Balance Sheet and P & L Account of the last three years or a C.A Certificate, give Break-up of Audit Fee and Other Fees received. (See SI No. 02 of Para 4.15)

SEAL:

Date:

Signature: _____

Name & Designation: _____

Technical Bid

Annexure-B

**Details of Firm's Experience of Similar
Services in Other Educational Institution
(IIT/NIT/IIIT/CU)/PSU/ Central Govt.
Organization)**

Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Organization Institutions	Nature of the Assignments (PI specify whether work involved Internal Audit)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

Date:

Signature: _____

Name & Designation: _____

Technical Bid

Annexure-C

**Details of Firm's Experience of Similar
(Public Sector Undertakings (PSUs), or
State Government Educational
Institutions or Central Government
Organizations other than those
mentioned in Annexure-B)**

Sl. N o	Name of the Project	Duration of the Project [Start date / End date]	Name of the Organization Institutions	Nature of the Assignments (PI)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

Date:

Signature: _____

Name & Designation: _____

Technical Bid

Annexure-D

Audit Experience

**(Commercial/ Statutory Audit) in Other
Listed Companies/ Corporation/ Limited
Companies or Number of Assignment of
Externally Aided Projects/Social Sector
Project (excluding audit of Charitable
Org.) Institutions & NGOs**

Sl. N o	Name of the Project	Duration of the Project [Start date / End date]	Name of the Organization Institutions	Nature of the Assignments (Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

Date:

Signature: _____

Name & Designation: _____

Request for Proposal (RFP) No: IIT(ISM)/F&A/IA/2023-24/02 Dated: 05/07/2023

Technical Bid

Annexure-E

Name of Job/ services: Appointment of Internal Auditor for FY 2023-24

Name of Organization: IIT(ISM), Dhanbad

Name of Bidder:

Qualified Personnel(Employee) Details

S.No	Name of Employee	Qualification	Membership No.
1			
2			
3			
4			
5			

SEAL:

Date:

Signature: _____

Name & Designation: _____

Request for Proposal (RFP) No: IIT(ISM)/F&A/IA/2023-24/02 Dated: 05/07/2023

Annexure-F

PRICE BID/Financial Bid

Name of Job/ services: Appointment of Internal Auditor for FY 2023-24

Name of Organization: IIT(ISM), Dhanbad

Name of Bidder:

Sl. No.	Description of Work	Unit	Amount (in Rs.)
1.	Consolidated fees for services as per Part 3 'Scope of Work'	Annually	---
2.	GST		---
	Total Rs.		----
	Total Rs. in words:		

SEAL:

Date:

Signature: _____

Name & Designation: _____
