



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University Established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,

Maninagar (East), Ahmedabad – 380026, Gujarat.

Contact No.: 079-67775430

Website: www.iitram.ac.in

EoI No. 2024/01

Date: 12.03.2024

Expression of Interest (EOI)

SHORT NOTICE

Name of Service	Appointment of Chartered Accountants' Firm as an Internal Auditor for Internal Audit of Accounts at IITRAM for FY 2024-25
EOI Issue Date	12.03.2024
EMD	Rs.7200/- (Refundable)
Last date & time for bid/offer submission	21.03.2024 till 01:00 pm
Date & Time for technical bid/offer opening	21.03.2024 at 04:00 pm
Date & Time for financial bid/offer opening	To be informed later through email (Will be informed only to technically qualified bidders)
EOI Inviting Authority and Address	The Registrar Institute of Infrastructure, Technology, Research And Management Near Khokhara Circle, Maninagar (East), Ahmedabad – 380026, Gujarat, India. Phone: - 079-67775430 e-Mail: purchase@iitram.ac.in

Institute of Infrastructure, Technology, Research And Management

EXPRESSION OF INTEREST (EOI)

SHORT NOTICE

Subject: Inviting Expression of Interest (EOI) for Appointment of Chartered Accountants' Firm as an Internal Auditor for Internal Audit of Accounts at IITRAM for Financial Year 2024-25

The Institute of Infrastructure, Technology, Research and Management (IITRAM) is established by the Government of Gujarat vide Gujarat Act No. 5 of 2013 to facilitate and promote studies, research, technology incubation, product innovation and extension work in the field of infrastructure, science, technology and management education and also to achieve excellence in higher technical education and other matters connected therewith or incidental there to.

The main objective of the organization is to provide a system of technical education capable of responding to the changing requirements of technical manpower and to bring about qualitative improvement in teaching and learning process.

Expression of Interest (EOI) are invited from the interested and eligible firms for the Financial Year 2024-25 **on or before 21.03.2024 till 01:00 PM** through post or courier. The interested and eligible firms are required to enclose photocopies of all required documents (self-attested) along-with completely filled annexures.

A. ELIGIBILITY CRITERIA:

1. The CA firm should possess minimum 05 years of experience as on 31.03.2023 from the date of registration of the firm. (Copy of self-attested registration certificate with ICAI is required to be submitted)
2. Earnest Money Deposit of **Rs.7,200/- (Rupees Seven Thousand Two Hundred Only)** in form of DD/Electronic transfer.
3. The CA firm must have empanelment with C&AG for the last TWO Financial Years i.e. FY 2022-23 & FY 2023-24. (Photocopy of Certificate must be attached)
4. The CA firm should have its Head office in Gujarat with adequate staff at least before 2 years of this EOI publishing date. (Copy of self-attested registration certificate with ICAI is required to be submitted)
5. The firm can be partnership concern, LLP, etc. in continuous practice for a period of minimum 05 years. Joint Venture not allowed.
6. The firm should have annual minimum turnover of Rs.50.00 lacs each year in preceding 03 years i.e. 2020-21, 2021-22 & 2022-23. (Photocopy of Turnover Certificate and Audited Balance Sheet & Profit and Loss Statements along with Income Tax Returns must be attached)
7. It is necessary to have at least 05 full time CA partners out of which 03 partners should be FCA Chartered Accountants in the firm. (Photocopy of ICAI certificate must be attached)
8. The firm should have successful completed peer review process as prescribed by ICAI in last three years. (Photocopy of Certificate must be attached)
9. The firm must have experience of at least 02 years of Internal Audit and Income Tax consultation of TDS/TCS of Government/PSU/Autonomous body/Academic Institutions, etc. in preceding 03 years i.e. 2020-21, 2021-22 & 2022-23. (Photocopy of relevant experience certificates must be attached)
10. The firm must have to attach photocopy of valid PAN Card and GST Registration Certificate.
11. Minimum fees for the said assignment is Rs.2,36,000/- (Inclusive of all taxes) for financial year 2024-25.
12. The CA Firms in currency at IITRAM as Internal Auditor and Statutory Auditor are not eligible to apply for this EoI.

B. SCOPE OF ASSIGNMENT:

The Internal Audit will be carried out in accordance with the Generally Accepted Auditing Principles and will include tests and controls, as the auditors feel necessary under the circumstances. The major areas to be covered are as under: -

Sr. No.	Item Particulars
1.0	CASH BOOK
1.1	Certificate regarding Cashbook folio.
1.2	Verify Carry forward of opening balance.
1.3	Vouching of all receipt and payments with supporting documents.
1.4	Verify amount of all voucher tallies with cashbook.
1.5	Verify correct heads of accounts have been shown for all entries made in the cashbook.
1.6	Checking of cash book totals.
1.7	Verify cashbook is closed day to day.
1.8	Verify cashbook is checked and signed by person other than cashier of cashbook.
1.9	Verify surprise checking of cash has been made by the concerned officer at least once in a month and recorded result of checking in the cash book.
1.10	Cash on hand on a day of verification by the Auditor.
1.11	Verify required security is taken from the person handling the cash.
1.12	Verify required arrangement for safe custody of cash is made.
1.13	Verify all payments of contractor/ supplier have been directly credited into their bank account.
1.14	Verify all staff payments have been directly credited into their bank account/ cheque payment.
2.0	BANK RECONCILIATION
2.1	List out the bank accounts of office with number and name of bank.
2.2	Verify reconciliation of all bank accounts have been made at the end of each month.
2.3	Verify any discrepancies found in reconciliation made.
2.4	Verify all awaiting adjustment has been accounted.
3.0	ACCOUNTING REGISTERS
3.1	List out register maintained for the details of outstanding balances under assets and liabilities heads of balance sheet. (Registers for all accounting heads under Assets & liabilities are to be maintained) like: 1. Work/Scheme Register 2. Cheque Issue register 3. Statutory Deduction Register 4. Cash Book 5. Security Register 6. FD/BG register 7. Contract Bill Register/ Tender Register 8. Register for Sanctioned Estimates 9. Grant Register
3.2	Verify that all register has been prepared correctly and tally with the accounts.
3.3	Verify that all register have been signed by the concerned officer.
3.4	Verify that concerned officer has reviewed the deposits lying with him.
3.5	Verify that register of FDR/BG/Govt. Securities is maintained properly.

3.6	Verify that such securities are kept in safe custody.
3.7	Verify that timely action is taken for renewal of such securities.
3.8	List out cases where timely action for renewal has not been taken.
3.9	List out cases where the securities are lapsed on account of non-renewal of securities timely.
3.10	Verify that fixed assets register (Dead Stock) is maintained as per requirement.
3.11	Verify that all receipts and issues are correctly posted.
3.12	Verify that required check has been exercised by the officer in-charge of office.
3.13	Verify that register of advances to the contractor/ suppliers is correctly maintained and tally with form 80.
3.14	Verify that proper attention is given for clearance of such advance.
3.15	Verify that register of works (Scheme expenditure) has been maintained by the drawing officer based on work abstracts sent by the disbursing officer.
3.16	Verify that it gives correct picture of component wise total expenditure of the scheme.
<u>4.0</u>	DEDUCTION/ REMITTANCE
4.1	Verify that due deductions have been made against advance given to employees.
4.2	Verify that interest has been correctly calculated and deducted for interest bearing advances to the employees.
4.3	Verify that all statutory deductions & TDS etc. have been made correctly from payments made to contractors/suppliers/others.
4.4	Verify that amount deducted towards statutory deductions has been remitted to the respective authority in time.
4.5	Verify that amount deducted towards GPF/CPF/NPS/Insurance/ Other deductions from the employees has been remitted to the respective authority in time.
4.6	Verify that concerned office is having proper TAN Number for deduction of income tax at source.
4.7	Verify that concerned officer has filed the returns of income tax in time.
4.8	Verify that concerned officer has issued TDS certificate in time.
4.9	Verify that proper security deposits, testing charges & labour cess have been deducted or not.
<u>5.0</u>	FUND DEMAND AND UTILIZATION
5.1	Verify that fund demand of each month submitted was based on actual i.e. on the basis of passed bills.
5.2	Verify that fund received is properly utilized against the demand made.
<u>6.0.</u>	FUNDS/GRANT INVESTED IN TERM DEPOSIT
6.1	Verify that any grant/fund is invested in term deposit with any bank/GSFS. Give details.
6.2	Check whether justification for investment properly available.
<u>7.0</u>	TENDERS
7.1	Nos. of tender invited by the organization.
7.2	Works for which tenders invited are administratively approved & Technically sanctioned.
7.3	Verify that financial allocation is available for such works.
7.4	Verify that the competent officer has approved DTPs before inviting tender.
7.5	Verify that public tender notice has been published as required under rules of E-tender procedure
7.6	Verify that the competent officer has approved excess over estimate.
7.7	Is there any case of tender not finalized within the validity period?

7.8	If so, is there any excess amount in acceptance of other than lowest or re-invitation?
8.0	CHECKING AND PRE-AUDIT OF POs & PAYMENT VOUCHERS
8.1	Pre-Audit of Purchase Orders and Bill payments as per institute norms
8.2	Verify Whether authorized officer has checked rates and contract before issue of purchase order and at the time of passing of the bill.
8.3	Verify Whether rates adopted in the bill are as per contract agreement.
8.4	Verify whether in case of part rate/ reduced rate, whether competent officer has approved the same.
8.5	Verify Whether any excess extra item has been executed. If so, then verify the approval of excess/ extra item.
8.6	Verify Whether for excess quantity/extra item, whether rate has been adopted as per condition of contract.
8.7	Verify Whether bill is passed correctly.
8.8	Verify Whether passing authority has maintained monthly paid vouchers file properly.
9.0	STOCK/MATERIALS SITE ACCOUNTS
9.1	Check Whether periodical physical verification has been made by authorized officer.
9.2	Once in year Physical verification of Stock.
9.3	Short/surplus material found during the physical verification Should be reported by auditor.
10.0	LEGAL/ARBITRATION CASES
10.1	Verify that institute has initiated legal action against defaulting contractor, suppliers and other relevant parties.
10.2	Review ongoing legal/ arbitration cases and report, if any special attention is require to be given.
10.3	Verify that institute has maintained & up-dated registers as per norms. Please attach list of register not maintained.
11.0	STATUTORY COMPLIANCE
11.1	Verify that statutory deductions i.e. Income Tax, professional Tax etc. made according to rules.
11.2	Verify that the same is deposited in the prescribed time with the concerned authorities to rules. If not give details as under: 1) Due date of deposit of Prof Tax. 2) Amount to be deposited (Rs.) 3) Actual date of deposit. 4) Delay in deposit. 5) Interest payable as per law. 6) Reason of such delay
11.3	Verify that the same accounted properly. If not, get it corrected.
11.4	Verify that Statutory returns like Income tax (e – TDS), Professional Tax etc. filed in time. If not, give details.
12.0	COMPLIANCE WITH THE POINTS RAISED IN THE EARLIER / QUARTERLY INTERNAL AUDIT
12.1	Verify that the previous IAR report have been complied by the corporation.
12.2	How many comments are outstanding?
12.3	What decision has been taken by the institute for compliance at outstanding comments?

<u>13.0</u>	ACCOUNTING STANDARDS
13.1	Verify that Accounting Standards issued by the Institute of Chartered Accountants of India are followed by the institute appropriately.
13.2	Applicability of accounting standards in final accounts and Cash Flows Statements.
<u>14.0</u>	DEPRECIATION
14.1	Verification of depreciation at the end of six months and of the year.
<u>15.0</u>	ESTABLISHMENT AND ADMINISTRATION
15.1	Verification of Salary, Provident fund, Prof. Tax, TDS etc. & to verify whether returns are filed before competent authority in time.
15.2	To verify in case of new employees about their inclusion of names in salary sheet.
15.3	To check the records with respect to purchase and other stationery items.
15.4	Adjustment / Reconciliation of Advances to staff within next month.
<u>16.0</u>	INCOME TAX TDS/TCS WORK AND CONSULTATION
16.1	To advise on the matter of taxation. (including advance tax)
16.2	Filing of TDS/TCS Return like 24Q, 26Q, etc. on regular intervals as per requirement of law.
16.3	Issue of Form 16 and Form 16 A to all the deductees.
<u>17.0</u>	AUDIT REPORT
17.1	Audit Report should be submitted on quarterly basis.
17.2	Audit should be carried out at the admin office of the organization.
17.3	To give quarterly report and suggestions for improvement in the system and report the management.
17.4	To give executive summary incorporating all point matters, which are of very important nature and require the important consideration by any committee.
17.5	To give certificate regarding proper grant utilization certificate as and when required as per the format demanded by the authority.
17.6	Any other certificate regarding proper records of ledger of books of accounts as and when required.
<u>18.0</u>	OTHERS
18.1	To check all statutory records registers, including minutes books and to see that accounting effects and all decisions taken a Board Meeting/ General Meeting are given in the books of accounts.
18.2	To review and help the management in implementing proper accounting procedures and internal check control and computerized system.
18.3	To review the implementation of system and procedure laid down in manuals.
18.4	Compliance and coordination with Statutory auditor and C&AG Commercial Audit.
18.5	Verification of Regrouping of Accounts.
18.6	To ensure that internal system of the organization is working smoothly and properly.

Apart from above,

- The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of noticed work or data will be highlighted and reported.
- The Chartered Accountant firm so appointed would be required to give Audit Certificates and issue any other certificate as may be required by the IITRAM from time to time without any additional fee to be paid by the IITRAM.
- The responsibilities of the auditor also include reporting on the adequacy of statements.
- The selected Auditor(s) will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met.
- To suggest the measures for cost control and increase the revenue of the Institute.
- The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted at latter stage, to settle the in the Internal Audit report of this assignment.
- After finalization of Audit, the Internal Auditors shall submit Audit Report on the Accounts Audited.
- The auditor will express a professional opinion on the financial position of Institute of Infrastructure, Technology, Research and Management for the funds received and expenditure undertaken.
- The auditor will prepare statements and give necessary certificates as per guideline issued by the Institute of Chartered Accountants of India (ICAI).
- The auditor will have to undertake any other task which may be assigned by the Registrar or the authority of University related to auditing work of the University.

C. GOVERNING FACTORS:

- a) All or any of the information provided by the authority of IITRAM shall not be used for any other purpose. The auditor shall return all the documents to the authority of IITRAM on completion of work.
- b) The work is expected from the Auditor to be completed within stipulated time limit.
- c) The auditor shall remain present in coordination / Review meetings as and when called.
- d) Rates agreed will remain unchanged till the completion of work and are inclusive of all govt. taxes, transportation Charges, daily allowance, accommodation charges or any other charges
- e) The assignment shall be carried out by the qualified and experienced accountants.
- f) The auditor shall provide methodology for Internal audit.
- g) The audit team shall have considerable strength of expertise and established track record of providing quality assurance services. Audit team will be lead / closely supervised by Chartered Accountants.
- h) The name of the auditors along with their CVs to be deployed shall be required to be furnished to the Registrar, IITRAM. Registrar will not consider substitute, except in case of unexpected delay on the starting date or for reasons of health or auditor leaving the firm. The name of other auditors if any under the circumstances stated as above shall also be required to be furnished along with CV to Authority of IITRAM.
- i) The auditor should submit his report indicating the result of his review of the accounts, all discrepancies noticed in the financial accounts, procurement, bank reconciliation, etc.
- j) Internal Auditor has to start the audit in consultation with Account officer, IITRAM.
- k) While carrying out the audit, the observations noticed by auditor shall be given to the concerned officer as audit para and their compliance shall have to settle after scrutinizing compliance.
- l) The assignment mentioned herein is intended to be job oriented and not time oriented and the auditor shall not be entitled to claim any compensation in the event of the time estimated for the completion of the work being extended for any reason what so ever.

D. GENERAL TERMS AND CONDITIONS:

1. The appointment of Internal Auditor is for Financial Year 2024-25.
2. The internal audit assignment shall be carried out on continuous / concurrent basis. The CA Firm has to deploy qualified Chartered Accountant/Accountant having 2 years' experience in the relevant field who will approve the purchase orders and bills/vouchers/payments/etc. before release of the payment as per defined norms of the institute.
3. The Auditor will have to visit at least twice a week and in addition, the firm will have to visit as and when required. Generally all purchase orders / expenditures / payments exceeding ₹50,000/- shall be pre-audited. However, statutory and committed nature payments like Income Tax, Goods and Services Tax, Provident Fund, Telephone, Mobile, Electricity, etc. will have to be post audited.
4. The Firm shall have to certify with quantification of payable amount, deduction amount and shall communicate any comments / objections in writing with rubber stamp in a prescribed format.
5. If any serious misappropriation and / or fraud found during the Pre-Audit, then the CA firm must report the same to the Registrar immediately in writing to be followed by personal discussion.
6. The firm shall issue an Internal Audit Report on quarterly basis (apart from the routine internal/pre audit certificate) to the management in printed as well as soft form. The firm shall assist the company in statutory audit and any other audits.
7. **Performance Security:** The CA firm which will be appointed for the assignment shall submit the Performance Security of 5% (Five) of the total annual fees payable as per the financial bid within 7 (seven) working days from the issue of Work Order in form of (i) Account Payee Demand Draft (ii) Fixed Deposit Receipt from a Nationalized bank (iii) Bank Guarantee from a Nationalized bank, for the duration of contract period plus additional two months, in favor of **“Institute of Infrastructure, Technology, Research And Management”**. The Performance Security (without any interest) will be returned after successful completion of the assignment and submission of the reports.
8. IITRAM is authorized to terminate the contract without assigning any reasons there of or may extend the period of audit for the next financial year based on satisfactory work subject to yearly review.
9. Expression of Interest shall be submitted in prescribed / official EoI document only, which is available on the website i.e. <https://iitram.ac.in/eoi> of the institute. All entries in the Application form should be legible and filled completely. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
10. The EoI (i.e. technical bid/offer) will be opened on **21.03.2024, 04:00 PM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
11. The offer shall be valid up to 90 (ninety) days from the date of opening of technical bid/offer.
12. No firm shall withdraw their rates after the EoI is opened. If a firm does so, their EoI related deposit/s shall be forfeited and such firm shall be considered ineligible for work/contract in future.

E. SUBMISSION OF BID/OFFER:

1. The interested and eligible firms should download the EoI document from the Institute's website (i.e. <https://iitram.ac.in/eoi>). The bidder(s) are required to submit the entire EoI Acceptance Letter (Annexure-IV) endorsed by seal and signature as acceptance of terms and conditions of this EoI. Incomplete EoIs, amendments and additions to EoI after opening or late EoIs are liable to be ignored and rejected. The fully filled in and complete in all respect EoI documents must be submitted at the address specified in this EoI notice within time frame mentioned in this EoI notice.
2. The fully filled in and complete in all respect Expression of Interest bid must be submitted with EMD through Electronic Transfer / Demand Draft. Bank/DD details are as follows:

For Electronic Transfer, Bank Account details are as follows:

Account Name: Institute of Infrastructure, Technology, Research And Management
Account No.: 923010019592531
Bank Name: AXIS BANK LTD
IFSC Code: UTIB0002645
Branch Name: Hatkeshwar Ahm GJ, Ahmedabad – 380026.

Note: Kindly submit Electronic Transfer advise with UTR details along with bid document.

OR

Demand Draft in favor of the “INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT” payable at Ahmedabad. Please mention Tender number and name of the firm on back side of DD.

3. The EMD is refundable (without any interest) within 30 (thirty) working days after successful award of Work Order:
 - 3.1 EMD of unsuccessful bidder(s) will be returned within 30 (thirty) working days from the date of award of offer.
 - 3.2 EMD of successful bidder(s) will be returned within 30 (thirty) working days after submission of a Performance Security.
 - 3.3 The EMD shall be forfeited:
 - If bidder(s) withdraws their bid during the period of bid validity specified in this EoI notice; and/or
 - In case of a successful Bidder fails to furnish a performance security.
4. The firms has to submit the EoI in two parts viz., (a) Technical bid/offer documents & EMD details (DD / Electronic Transfer) in *envelop no. (1)* and (b) Financial bid/offer (i.e. Annexure –II) in *envelope No. (2)*; both these envelopes should be sealed and put together in a **Main covering envelope**, super scribed with, *Please Don't Open*, bid for “**Appointment of Chartered Accountants’ Firm as an Internal Auditor for Internal Audit of Accounts at IITRAM for FY 2024-25**” with due date, EoI Number and complete address along with contact number and email id.

F. EVALUATION PROCESS:

- 1 The evaluation committee of the IITRAM will evaluate and compare the received Expression of Interest to determine the substantially responsive EoIs i.e. (i) EoI is complete (ii) properly signed (iii) confirm the terms/conditions and scope of assignment.
- 2 Participated firms will be called for the presentation and discussion at IITRAM for the further evaluation. Evaluation will be made on Quality and Cost Based Selection (QCBS) Method as given below:

60 Marks evaluation scheme for appointment of Internal Auditor for Internal Audit of Accounts		
Particulars		Maximum Allowable Marks
Financial Turnover (05 Marks)	More than 50 lacs but less than 65 lacs	02
	More than 65 lacs but less than 80 lacs	03
	More than 80 lacs	05
No of Years of Experience (05 Marks)	5 year to 8 years	03
	8 years or more	05
Internal Audit Assignments of Government/PSU/Autonomous body/Academic Institutions, etc. (05 Marks)	Up to 3 organizations	03
	More than 3 organizations	05

Tax consultation of TDS/TCS Assignments of Government/ PSU/Autonomous body/ Academic Institutions, etc. (05 Marks)	Up to 3 organizations	03
	More than 3 organizations	05
Number of CA's in the firm as on 01 st March 2024 (10 Marks)	05 Full time CA out of which 03 partners should be FCA	08
	More than 05 Full time CA out of which 03 partners should be FCA	10
Presentation		30
Total		60

- 3 Technical proposals scoring not less than 65% (39 marks of technical evaluation) of the points shall only be considered for financial evaluation. The Institute shall notify those firms whose proposal did not meet the minimum qualifying mark or were considered non responsive to EoI and Terms of Reference, indicating that their financial proposals will not be opened (if submitted). The Institute shall simultaneously notify the firms that have secured the minimum qualifying mark, indicating the date and time set for opening of financial proposals. The notification may be sent by the Registered Letter/Electronic Mail only.
- 4 The Financial proposals shall be opened publicly in the presence of the auditors / representatives who choose to attend. The name of firms, the quality scores, and the proposed price shall be read aloud and recorded before the financial proposals are opened.
- 5 The evaluation committee will only consider the financial proposals complete in all respect. The final selection of the successful bidders from the technically qualified bidders will be done by considering both the price quoted and the technical capability using the following criteria and weightage:

Sr. No.	Criteria	Maximum Marks (Weightages)	Method of allotting marks for combined score (For Technically qualified bids/offers)
1	Weighted score for Financial Bid	40	The bidder with lowest quote will be awarded 40 marks and other bidders will be awarded proportionately less marks. (e.g. if the lowest quote is Rs.1.00 lac, the bidder quoting this price will get 40 marks. A bidder quoting Rs.1.2 lac will get $(1.0/1.2) \times 40 = 33.33$ marks)
2	Technical Score	60	The bidder with maximum technical score will be awarded 60 marks and other bidders will be awarded proportionately less marks. (e.g. if the highest technical score is 100, bidder having this will get 60 marks. Bidder having technical score 60 will get $(60/100) \times 60 = 36$ marks)
	Total	100	

All marks will be given rounded up to two decimal points. The bidder getting the maximum combined score out of 100 above a specified cut-off score will be eligible for allotment of the work.

- 6 Please note that the Registrar, IITRAM, is not bound to select any/all of the firms submitting proposals. Further as quality is the principal selection criterion, the Registrar, IITRAM, does not bind himself in any way to select the firm offering the lowest price.

G. TERMS OF PAYMENT:

- 1 Fees will be paid on quarterly basis against Tax invoice within 30 days for Pre-Audit & TDS/TCS consultation work after filling of Quarterly TDS/TCS Returns and for Internal Audit work upon submission of Quarterly Internal Audit Reports duly sealed and signed.
- 2 Fees Payment ratio will be 1:1 for Pre-Audit & TDS/TCS consultation work AND Internal Audit work.
- 3 Advance payment will not be made under any circumstances.

H. ADDRESS FOR THE SUBMISSION OF BID/OFFER DOCUMENTS:

The Registrar
Institute of Infrastructure, Technology, Research And Management
Room No. G2,
Near Khokhara Circle, Maninagar (East),
Ahmedabad- 380026, Gujarat, INDIA.
Email: purchase@iitram.ac.in

Sd/-
Registrar

Details of the CA Firm

Sr. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone no. and E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	Date of constitution of the firm	
6	PAN No. of the firm	
7	Date since when the firm has a full time FCA	
8	Number of Full-Time Partners as on 01-03-2024 (Details to be provided in “Format-A”)	
9	Number of Part time Partners if any, as on 01-03-2024	
10	Number of Full Time Chartered Accountant Employees as on 01-03-2024	
11	Number of Branches (Details to be provided in “Format-B”)	
12	Whether the firm is engaged in any Internal Audit / Income tax TDS/TCS Work / Statutory Audit and other accounting work of any Government Organization/PSU /Autonomous body/Academic Institutions, etc. (If yes, details may be given in “Format-C”).	
13	Turnover of the Firm (last 3 years)	

(Signature of Authorized Person with Seal of the Firm)

Place: -

Date: -

Details of Full Time Partners of the Firm

(On Firm’s Letter Head)

Sr. No.	Name of the Partner	Membership No.	Whether FCA / ACA	Date of joining the firm (full time)	Station & Region where residing at present

(Signature of Authorized Person with Seal of the Firm)

Place: -

Date: -

Particulars of Branches [Including foreign branches, (if any)]

(On Firm’s Letter Head)

Sr. No.	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge	Date of opening of the	Region

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(On Firm’s Letter Head)

Details of Internal Audit Work / Income tax TDS/TCS Work / Statutory Audit & Any Other Accounting Work of Government Organization/PSU/Autonomous body/Academic Institutions, etc. in hand with the firm/undertaken in the last five years as on 31-03-2023.

Name of Client	Type of Audits/Work undertaken (Tick appropriate box)		
	Internal Audit	Income Tax TDS / TCS	Statutory Audit / Other
Academic Institutions			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government Organizations			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autonomous Bodies			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Companies			
• PSU			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Others			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Please attach self-attested copies of Appointment Letters to secure maximum allowable marks under technical evaluation scheme.

(Signature of Authorized Person with seal of the Firm)

Date:

Place:

FINANCIAL BID

Name of Work: Appointment of Chartered Accountants' Firm as an Internal Auditor for Internal Audit of Accounts at IITRAM for FY 2024-25

Particulars	Fee Amount (Rs.)
For providing services of Internal Audit, Pre-Audit & Income tax TDS/TCS consultation for the FY 2024-25 as per terms of the EoI	
Total	
Add. GST@ _____ %	
Gross Total	
(Rupees in Words:	

Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this EoI.

(Seal & Signature of the Company)

Date:

Place:

UNDERTAKING

I/We the following partners of M/s. _____ Chartered Accountants do hereby jointly and individually verify and declare that -

- i. the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is found incorrect or false at any stage or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- ii. the firm, or partners have not been debarred or cautioned by ICAI during the last five years, (if debarred or cautioned, give details);
- iii. the constitution of the firm shown is same as that in the constitution certificate issued by the ICAI.

Sr. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

(Signature of Authorized Person with Seal of the Firm)

Place: -

Date: -

(To be printed on firm's letterhead)

EoI ACCEPTANCE LETTER

To,
The Registrar
Institute of Infrastructure, Technology, Research And Management
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.

Subject: Acceptance of Terms & Conditions of the EoI

EoI Reference No:

Name of Service / Work: **Appointment of Chartered Accountants' Firm as an Internal Auditor for Internal Audit of Accounts at IITRAM for FY 2024-25**

Dear Sir,

1. I/We have downloaded/obtained the EoI document(s) for the above mentioned "Service/Work" from the web site(s) namely: _____
2. I/We hereby certify that I/we have read the entire terms and conditions of the EoI documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organizations have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby declare that I/We have carefully studied the conditions of work, service requirements and other EoI documents of this work and unconditionally accept the EoI conditions of above-mentioned EoI document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Govt. Autonomous organizations.
6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full EMD/SD absolutely.

Yours faithfully,

(Signature of Authorized Person with Seal of the Firm)