



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR

NOTICE INVITING TENDER FOR ENGAGEMENT OF INTERNAL AUDITOR

Schedule:

1.	Date from which NIT documents can be downloaded	27.05.2021
2.	Last date and time for submission of Bids	14.06.2021 upto 3pm
3.	Date and time of opening of Bids	14.06.2021 @ 3.30pm

Sub: Tender for Engagement of Internal Auditor

Ref: Tender NoticeNo: IIITS/2020-21/IA/05/01, Dt.27.05.2021

Tenders are invited under two bid system (i.e. Technical & Financial) by the Indian institute of Information Technology Sri City Chittoor for engagement of Internal Auditor for the Financial Year 2020-21 and 2021-22.

The tender document with complete details of tender including experience required, scope of work and terms and conditions can be downloaded from the website www.iiits.ac.in and MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>)

The last date for submission of tender is: 14.06.2021 **upto 3:00 PM**. The technical Bids will be opened on 14.06.2021 **at 3:30 PM**

TWO BID SYSTEM shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement MHRD e-Wizard portal. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.

Background:

Indian Institute of Information Technology Sri City Chittoor is established by Ministry of Education, Govt. of India in the year 2013. IIIT Sri City Chittoor is the Institute of National Importance declared under IIIT Act, 2017.

Indian Institute of Information Technology Sri City Chittoor follows Accrual Basis of Accounting as per standard accounting practices applicable. The accounts of the Institute are prepared as per the prescribed Guidelines and Format for Financial Statement applicable to the Central Higher Educational Institution, issued by Ministry of Education, Govt. of India which will be made available to the selected firm.

The Accounts of the Institute are maintained in TALLY. 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 etc. PMC for Construction of Projects, Repair, maintenance etc.

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

Sl. No	Activities/Resources	Remarks
A	Under Graduate Engineering / Post Graduate Engineering (M.Tech, MS & PhD)	Total Student Strength is around 1000
B	Staff Strength (Regular, Contractual)	70
C	Total Income as at 31.03.2020 as per financials 2019-20	Rs. 27.92 Crore
D	Total Expenditure as at 31.03.2020 as per financials 2019-20	Rs. 17.16 Crore

Notice Inviting Tender (NIT)

Proposals are invited from eligible Chartered/Cost Accountant Firms for engagement as Internal Auditors of IIIT Sri City Chittoor vide a service contract with specific terms and conditions. The contract shall be initially for a period of two years i.e.F.Y. 2020-21 & 2021-22. Interested Chartered/Cost Accountant Firms can download the NIT document containing detailed terms and conditions, scope and eligibility criteria from the official website: www.iiits.ac.in

The proposals (both technical and financial) by eligible Chartered/Cost Accountant Firms shall reach the Office of the undersigned within due date and time (i.e. **14.06.2021 upto 3:00 PM.**) through MHRD e-Wizard portal.

One Firm can submit only one NIT. If a firm submit more than one NIT, all the NITs submitted by that Firm will be rejected.

Important Information:

Sl. No.	Particulars	Information
01	Start Date or availability of NIT document in the official website	27.05.2021
02	Last date and time for receipt of NIT at IIIT SRI CITY	14.06.2021 upto 3:00 PM.
03	Date and time for opening of (Technical)	14.06.2021 at 3:30 PM.
04	Address for submission of NIT	MHRD e-Wizard Portal (https://mhrd.euniwizarde.com/)
05	Website	www.iiits.ac.in

Note: In case the closing date for sale of NIT document or/and last date for receipt of NIT happens to be a holiday for IIIT Sri City for any reason, the activity will be held on the immediate next working day at the same time & place.

01. Terms of Reference

Eligibility Criteria: The interested Bidders shall have to comply to the following criteria to participate in the tendering process:-

- a) Must be registered with the Institute of Chartered/Cost Accountants of India for not less than 10 years as on as on 31st December 2020. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)
- b) The firm must be empanelled with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.)
- c) Must be having minimum three Fellow partners as on 31st December 2020 (Self-Attested copy of latest Constitution Certificate from Institute to be furnished.)
- d) Must be having a minimum three years of similar kind of experience as on 31st December 2020 in last 5 years in conducting Internal Audit of Central Autonomous Bodies or Central Autonomous Educational Institutions or Centrally Funded Technical Institutions or Institution of National Importance with annual turnover exceeding Rs. 10 Crores. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Central or State Autonomous Bodies along with extract of Audited Financial Statements in support of income or expenditures to be furnished of such Central or State Autonomous Bodies.)
- e) Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)

- f) Must be having minimum Average Annual Income of Rs.20 Lakh during the last 3 Financial Years i.e. from 2017-18 to 2019-20. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered.
- g) The internal auditor appointed under IIIT Act, 2017 or any person employed by him shall not have any direct or indirect interest, whether pecuniary or otherwise, in any matter concerning or related to the administration or functions of the Institute.
- h) The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility as on date.
- i) There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force

Scope of Work:

The Firm shall be responsible for the following works –

Review of Internal Control and Risk Management System:

- i. Independently review and appraise the systems of control throughout the year (not just the financial controls);
- ii. Recommend improvements to internal controls;
- iii. Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- iv. Ascertain Compliance to IIIT Act 2017, instruction of C&AG, Standard Accounting Practices and Guidelines of the Board
- v. Provide reassurance to Competent Authority that their policies are being carried out with adequate control of the associated risks;
- vi. Facilitate good practice in managing risks effectively;
- vii. Ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud.
- viii. Department wise system/process audit and recommendation for best practice to improve the system.

Detailed Scope of Work:

Sl. No.	Area	Detailed Scope
01	Revenue	<ul style="list-style-type: none">i. Review, checking & reconciliation of tuition fees and other fees received by the institution from the students/ participantsii. Income from Consultancy etciii. Interest on Investments & Bank Interestiv. Grants for research projectsv. Any other Incomevi. Treatment in accounts for all Income and recommendations
02	Expenditures	<ul style="list-style-type: none">i. Procedures followedii. Treatment in Accountsiii. 100% vouching of the transactionsiv. Reporting for any Rectification or improvement
03	Procurement of Goods & Services	<ul style="list-style-type: none">i. Reviewing the Tendering Processes & selection of the vendor/ contractorii. Accounting Treatments for Fixed Assets and Inventoryiii. Store & Purchase Processes
04	Physical Verifications of Inventory & Fixed Assets	Internal auditor will guide and supervise the physical verification of fixed assets carried out by the institute and give his support
05	Investments	<ul style="list-style-type: none">i. Procedures followed for Investmentsii. Treatment of Income arising out of Investmentsiii. Recommendations
06	Statutory Compliances	<ul style="list-style-type: none">i. Review, checking, & applicability of all statutory obligation compliances such as GST, TDS on GST, TDS, Income Tax, NPS, EPF etc.ii. Guide the Institute for filing of all original & revised statutory returns (Income Tax, TDS, GST etc.) on or before the due date.iii. Responsibility of Internal auditor is support for completion of the scrutiny and assessment as and when required.

07	Finance & Accounts	<ul style="list-style-type: none"> i. Review of Account Payable and Receivable ii. Verification and checking of financial transactions from bank book and other ancillary record maintained by the Institute. iii. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract. iv. Bank Management including investment details v. Checking of Bank Reconciliation Statement on monthly basis. vi. Review the expenses incurred with the approved Budget vii. Vouching/Ledger Scrutiny viii. Review the last statutory/Internal audit comments and compliances and action taken report ix. Responsibility of Internal auditor is to prepare the financials as per the Ministry of Education Guidelines and after due checking & verification of schedules and annexure thereto and obtaining the certification from the external firm x. Review of expenses on Sponsored Projects and Its Accounts xi. Review of Subsidiary Accounts at a quarterly Intervals
08	Payroll, Retirement Benefits & Pension	<ul style="list-style-type: none"> i. Rules and Guidelines applicable ii. Review audit of Employee related claims like TA/DA etc. iii. Review/ audit for Payment of Salary etc iv. Treatment in accounts
09	PMC	<ul style="list-style-type: none"> i. Review of tendering process ii. Review of all receipts and payments iii. Treatment in accounts iv. Completion of Capital Work in Progress and conversion to Assets v. Any other work related to PMC

10	Pre Audits	<p>Pre-audit of certain specified transactions on case to case basis restricted to compliance vis-à- vis processes and procedures.</p> <p>The following areas to be covered under pre- audit:</p> <ol style="list-style-type: none"> i. Pre-audit of payments to the employees leaving IIT Sri City ii. Any other cases of financial transactions irrespective of value which the Competent Authority thinks appropriate may ask for pre-audit. iii. Internal Auditor is required to submit the observation on pre-audit as soon as possible and not exceeding 5 working days
11	Others	<ol style="list-style-type: none"> i. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature ii. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions. iii. Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation. iv. Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS)from time to time v. Periodically reconciling Physical Assets with Books of Accounts so as to submit Annual Physical Verification Report latest by 30thApril. vi. Responsibility of Internal Auditor is to obtain the certification from the external firm as and when required. (Form no 15 CA/CB relating to remittance in foreign currency as per Income Tax Act, 1961). The certificate must be issued within two days of receipt of documents. vii. Issue of Utilization Certificates for Grant Based projects as and when required viii. Verification of Income Tax computation sheet (along with the income tax declaration form and proof of investment) of all employees of IIT Sri City & preparation of Form 16 & 16A ix. Guide the Institute for preparing the replies against AE's given by the C&AG audit x. To appraise the Institute on regular basis about applicability of Circulars/Notifications issued by

		<p>the Govt. / Tax Departments (like Income Tax, TDS, GST & other statutory body etc.).</p> <p>xi. Internal auditors or their representatives should coordinate and represent the reply from institute side (if any) to the local government authorities such as Income Tax office, GST office etc.</p> <p>xii. Supports in all types of Statutory/Legal Compliance</p> <p>i. Any other works assigned from time to time.</p>
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3. AUDITREPORT

Submission of:

- i. Quarterly Internal Audit Report
- ii. Audit/Review Report on Quarterly Accounts
- iii. Audit/Review Report on Half Yearly Accounts
- iv. Audit/Review Report on Yearly Accounts
- v. Issue certificate in form no 15CA/CB relating to remittance in foreign currency as per Income Tax Act, 1961 as and when required. The certificate must be issued within two days of receipt of documents.
- vi. Responsibility of Internal auditor is to obtain the certification for Utilization Certificates for Grant Based projects from the external firm as and when required
- vii. Physical Verification of Inventory & Fixed Assets on yearly basis.

4. Process of Audit:

- i. Auditor's field personnel will segregate the audit observations and discuss the same with the concerned section incharge for having an in depth understanding of the issue and prepare the draft audit report accordingly.
- ii. The draft audit report will be discussed by senior level personnel of the audit Firm with the Registrar of the Institute or the representative of the Institute. If the auditor is satisfied the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.
- iii. All the document receipt during the course of audit should be returned after completion of the audit and it shall be your responsibility to ensure that all documents and information received from the institute will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.
- iv. In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the Director and Registrar immediately without waiting for the time of submission of the report.
- v. As per the requirements of the Institute, the auditors will also be asked to give presentation on finding in the Audit Reports to the Finance Committee or to the Board of the Institute.

5. Responsibilities of the Service Provider:

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

- a) Engage atleast 10 man days in aQuarter:
- One qualified professional (CA/CMA with at least 3 years post qualification experience)
 - One Semi qualified (Inter CA/CMA with three years' experience)
 - One experienced Audit Assistant
 - Prior approval to be obtained from the Competent Authority for deploying additional qualified personnel, if required.
 - Personnel deployed should ensure proper conduct of the deployed personnel in the office premises and should carry Laptops.
 - The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of IIIT Sri City, Chittoor. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed
 - Shall submit their observations on quarterly basis to IIIT Sri City, Chittoor and ensure necessary compliance along with rectification/ correction, if any, by IIIT Sri City, Chittoor within 20 days of receipt of audit observations.

6. Timeline:

The auditor should submit internal audit reports by the 15th of the Subsequent Quarter.

7. Payment & Price Validity :

- No price variation would be allowed during the contract period.
- Any changes in GST rates or imposition of new tax on this service during the contract period will be borne by the Institute.
- TDS under Income tax will be deducted at applicable rates.
- The Institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.
- The Service Provider will raise the quarterly bills an amount equal to 1/5 of annual audit fees quoted by the Service Provider in duplicate after submission of the quarterly report to the Institute and hold the office till completion of work for first three quarters.
- The bills of last quarter of the FY (2/5 of annual audit fee – 40% of the annual audit fee) will be processed after completion of all financial activities of FY like balance sheet, preparation Annual ITR & GST filling etc.

- Boarding & Lodging will be provided by the Institute during the Audit period.
- The fees should be quoted is inclusive of Travelling Allowance.

8. Period of Engagement

- The engagement shall be for a period of two years i.e. F.Y.2020-21& 2021&22.
- The agency shall start providing services (actual engagement of personnel) within 10 days of issue of Letter of Award/Intimation.

9. Termination/ Suspension of Agreement

The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.

10. Instructions to Bidders Submission of the Proposal

- The “PROPOSAL FOR ENGAGEMENT OF INTERNAL AUDITOR OF INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY, CHITTOOR NIT REFERENCE NO. Tender Notice No: IIITS/2020-21/IA/05/01, Dt.27.05.2021” can be submitted through MHRD e-Wizard Portal.
- The Proposal shall be in two parts i.e. Cover-I and Cover-II. “Cover-I” shall contain the Technical Proposal and “Cover-II” shall contain the Financial Proposal.
- Any material omission in the proposal shall make the proposal unacceptable at the discretion of the Competent Authority and the bid will be liable to be rejected.
- The Proposal shall remain valid till 120 days of the date of submission of the proposal or award of the assignment whichever is earlier.

Contents of the Proposal

a) The technical proposal in addition to proof of eligibility shall contain:

- All the information, documents and clarifications as required under **Annexure1**.
 - Copy of the NIT Document signed on every page by the duly authorized Signatory.
- b) The Financial Proposal shall be submitted in the format given in Annexure-2

Evaluation and Selection

- The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.
- The qualifying score in technical evaluation is 60 out of 100. Format for evaluation is given in Annexure 3.

- d) Financial Proposals shall be opened in the presence of the technically qualified firms' representatives, who choose to attend in person at the address given below:- **Indian Institute of Information Technology Sri City, Chittoor 630**, Gnan Marg, Sri City, Chittoor District.AP, 517646
- e) Date of Opening of Financial Proposals shall be communicated to the technically qualified firms.
- f) For financial evaluation, Price excluding Tax shall be taken into consideration

Award of Contract

- a) Contract shall be awarded to the firm whose evaluated bid price will be the lowest
- b) in financial bid.
- c) In case two or more technically qualified firms quote the same lowest price, the firm with the higher mark in the technical bid shall be awarded the contract.
- d) In case two or more technically qualified firms having same technical scores quote the same lowest price, the firm having the highest average annual Income in last 3 Financial Years immediately preceding to the year of award among the lowest bidders shall be awarded the contract.
- e) Any effort by a firm to influence IIIT Sri City Chittoor in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.
- f) Any legal dispute arising out of this is subject to Andhra Pradesh jurisdiction only.

11. Special Conditions of Contract

- a) IIIT Sri City Chittoor may advise the firm to disengage any of its staff from service, with 24 hours prior intimation, in case the Competent Authority of IIIT Sri City Chittoor found any negligence on the part of that particular staff.
- b) The firm shall be totally responsible for the conduct of the personnel engaged for the service and the Institute shall not be responsible for their conduct at any point of time.
- c) In case of any damage/ pilferage caused to the property of IIIT Sri City Chittoor due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their quarterly bill.
- d) 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. The Institute shall provide suitable place for sitting for the deployed persons.
- e) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to IIIT Sri City Chittoor 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 IIIT Sri City, Chittoor as and when sought for.

- f) The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and IIIT Sri City Chittoor shall provide TDS certificate to the Agency.
- g) 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 IIIT Sri City Chittoor proportionate to the extent of default/ non-compliance.
- h) IIIT Sri City Chittoor 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.
- i) 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.
- j) IIIT Sri City reserves the right to cancel this tender process at any time without assigning any reason before the selection of CA/CWA Firm and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.

12. 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:
 - a. 2% of cost of order/ agreement per week, up to 2 weeks delay.
 - b. After 2 weeks delay, IIIT Sri City Chittoor reserves the right to cancel the contract and withhold the agreement and get this job 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.
- ii. For any breach of contract, IIIT Sri City 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 IIIT Sri City Chittoor.
- iii. If the lapse is repeated, the extent of penalty will be doubled on each such occasion.

Registrar I/c.
IIIT Sri City

ANNEXURE 1

Profile of the Applicant (To be furnished along with the Technical Proposal Cover “I” on the Letter Head of the Firm)

SI	Particulars	Details
01	Name and Address of the Chartered/Cost Accountants Firm	
02	Date of Registration with Institute of Chartered/Cost Accountants of India (Self-Attested copy of Registration Certificate issued by Institute of Chartered/Cost Accountants of India to be furnished.)	Date of Incorporation/ Registration: Date of Opening of Main Office or Branch Office
03	Year of empanelment with Comptroller & Auditor General of India. (Self Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.)	
04	No. of FCA Partners as on 1st April, 2019 (Self-Attested copy of latest Constitution Certificate from Institute of Chartered/Cost Accountants of India to be furnished.)	
05	Name, Designation, Contact No. and Address of the Contact Person/ Local Representative	
06	Firms having similar kind of work experience in conducting Internal Audit of the CFTIs (Centrally Funded Technical Institutions) or Central Autonomous Educational Institutions or Institution of national importance under Ministry of Education, Govt. of India with annual income exceeding 10 Crores for at least 3 years in last five Financial Years i.e. from 2014-15 to 2018-19. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Institutes to be furnished)	Separate Sheet may be attached ,if needed comprising of following details: 1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value Contract Status (Completed/Ongoing)

08	No. of Staff of the Firm (Self-Attested copy of documentary evidence in this respect to be furnished.)	
09	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be attached.)	
10	Annual Income of the Firm for last 3 Financial Years i.e. from 2017-18 to 2019-20. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached.)	F.Y. Income (Rs. In Lakh)
11	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	

Note: (i) Information may be furnished in separate sheet (s) wherever necessary.
(ii) In case of documents, they should be self-attested photocopies.

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

Date:
Place:

Authorized Signatory
(Signature and seal of the authorized signatory)

ANNEXURE 2

FINANCIAL PROPOSAL (To be furnished in given format through online in Cover “II”)

Name and Address of the Bidder:

Price Details:

Sl. No	Particulars	Rate per Annum (Rs.) (Excluding GST)
01	Audit Fees for the scope of work as per NIT (for the Financial Year 2020-21 & 2021-22)	
02	Income Tax Scrutiny, if required	
	Total	

Quote is to be mentioned separately for 1 & 2s.

The Consolidated Audit fee should be quoted inclusive of Travelling Allowance Total Price Excluding GST: Rs.....

(in words)_____.

GST will be paid at the applicable rate.

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

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)

ANNEXURE 3

Standard Format for Evaluation of Technical Proposal

Sl. No	Criteria	Max. Marks	Marks Obtained	Remarks
01	No. of years of Registration with the Institute of Chartered/Cost Accountants of India: a) Between 10 to 12 years: 10marks b) Above 12 years, up to 15 years: 15marks c) Above 15 years: 20marks	20		
02	No. of FCA/FCMA Partners: a) Between 3 to 5 nos.: 10marks b) Between 6 to 10 nos.: 15marks c) Above 10 nos.: 20marks	20		
03	Firms having similar kind of work experience in conducting Internal Audit of the CFTI (Centrally Funded Technical Institutes) or Central Autonomous Educational Institutions or Institution of National Importance under Ministry of Education, Govt. of India with annual income/receipts exceeding Rs.10 Crores for atleast 3 years in last five Financial Years i.e. from 2015-16 to 2019-20. a) For three years - 30 Marks b) Above 3 years, up to 5 years - 40 Marks c) Above 5 years - 50 Marks	50		
04	Annual Income (last three Financial Years i.e. 2017-18 to 2019-20): a) Between Rs. 20.00 Lakh to Rs. 30.00 Lakh: 5 marks b) Above Rs. 30.00 Lakh, up to Rs. 50.00 Lakh: 7 marks c) Above Rs. 50.00 Lakh: 10 marks	10		
	Total	100		

CONSENT FOR E - PAYMENT

From

To

The Registrar,
IIIT Sri City Chittoor
630, GnanMarg, Sri City, Chittoor District, Andhra Pradesh

Subject: Consent for E-Payment

Ref: Contract/ WO No:

“I/We hereby convey our consent that the payment made by IIIT Sri City Chittoor of any sum due to me/us, directly remitting the same to my/ our Bank, the address and the number of which is furnished shall be in full discharge of the particular bills, raised by me/us.

Undertaking:

“I/We hereby undertake that I/We opt for EFT and any payment made direct to me/us or to the bank account shall be in full discharge of the obligations of IIIT Sri City Chittoor and I/We shall have no claim whatsoever in respect of the bill for which the payment is made”.

Name of the Bank:

Branch Name, place and MICR Code of the branch

Account Number in Full

Type of Account

Name of Account

For: ____

Authorized Signatory
Name and Seal

NOTE: Corrigendum / Addendum / Amendments

- Clarification, etc., if any shall be hosted in IIIT Sri City website www.iiits.ac.in
- Interested firms / Patent Attorney are advised to visit IIIT Sri City Website regularly, including any postponement of tender opening date.

INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>).

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b) The bidders to 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. This would be used for any communication from the e-Wizard Portal. After registration send **User ID** for helpdesk team (helpdeskeuniwizarde@gmail.com and support@euniwizarde.com) for activation.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (**Class III Certificates with signing and Encryption key**) issued by any Certifying Authority recognized by CCA India with their profile.
- d) 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.
- e) 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.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) 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 ‘Interested tenders’ folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) 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, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) 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.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) 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.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.**

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is **Gagan (8448288987/epochhelpdesk.01@gmail.com), Vijay(8448288989/epochhelpdesk.03@gmail.com),Suriya(8448288994/epochhelpdesk.06@gmail.com),8448288992,8448288984,8448288986,8448288982,8448288988**

7. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
8. The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.