

**Indian Institute of Information Technology Sri City, Chittoor**

(An Institute of National Importance under an Act of Parliament)  
630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646

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**NOTICE INVITING TENDER FOR  
ENGAGEMENT OF INTERNAL AUDIT SERVICES**

Ref: Tender Notice No: IIITS/2025/IA/06/01, Dt.09.06.2025

**Schedule:**

1.	Date from which NIT documents can be downloaded	09.06.2025
2.	Pre-bid meeting	18.06.2025 @ 2pm
3.	Last date and time for submission of Bids	01.07.2025 upto 3pm
4.	Date and time of opening of technical bids	01.07.2025 @ 3.30pm

## Notice Inviting Tender (NIT)

### **Sub: Tender for Engagement of Internal Auditor**

Ref: Tender Notice No: IIITS/2025/IA/06/01, Dt.09.06.2025

Sealed tenders in two bid system (i.e. Technical & Financial) 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 one year i.e. F.Y. 2025-26, extendable upto/for another two Financial Years, at the discretion of the Institute. 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](http://www.iiits.ac.in).

Bidder should take due care to submit tender in accordance with requirement of the tender conditions. 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.

Sealed Tenders (both technical and financial) by eligible Chartered/Cost Accountant Firms shall reach the Office of Registrar, IIIT Sri City Chittoor within due date and time in the prescribed format and manner. Sealed Tenders received after due date and time shall be rejected. 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	09.06.2025
02	Earnest Money Deposit	NIL
03	Last date and time for receipt of sealed tenders at IIIT SRI CITY	01.07.2025 upto 3:00 PM
04	Date and time for opening of (Technical)	01.07.2025 at 3:30 PM
05	Address for submission of NIT	The Registrar, Indian Institute of Information Technology Sri City Chittoor, 630 Gnan Marg, Sri City, Chittoor District, Andhra Pradesh-517646, India
06	Website	<a href="http://www.iiits.ac.in">www.iiits.ac.in</a>

**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.

Signature of the tenderer with seal

**IIT Sri City reserves the right:**

- a) To accept or reject any or all bids either in whole or in part or to invite revised price bids or to annul the bidding process
- b) To postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
- c) To omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work or during the execution of work without assigning any reason whatsoever.
- d) To change the quantity or add the item or cancel the item/service required.
- e) To accept or reject any or all the Tenders without assigning any reason.

**Background:**

Indian Institute of Information Technology Sri City, Chittoor known as IIT Sri City (IIITS) was established in 2013 by Ministry of Education, Government of India as an Institute of National importance by an Act of Parliament. IIITS is one among the 20 Institutes across India, focusing on Information Technology education, research and development.

The institute is located in Sri City ([www.sricity.in](http://www.sricity.in)) located about 60 KMs from Chennai on the Nellore Highway. The nearest airports are Chennai (70 KMs) and Tirupati (70 KMs).

**IIT Sri City:** The Institute was setup by the Government of India along with Government of Andhra Pradesh and Industry Partners represented by Sri City Foundation as a Public-Private-Partnership (PPP) institution. The Institute is governed by the Board of Governors consisting of eminent personalities from the Government, Industry and Academia. IIITS offers B. Tech, M.Tech, MS by Research and Ph.D. programmes.

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, Monthly/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:

SNo.	Activities/Resources	Remarks
A	Under Graduate Engineering / Post Graduate / PhD	Total Student Strength is around 1500
B	Staff Strength (Regular, Contractual)	75
C	Total Income as at 31.03.2024 as per financials 2023-24	Rs. 59 Crores
D	Total Expenditure as at 31.03.2024 as per financials 2023-24	Rs.30 Crores

**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 1<sup>st</sup> June, 2025. (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 1st June 2025 (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 1st June, 2025 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 or State Educational Institutions (Colleges only) 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 the Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
- f) Must have a minimum Average Annual Income of Rs.20 Lakh for at least 3 years in the last five Financial years starting from 2020-21 to 2024-25.
- g) 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.
- h) 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.
- i) The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility as on date.
- j) 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
- k) The bidder should have their Main office in the State of Andhra Pradesh or Telangana or Tamil Nadu or Karnataka from IIIT Sri City Chittoor and branch office within 150 kms radius from IIIT Sri City which will enable the Institute for better coordination. Valid proof should be submitted along with the bid

Signature of the tenderer with seal

**Scope of Work:**

The Internal Auditor shall carry out audit of all Financial transactions of FY 2025-26 on Monthly basis. He has to timely advise and correct the wrong procedures to avoid recurrence. He will carry out all transactions starting from 01 Apr 2025- to 31 Mar 2026, on monthly basis. Upon award of the contract, the selected auditor shall complete the audit of the accounts for the period from 01 April 2025 up to the date of award within 10 days. Thereafter, monthly audits shall commence from the first week of each subsequent month.

The **internal audit** and related financial advisory services including but not limited to the following:

**Detailed Scope of Work:**

Sl.No.	Area	Detailed Scope
1.	Review of Internal Control and Risk Management System:	<ul style="list-style-type: none"> <li>i. Independently review and appraise the systems of control throughout the year (not just the financial controls);</li> <li>ii. Recommend improvements to internal controls;</li> <li>iii. Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;</li> <li>iv. Ascertain Compliance to IIT Act 2017 instruction of C&amp;AG,</li> <li>v. Standard Accounting Practices and Guidelines of the Board</li> <li>vi. Provide reassurance to Competent Authority that their policies are being carried out with adequate control of the associated risks;</li> <li>vii. Facilitate good practice in managing risks effectively;</li> <li>viii. Ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud.</li> <li>ix. Department wise system/process audit and recommendation for best practice to improve the system.</li> </ul>
02	Revenue	<ul style="list-style-type: none"> <li>i. Review, checking &amp; reconciliation of tuition fees and other fees received by the institution from the students/ participants</li> <li>ii. Income from Consultancy etc</li> <li>iii. Interest on Investments &amp; Bank Interest</li> <li>iv. Grants for research projects</li> <li>v. Any other Income</li> <li>vi. Treatment in accounts for all Income and recommendations</li> </ul>
03	Expenditures	<ul style="list-style-type: none"> <li>i. Procedures followed</li> <li>ii. Treatment in Accounts</li> <li>iii. 100% vouching of the transactions</li> <li>iv. Reporting for any Rectification or improvement</li> </ul>

04	Procurement of Goods & Services	<ul style="list-style-type: none"> <li>i. Reviewing the Tendering Processes &amp; selection of the vendor/ contractor</li> <li>ii. Accounting Treatments for Fixed Assets and Inventory</li> <li>iii. Store &amp; Purchase Processes</li> </ul>
05	Physical Verifications of Inventory & Fixed Assets	<ul style="list-style-type: none"> <li>i. Maintain and verify Fixed Asset Register</li> <li>ii. Ensure accounting of depreciation and capitalization.</li> </ul>
06	Investments	<ul style="list-style-type: none"> <li>i. Procedures followed for Investments</li> <li>ii. Treatment of Income arising out of Investments</li> <li>iii. Recommendations</li> </ul>
07	Statutory Compliances	<ul style="list-style-type: none"> <li>i. Review, checking, &amp; applicability of all statutory obligation compliances such as GST, TDS on GST, TDS, Income Tax, NPS, EPF etc.</li> <li>ii. Guide the Institute for filing of all original &amp; revised statutory returns (Income Tax, TDS, GST etc.) on or before the due date.</li> <li>iii. Responsibility of Internal auditor is support for completion of the scrutiny and assessment as and when required.</li> </ul>
08	Payroll, Retirement Benefits & Pension	<ul style="list-style-type: none"> <li>i. Rules and Guidelines applicable eg:7<sup>th</sup> CPC</li> <li>ii. Review audit of Employee related claims like TA/DA etc.</li> <li>iii. Review/ audit for Payment of Salary etc</li> <li>iv. Treatment in accounts</li> </ul>
10	Monthly Visit & Audit	<ul style="list-style-type: none"> <li>i) Visit the Institute during the first week of every month.</li> <li>ii) Verify all accounting entries, ensuring correct booking under appropriate heads.</li> <li>iii) Reconcile entries, correct wrong postings immediately in coordination with Finance Team.</li> </ul>
11	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> <ul style="list-style-type: none"> <li>i. Pre-audit of payments to the employees leaving IIT Sri City</li> <li>ii. Any other cases of financial transactions irrespective of value which the Competent Authority thinks appropriate may ask for pre-audit.</li> <li>iii. Internal Auditor is required to submit the observation on pre-audit as soon as possible and not exceeding 5 working Days</li> </ul>

12	Finance & Accounts	<ul style="list-style-type: none"> <li>iv. Review of Account Payable and Receivable</li> <li>v. Verification and checking of financial transactions from bank book and other ancillary record maintained by the Institute.</li> <li>vi. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract.</li> <li>vii. Bank Management including investment details</li> <li>viii. Checking of Bank Reconciliation Statement on monthly basis.</li> <li>ix. Review the expenses incurred with the approved Budget</li> <li>x. Vouching/Ledger Scrutiny</li> <li>xi. Review the last statutory/Internal audit comments and compliances and action taken report</li> <li>xii. Responsibility of Internal auditor is to prepare the financials as per the Ministry of Education Guidelines and after due checking &amp; verification of schedules and annexure thereto and obtaining the certification from the external firm</li> <li>xiii. Review of expenses on Sponsored Projects and Its Accounts</li> <li>xiv. Review of Subsidiary Accounts at a quarterly Intervals</li> </ul>
13	Student Fee Management	<ul style="list-style-type: none"> <li>i. Review and report student-wise fee collection and dues outstanding monthly</li> <li>ii. Ensure proper accounting and reporting of student fee receipts and refunds</li> </ul>
14	Transaction Verification	<ul style="list-style-type: none"> <li>i. Verify all inward and outward payments, supporting documents, approvals, and GST compliance</li> <li>ii. Check compliance with Income Tax, TDS, and other applicable statutes</li> </ul>
15.	Fixed Deposit (FD) Reconciliation	Monthly reconciliation of Fixed Deposits and computation of interest accrued as per the Bank Statements, Fixed Deposit Receipts and Fixed Deposit Register
16.	Bills & Vouchers Processing	Audit and verify booking of all bills, invoices, and vouchers under proper heads
17.	Budgeting & Accounts Finalization	<ul style="list-style-type: none"> <li>i. Assist in <b>Budget Preparation, Quarterly/Half-Yearly/Annual Account Finalization.</b></li> <li>ii. Preparation and review of Balance Sheet, Income &amp; Expenditure statements.</li> </ul>
18.	Taxation & Statutory Compliance	<ul style="list-style-type: none"> <li>i. Ensure compliance and filing under <b>GST, Income Tax, TDS</b> etc, each employee to be informed of his tax compliance.</li> <li>ii. Guide on <b>Statutory Obligations</b> and implementation</li> </ul>

		of necessary accounting policies. iii. GST deductions / payments from various bills to be scrutinized for correctness by the vendor, wherever applicable.
19	Bank Reconciliation & Payroll	i. Monthly Bank Reconciliation Statement (BRS). ii. Payroll verification and accounting.
21	Project Monitoring & Construction Accounting	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. Audit Engineering Unit / <b>PMC bills, construction-related payments, and repair &amp; maintenance</b> expenses vi. Any other work related to PMC
22	Earmarkings from Income:	Earmark income for future expenses like Leave encashment, Gratuity, 8 <sup>th</sup> Pay commission. Head wise expenses to be monitored time to time to avoid spill over/ under utilisation.
22	CAG Audit Support	Be available during <b>CAG/Statutory/AG audits</b> to explain systems and provide clarifications.  Assist in <b>mitigation of audit objections</b>
23	Other Related Duties	Any other audit/accounting duties relevant to an educational and research institute like IIIT Sri City.

### Process of Audit:

- i. Auditor's field personnel will segregate the audit observations and discuss the same with the concerned section in charge 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.

Signature of the tenderer with seal

**Audit Report:****Submission of:**

- Monthly Internal Audit Report
- Quarterly Balance Sheet with advise on Sundry debtors and Sundry creditors duly done reconciliation with the bank(s) statements of all accounts and FDs.
- Audit/Review Report on Monthly Accounts
- 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.
- Responsibility of Internal auditor is to obtain the certification for Utilization Certificates for Grant Based projects from the external firm as and when required
- Physical Verification of Inventory & Fixed Assets on yearly basis.
- Detailed scope of work in the tender document related points should be covered in the Audit report

**Responsibilities of the Service Provider**

Following are the responsibilities of the Firm (Service Provider)

**Engage atleast 5 man days in a month:**

- 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 IIT Sri City, Chittoor.
- The Firm shall be responsible for any act of indiscipline on the part of the persons deployed
- The Firm shall submit their observations on monthly basis to IIT Sri City, Chittoor and ensure necessary compliance along with rectification/ correction, if any, by IIT Sri City, Chittoor within 20 days of receipt of audit observations.

Signature of the tenderer with seal

**Timeline:**

The auditor should submit internal audit reports by the 5th of Subsequent month.

**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 monthly-wise 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.

**Period of Engagement**

- The engagement shall be for a period of one year i.e. F.Y. 2025-26.
- The contract may be renewed for another two years on a year on year basis in the same terms and conditions subject to satisfactory performance of the firm at the discretion of the Institute.
- The agency shall start providing services (actual engagement of personnel) within 10 days of issue of Letter of Award/ Intimation. "Upon award of the contract, the selected auditor shall complete the audit of the accounts for the period from 01 April 2025 up to the date of award within 10 days. Thereafter, monthly audits shall commence from the first week of each subsequent month."

**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.

**Instructions to Bidders Submission of the Proposal**

- a) The proposal shall be submitted in a sealed envelope with clear inscription as “PROPOSAL FOR ENGAGEMENT OF INTERNAL AUDITOR OF INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY, CHITTOOR NIT REFERENCE NO. IIITS/2025/IA/06/01, Dt.09.06.2025” on top of it before due date and time.

Signature of the tenderer with seal

- b) The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- c) Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL/FINANCIAL PROPOSAL; NIT REFERENCE NO. IIITS/2025/IA/06/01, Dt.09.06.2025" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above.
- d) 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.
- e) 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 **Annexure 1**.
- 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:**

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.
- c) 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 in financial bid.
- b) 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.
- c) 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

Signature of the tenderer with seal

- d) 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.
- e) Any legal dispute arising out of this is subject to Andhra Pradesh jurisdiction only.

### **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.
- e) The Institute shall provide suitable place for sitting for the deployed persons.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) 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.
- k) 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.

### **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 the open market at competitive rates. The defaulting the 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.

Sd/-  
Registrar

**ANNEXURE 1**

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

<b>SNo.</b>	<b>Particulars</b>	<b>Details</b>
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 1 June, 2025 (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	Must be having a minimum three years of similar kind of experience in conducting Internal Audit as on 1st June, 2025 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 under Ministry of Education, GoI or State Educational Institutions (Colleges only) 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) with annual income exceeding 10 Crores for at least 3 years in last five Financial Years i.e. from 2020-21 to 2024-25. (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)
07	No. of Staff of the Firm (Self-Attested copy of documentary evidence in this respect to be furnished.)	
08	Date of Registration under Goods & Service Tax Act. (Self- Attested Goods and Service Tax Registration Certificate to be attached.)	
09	Annual Income of the Firm for for atleast 3 years in last five Financial Years i.e. 2020-21 to 2024-25 (Self- Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached.	F.Y. Income (Rs. In Lakh)
10	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)

Signature of the tenderer with seal

**ANNEXURE 2**

**FINANCIAL PROPOSAL**  
**(To be furnished in “B” on the Letter Head of the Firm)**

Name and Address of the Bidder:

Price Details:

<b>Sl. No</b>	<b>Particulars</b>	<b>Rate per Annum (Rs.) (Excluding GST)</b>
01	Audit Fees for the scope of work as per NIT (for the Financial Year 2025-26)	
02	Income Tax Scrutiny	
	<b>Total</b>	

Quote is to be mentioned separately for Sl.No.1 & 2.

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:  
Place:

Authorized Signatory

(Signature and seal of the authorized signatory)

**ANNEXURE 3****Standard Format for Evaluation of Technical Proposal**

<b>SNo</b>	<b>Criteria</b>	<b>Max. Marks</b>	<b>Marks Obtained</b>	<b>Remarks</b>
01	No. of years of Registration with the Institute of Chartered/Cost Accountants of India: a) Between 10 to 12 years: 10 marks b) Above 12 years, up to 15 years: 15 marks c) Above 15 years: 20 marks	20		
02	No. of FCA/FCMA Partners: a) Between 3 to 5 nos.: 10 marks b) Between 6 to 10 nos.: 15 marks c) Above 10 nos.: 20 marks	20		
03	Must be having a minimum three years of similar kind of experience in conducting Internal Audit as on 1st June, 2025 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 under Ministry of Education, GoI or State Educational Institutions (Colleges only) 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) with annual income exceeding 10 Crores for at least 3 years in last five Financial Years i.e. from 2020-21 to 2024-25. (Self-Attested copies of Appointment Letters/Agreements/ Work Orders issued by such Institutes to be furnished) 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 for atleast 3 years in last five Financial Years i.e. from 2020-21 to 2024-25 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		
	<b>Total</b>	<b>100</b>		

Signature of the tenderer with seal

**ANNEXURE 4**  
**CONSENT FOR E - PAYMENT**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Registrar,  
IIIT Sri City Chittoor  
630, Gnan Marg, Sri City, Tirupati 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

Signature of the tenderer with seal

**ANNEXURE 5**

**Declaration regarding black-listing and/ or litigations**

I/we hereby declare that our firm/agency is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the ..... day of..... 2025

Signature of Bidder\_\_\_\_\_

Name & Address of Bidder\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the Firm/Company

Signature of the tenderer with seal

**ANNEXURE 6**

**PERFORMANCE REPORT**

Furnish following information for each individual work

1. Name of the contract and location :
2. Agreement/Work Order no. :
  - a. Scope of Contract :
  - b. Contract Cost (Rs.) :
  - c. Contract commencing Date :
  - d. Duration of the contract Period (Year-Months-Days) :
  - e. Amount of compensation levied (Rs.) if any :
  - f. Performance Report : Excellent/Very Good/Good/Fair

(Seal of the Organization)

(Signature of the Bidder)

Signature of the tenderer with seal

ANNEXURE 7

Details of the similar type of Services provided by the Bidder during last 5 years

Name of the Bidder:

Year	Name and Type of services provided	Name & Address and contact details of the Client	Value of Contract	Remarks
2024-2025				
2023-2024				
2022-2023				
2021-2023				
2020-2021				

Note: - The turnover amount should be certified and audited by CA of firm and separate sheet should be enclosed

Please attach:

- a) Work order copies
- b) Details of contact person Name, Designation, Mobile number
- c) For Completed work –Testimonial from Institution served

Signature of Bidder\_\_\_\_\_

Name & Address of Bidder:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the Firm/Company

Signature of the tenderer with seal

## NOTE: Corrigendum / Addendum / Amendments

- Clarification, etc., if any shall be hosted in IIIT Sri City website [www.iiits.ac.in](http://www.iiits.ac.in)
- Interested firms are advised to visit IIIT Sri City Website, including any postponement of tender opening date etc