



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI  
Bongora, Kamrup ( R ), Assam, India, PIN 781015

Notice Inviting Quotation

NIQ No.: IITG/F&A/68/2024-25/838

Date: 27/01/2025

To,

**Interested Chartered Accountant (CA) Firms**

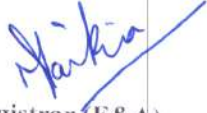
The undersigned invites sealed quotations from CA Firms for onward submission along with requisite documents for the service of 'Engagement of Internal Auditor of the institute'.

Sl No.	Particulars	Details of Service
1	Name of Service	Engagement of Internal Auditor of the institute
2	Period	FY 2024-25 extendable up to 2(two) more FYs
3	Last Date & Time of Submission of quotation	04/02/2025 (3:00 pm)
4	Date & Time of opening	04/02/2025 (3:30 pm)
5	Minimum Eligibility Criteria	As detailed in (A)
5	Details of services required	As detailed in (B)
6	SD money	Not Applicable

You are requested to submit the rate inclusive of all the services that are required to be provided by the Internal Auditor as given in the **Details of services required from Internal Auditor (B)** in the BOQ format attached at **Annexure – A**.

**Note: For the Financial Year 2024-25, rates are to be quoted for all the works as mentioned in (B) except for Point no 3 Detailed scope of work, Sl. no 6. (Statutory Compliance).**

IIT Guwahati  
Bongora, Guwahati- 781015

  
Deputy Registrar (F&A)

DEPUTY REGISTRAR (F & A)  
INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY, GUWAHATI

## **TERMS & CONDITIONS:**

1. The bidder must be a Chartered Accountant (CA) Firm empaneled with the CAG (Comptroller and Auditor General of India)
2. The minimum eligibility Criteria for submission of quotation are provided at (A)
3. The scope of services required of the institute Internal Auditor is provided at (B)
4. The Bidder should have GSTN, PAN and own Bank Account.
5. The rates Quoted by the bidder shall be exclusive of applicable GST
6. The Chartered Accountant (CA) firm fulfilling the minimum eligibility criteria with the lowest quoted rate will be engaged as the Internal Auditor of the institute.
7. Hard copies of Bid along with all other required documents must be submitted to the office of IIIT Guwahati, Bongora, Kamrup(R), Assam-781015, India on or before XXX
8. Other terms & Condition will be as per IIITG rule. (Please refer to the details given in C & D)

### **(A) Minimum Eligibility Criteria**

The bidders having the followed minimum eligibility criteria are eligible for bidding:

1. Experience and Turnover:
  - 1.1. The bidder firm must be a Chartered Accountant (CA) Firm recognized / affiliated with the ICAI (Institute of Chartered Accountants of India) (Enclose a self – attested copy of the registration certificate/ relevant document).
  - 1.2. Must be registered with the Institute of Chartered Accountants of India for not less than 10 years as on 01.01.2025. (Self-Attested copy of Registration Certificate issued by ICAI to be furnished.)
  - 1.3. The firm must be empaneled with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.)
  - 1.4. Must be having minimum three Fellow partners as on 1st January 2025 (Self-Attested copy of latest Constitution Certificate from Institute to be furnished.)
  - 1.5. Must be having a minimum three years of similar kind of experience as on 1st January, 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.)
  - 1.6. Must be registered under the Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
  - 1.7. Must have a minimum Average Annual Income of Rs.20 Lakh for at least 3 years in the last five Financial years starting from 2019-20 to 2023-24.
  - 1.8. 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.

- 1.9. The internal auditor appointed under IIT 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.
  - 1.10. The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility as on date.
  - 1.11. 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
  - 1.12. The bidder should have their registered office in the State of Assam. Valid proof should be submitted along with the bid.
  
  - 1.13. Bids not accompanied by certificate of experience issued by the client WILL AUTOMATICALLY STAND DISQUALIFIED
2. An affidavit, in original: Duly certified by a Notary that:
    - 2.1. The CA firm or has never been black-listed and the name of the firm or company has not been changed in the last five years.
    - 2.2. That there are no dues towards income tax as on the date of the affidavit.
  3. Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process as and when sought for, failing which the bids are liable for disqualification.
  4. The CA Firm should have valid PAN and GST Number.
  5. The CA Firm should have its own Bank Account.
  6. The CA firm should provide the manpower strength of qualified, semi-qualified and audit assisting staff available with the firm.

Note:

1. Non-compliance with any of the above conditions by the Service Provider will lead to disqualification for being nonresponsive.
2. Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose, unless it is specifically mentioned in the criteria.

**(B) Details of services required from the Internal Auditor**

IIT Guwahati is an autonomous academic institute under Ministry of Education, Govt. of India and is desirous of engaging the service provider for “Engagement of Internal Auditor at Indian Institute of Information Technology Guwahati”. The details of Services requirement are as follows:

**1. Accounting and Finance system of the Institute:**

1.1 Indian Institute of Information Technology Guwahati 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.

1.2 The Accounts of the Institute are maintained in TALLY. The major functions of the Department are furnished below:

1.2.1 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.

1.2.2 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 / PhD	1183 nos.
B	Faculty & Staff Strength (Regular, Contractual)	79 nos.
C	Total Income as at 31.03.2024 as per financials 2023-24	Rs. 28.90 Crores
D	Total Expenditure as at 31.03.2024 as per financials 2023-24	Rs.24.68 Crores

**2. Service Requirement:**

**2.1. Review of Internal Control and Risk Management System:**

2.1.1 Independently review and appraise the systems of control throughout the year (not just the financial controls).

2.1.2 Recommend improvements to internal controls;

2.1.3 Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;

2.1.4 Ascertain Compliance to IIT Act 2017, instruction of C&AG, Standard Accounting Practices and Guidelines of the Board.

- 2.1.5 Provide reassurance to Competent Authority that their policies are being carried out with adequate control of the associated risks;
- 2.1.6 Facilitate good practice in managing risks effectively;
- 2.1.7 Ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud.
- 2.1.8 Department wise system/process audit and recommendation for best practice to improve the system.

### 3. Detailed Scope of Work:

Sl. No.	Area	Detailed Scope
01	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>v. Grants for research projects</li> <li>vi. Any other Income</li> <li>vii. Treatment in accounts for all Income and recommendations</li> </ul>
02	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>
03	Procurement of Goods & Services	<ul style="list-style-type: none"> <li>i. Reviewing the Tendering Processes &amp; selection of the vendor/ firm</li> <li>ii. Accounting Treatments for Fixed Assets and Inventory</li> <li>iii. Store &amp; Purchase Processes</li> </ul>
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 their support
05	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>

06	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. Filing of all original &amp; revised statutory returns (Income Tax, Form 10B, TDS, GST, professional tax 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>
07	Finance & Accounts	<ul style="list-style-type: none"> <li>i. Review of Account Payable and Receivable</li> <li>ii. Verification and checking of financial transactions from bank book and other ancillary record maintained by the Institute.</li> <li>iii. Review the record/system of bill payment to various firms and also to review the compliance on them with term of contract.</li> <li>iv. Bank Management including investment details</li> <li>v. Checking of Bank Reconciliation Statement on monthly basis.</li> <li>vi. Review the expenses incurred with the approved Budget</li> <li>vii. Vouching/Ledger Scrutiny</li> <li>viii. Review the last statutory/Internal audit comments and compliances and action taken report</li> <li>ix. 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>x. Review of expenses on Sponsored Projects and Its Accounts</li> <li>xi. Review of Subsidiary Accounts at a quarterly Intervals</li> </ul>
08	Payroll, Retirement Benefits & Pension	<ul style="list-style-type: none"> <li>i. Rules and Guidelines applicable</li> <li>ii. Review audit of Employee related claims</li> <li>iii. Review/ audit for Payment of Salary etc.</li> <li>iv. Treatment in accounts</li> </ul>
09	Procurement of Goods, Services & Works contracts	<ul style="list-style-type: none"> <li>i. Review of tendering process</li> <li>ii. Review of all receipts and payments</li> <li>iii. Treatment in accounts</li> <li>iv. Completion of Capital Work in Progress and conversion to Assets</li> <li>v. Any other work related to works</li> </ul>

10	Pre Audits	<p>Pre-audit of certain specified transactions on case to case basis,restricted to compliance vis-à- vis processes and procedures. The following areas to be covered under pre- audit:</p> <ol style="list-style-type: none"> <li>i. Pre-audit of payments to the employees leaving IIT Guwahati</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> </ol>
11	Others	<ol style="list-style-type: none"> <li>i. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature</li> <li>ii. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions.</li> <li>iii. Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation.</li> <li>iv. Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time</li> <li>v. Periodically reconciling Physical Assets with Books of Accounts so as to submit Annual Physical Verification Report latest by 30<sup>th</sup> June.</li> <li>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.</li> <li>vii. Issue of Utilization Certificates for Grant Based projects as and when required</li> <li>viii. Calculation and verification of Income Tax computation sheet (along with the income tax declaration form and proof of investment) of all employees of IIT Guwahati &amp; preparation of Form 16 &amp; 16A</li> <li>ix. Guide the Institute for preparing the replies against AE's given by the C&amp;AG audit</li> <li>x. To appraise the Institute on regular basis about applicability of Circulars/Notifications issued by the Govt. / Tax Departments (like Income Tax, TDS, GST &amp; other statutory body etc.).</li> <li>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.</li> <li>xii. Supports in all types of Statutory/Legal Compliance</li> <li>xiii. Any other works assigned from time to time.</li> </ol>

#### 4. Audit Report: Submission of:

- 4.1. Half yearly Internal Audit Report
- 4.2. Yearly Balance Sheet with advise on Sundry debtors and Sundry creditors duly done reconciliation with the bank(s) statements of all accounts.
- 4.3. Audit/Review Report on Yearly Accounts.
- 4.4. Issue certificate in form no 15CA (Part D etc.) 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.

4.5. Responsibility of Internal auditor is to obtain the certification for Utilization Certificates for Grant Based projects from the external firm as and when required.

4.6. Physical Verification of Inventory & Fixed Assets on yearly basis.

4.7. Detailed scope of work in the tender document related points should be covered in the Audit report.

**5. Process of Audit:**

5.1. 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.

5.2. The draft audit report will be discussed by senior level personnel of the audit Firm with the Deputy Registrar (F&A) 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.

5.3. All the document received during the course of audit should be returned after completion of the audit and it shall be the responsibility of the auditor to ensure that all documents and information received from the institute is used exclusively for the internal audit purposes and is kept confidential and not disclosed to third party at any point of time.

5.4. 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.

5.5. As per the requirements of the Institute, the auditors will be asked to give presentation/ attend the Finance Committee/ Board meetings to discuss upon the findings in the CAG Audit Reports and any other queries that the Finance Committee or the Board may have.



### (C) Special Conditions of Contract

1. IIIT Guwahati may advise the firm to disengage any of its staff from service, with 24 hours' prior intimation, in case the Competent Authority of IIIT Guwahati found any negligence on the part of that particular staff.
2. 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.
3. In case of any damage/ pilferage caused to the property of IIIT Guwahati due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the by adjusting the appropriate amount from their annual bill.
4. 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.
5. The Institute shall provide suitable place for sitting for the deployed persons.
6. IIIT Guwahati 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.
7. 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.
8. IIIT Guwahati reserves the right to cancel this tender process at any time without assigning any reason before the selection of CA Firm and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.

#### **10. Penalty:**

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.

1. For any breach of contract, IIIT Guwahati shall impose a penalty to the extent of Rs. 20,000/- 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 Guwahati.
2. If the lapse is repeated, the extent of penalty will be doubled on each such occasion.
3. In case of any imposed penalty by any Statutory Authority, for non-compliance of any statutory obligation due to the negligence by the service providing agency as per the Statutory Acts & Rules, the same will have to be borne by the firm.

## 11. Other Terms and Conditions:

1. The personnel of the firm shall be liable to security search by the Security Staff/ Agencies deployed by IIIT Guwahati.
2. IIIT Guwahati shall not be responsible for any injury, accident, disability, or loss of life to the firm or to any of its personnel that may take place while on daily or conservancy duties. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the firm. The firm has to make his own arrangements towards health insurance, accidental and disability coverage and domiciliary treatments of all personnel engaged by them under their payroll.
3. IIIT Guwahati shall not be under any obligation for providing employment to any of the workers of the firm during and after the expiry of the contract. There will be no employee-employer relationship between any of the workers of the firm and IIIT Guwahati.
4. The firm shall comply with all requirements under central and local taxes laws / GST and shall be responsible for payment of all taxes and other statutory payments to the respective authorities.
5. If the scope of service increases, the same will be extended on mutual terms and conditions.
6. At any time during the period of the contract, if it comes to the notice of the Institute that the firm has misled this Institute by way of giving false/ incorrect information which has been material in award of the contract, the contract shall be liable to termination without any notice besides other legal actions as per law.

**12. Period of Contract:**

Contract period will be initially for the F.Y. 2024-25. This period may be extended further annually for another two financial years on satisfactory performance. The agency shall start providing services (actual engagement of personnel) within 10 days of issue of Letter of Award/Intimation. In case of performance of the agency in one part or the entire contract is not found to be satisfactory as per operational parameters set out of the contract or not in conformity with the terms & conditions of the tender, then that part or the entire contract shall be terminated even before the scheduled time by giving advance notice of three months to this effect.

**13. Exit /Termination Clause:**

1. Termination/Suspension of Agreement: The contract can be terminated at any time prior to its completion by either Party with 90 days of notice period in which case the firm shall continue to provide their services to IIIT Guwahati during the entire notice period of 90 days.
2. Termination without compensation: In the event of violation of any terms and conditions of the Tender documents or the agreement, it would be construed, as a breach of contract and institute will be entitled to terminate the contract without any compensation.  
If the services of the firm are not found satisfactory, they will be issued one months' notice for improvement by the IIIT Guwahati.  
If satisfactory improvement is not found even after the firm is notified of the same by IIIT Guwahati, a final two months' notice will be issued to the firm by the IIIT Guwahati authority to terminate the contract without prejudice to any rights or privileges accusing either party prior to such termination. During the period of notice both parties shall continue to discharge their duties and obligations.
3. In case or situation, beyond the control of either party, the contract may be terminated with mutual consent by giving three months' notice.
4. The Institute in any/either situation will not be under any obligation to pay compensation or make good the payment for the notice period, for which services are not rendered.

#### **14. Arbitration and jurisdiction**

It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of IIIT Guwahati. The bidder shall make request in writing to the institute for settlement of any disputes within 30 days of arising of the cause of dispute failing which no disputes / claims shall be entertained by institute. The decision of the Director, IIIT Guwahati will be final and binding on the parties. However, all matters of jurisdiction shall be at the local courts.

#### **(D) Terms of Payment**

1. No price variation would be allowed during the contract period.
2. Any changes in GST rates or imposition of new tax on this service during the contract period will be borne by the Institute.
3. 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.
4. Submission and Processing of Bill: IIIT Guwahati will pay the internal auditors bill annually after the Annual Accounts of the institute are finalized and is adopted by the Board for further submission to CAG for audit and hence, the internal auditor will raise 1 (one) bill for the entire financial year.
5. The firm needs to provide details of his Bank Account number, name and address of the Bank, Branch, Branch Code and IFSC code, to facilitate payment through NEFT/ RTGS.
6. Income Tax: Income Tax at source as per Income Tax Act shall be deducted from the firm's bill at the prevailing rates of such sum as income.
7. GST: IIIT Guwahati will pay GST and deduct TDS on GST as per GST Rule or any amendment thereof from the firm's bill at the prevailing rates.

**Annexure – A**

Quotation inviting authority: Indian Institute of Information Technology Guwahati  
Name of work – Engagement of Internal Auditor of the institute

Name of the Bidding Firm :

Price schedule

Sl no	Item Description	Amount in Rs.	Amount in words
1	Fees for the financial year 2024-25 to be quoted as per the notes given below. <b>Note :</b> <b>(1) Rates are to be quoted for all the works as mentioned in (B), except for Point no 3 Detailed scope of work, Sl no 6. (Statutory Compliance)</b> <b>(2) The rate should be inclusive of travelling allowance.</b>		
<b>Total :</b>			

Sl no	Item Description	Amount in Rs.	Amount in words
1	Fees for the financial year 2025-26 for the entire scope of work as per NIQ to be quoted as per the note given below. <b>Note :</b> <b>The rate should be inclusive of travelling allowance.</b>		
<b>Total :</b>			

Sl no	Item Description	Amount in Rs.	Amount in words
1	Fees for the financial year FY 2026-27 for the entire scope of work as per NIQ to be quoted as per the note given below. <b>Note :</b> <b>The rate should be inclusive of travelling allowance.</b>		
<b>Total :</b>			

**Note : Please submit the rates for each Financial Year separately in the proformas given above.**