



**Indian Institute of Technology Kharagpur
Sponsored Research and Industrial Consultancy**

Tender Enquiry Document

for

**Engagement of CA Firm for Audit of Utilization of
Funds and Statement of Expenditure of various
projects**

***For & On Behalf of
SRIC IIT KHARAGPUR***

On E-Tender Basis

Tender No. IIT/SRIC/SoE & UC/21-22/1

**Sponsored Research and Industrial Consultancy (SRIC)
Indian Institute of Technology Kharagpur
Kharagpur - 721302
Email: deansr@hijli.iitkgp.ac.in**



Indian Institute of Technology Kharagpur Sponsored Research and Industrial Consultancy

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SECTION – I

No. IIT/SRIC/SoE & UC/21-22/1

Date: 04/06/2021

Invitation for Bids / Notice Inviting Tender (E-Procurement Mode)

Indian Institute of Technology is set up by the Act of parliament called Indian Technology Act 1961 and it is declared as Institutions of national importance and Institutions of Eminence. Sponsored Research and Industrial Consultancy (SRIC) is a Sponsored Research and Industrial Consultancy unit of Indian Institute of Technology Kharagpur

Sponsored Research and Industrial Consultancy, Indian Institute of Technology Kharagpur (SRIC-IIT KGP), invites online tender under two bid system from the eligible Chartered Accountant firms ("CA Firms") to engage for engagement of CA firm for audit of utilization of funds and statement of expenditure of various projects received from different organization including GOI / department of GOI etc for Research and Consultancy Projects.

Complete Tender Documents can be downloaded from the website "<https://eprocure.gov.in/eprocure/app>" from **04 June, 2021 to 24 June, 2021 upto 12:00 HRS**. IIT KGP -SRIC shall open the **Technical Bids Electronically** on the specified date and time at **IIT KHARAGPUR (SRIC)**.

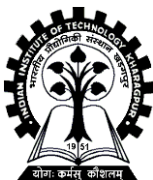
Interested eligible CA firms may submit their bids online at <https://eprocure.gov.in/eprocure/app> in Two-Bids system (i.e. Technical Bid and Price Bid) in prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

The Competent Authority, IITKGP-SRIC reserves right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

IITKGP-SRIC reserves the right to accept either in full or in part any tender and to reject any or all offers without assigning any reason thereof.

Dated: **04/06/2021**

Dean (SRIC)



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SECTION - IA

Critical Information

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
01.	Tender Number and Date	IIT/SRIC/SoE & UC/21-22/1 Date: 04/06/2021
02.	Last date for submission of written queries for clarifications to the email id:	17/06/2021 deansr@hijli.iitkgp.ac.in
03.	Date of Release of response to clarifications on www.iitkgp.ac.in	04/06/2021
04.	Last date for submission of Tender (Online only)	24/06/2021 (12:00 HRS)
05.	Contact details	Dean SRIC NALANDA COMPLEX INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR PO: KHARAGPUR, DIST: MEDINIPUR (WEST) WEST BENGAL, INDIA - 721302
06.	The date and time for opening of Technical Bid	25/06/2021 (12:00 HRS)



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Section-II

General Terms and Conditions

1. Introduction

Sponsored Research and Industrial Consultancy (SRIC) is a Sponsored Research and Industrial Consultancy unit of Indian Institute of Technology Kharagpur. Researchers from IIT Kharagpur are in a continuous endeavour to develop novel physics-based data-driven paradigms, towards catering these challenging needs. Currently, a large number of Sponsored Research Projects, funded by the Government of India as well as Companies all around the globe, are running in IIT Kharagpur, with a vision of integrating data sciences with traditional know how on a variety of areas including energy, water, healthcare, transportation, manufacturing, agriculture on one side and legal judgement, intellectual properties, happiness and cultural heritage on the other.

SRIC IIT Kharagpur is receiving funds from the various organizations including Government of India throughout the year. Submission of Utilization Certificate and Statement of Expenditure to the funding / sponsoring agencies in respect of the Grant-in-Aid / grant is required except very few cases such as grant sanction for general purposes. The utilization Certificate and Statement of Expenditure should be furnished at a prescribed format of the funding agencies with-in a reasonable time after the grant is paid to the Institution.

While sanctioning the research assistance in the shape of grant, the concerned Ministry / Department of Government of India stipulates submission of Audited Statement of Expenditure based on which further release of central assistance/ grant is regulated. SRIC IIT Kharagpur is submitting the Utilizations Certificate and audited Statement of Expenditure throughout the years for different funding agencies as per their stipulations.

2. Qualification criteria: Only Indian firms fulfilling the following conditions may apply: -

- a) The Audit Firms shall be in existence for a minimum period of five years. Copy of the Registration Certificate issued by ICAI shall be attached.
- b) The Firms associated with IIT Kharagpur during previous two financial years in the capacity of either Internal Auditors or Consultants are not eligible to submit their bid.
- c) Bidder should have minimum 3 partners. Partners(details) as per ICAI Certificate as on 01.01.2020.
- d) Bidder Should have gross receipt of more than Rs. 20 lakhs for each of the last 3 financial years prior to the date of making applications.
- e) The applicant should not have been black listed/debarred/ disqualified by any regulatory/ statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.
- f) The Firm should have an Office/Branch Office in Kolkata / West Bengal.



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g) Firm shall be registered with GST and GSTIN Certificate shall be attached.

3. Contract Period: Contract is initially for a period of one year. However, same may be renewed on yearly basis for a further period of two years' subject to the satisfactory performance.

4. SCOPE OF WORKS

(i) Audit of utilization of funds

(ii) to examine the grant has been utilized for the purpose for which it was made by the funding agencies.

(iii) Issue of Auditors' Report separately for each project by certifying the Utilization Certificates (UC) and Statement of Expenditures (SoE).

5. TIMING OF AUDIT AND ESTIMATED FEES. A detail timeline is mentioned below in the table.

SL NO	TASK	Period	Estimated numbers of UCs & SoE per year required to be certified	Estimated cost excluding taxes as applicable per UC & SoE of the project
01	Certification of Utilization Certificates and Statement of Expenditures of the fund received from the various funding agencies	As and when required. The period will start from 01.04.2021. However, Certification may be done for previous years also as per requirement of the funding agencies	600	Rs. 1000/- (Rupees one thousand) per Utilizations Certificate along with Statement of Expenditure of each project

6. KEY PERSONNEL

Sl.No.	Key Professionals	Description of Services to be provided	Experience	No. of persons
01	Partner/ Audit Manager	Overall coordination, & planning, team leadership, reporting, liaison with client	Qualified Chartered Accountant	Three (3)



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7. SELECTION PROCEDURES:

A firm will be selected in accordance with the Least Cost Selection (LCS) method. The estimated cost for the assignment is as per Clause 4 above (Excluding taxes).

8. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY SRIC IIT KHARAGPUR

a) The firm will be given access to all the documents required. Firm will be provided ERP access for the purpose of necessary audit. Required documents may be provided through online.

b) The auditors will be provided office space and office facilities during the period of audit, if required.

c) No other facilities are provided except a and b above.

9. FINANCIAL PROPOSALS: Chartered Accountant firms possessing the qualification criteria mentioned under point number 1 above are requested to submit their financial proposal as per BOQ.xls Format under Financial Cover.

10. Information for Bidder on e-Procurement

10.1 Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

10.2 Help for Service Providers, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal. [<https://eprocure.gov.in/eprocure/app>].

10.3 It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-Procurement of IIT KHARAGPUR.

10.4 It is mandatory for the bidders to get their firm/company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID & password.

10.5 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

10.6 Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app;jsessionid=A8B54EEC72D86DF9AA9D9B2DDACDAB8D.eprocgep4?page=BiddersManualKit&service=page>).



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- 10.7 The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.
- 10.8 Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of “Financial Bid”.
- 10.9 Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> (“Server System Clock Time”) shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.
- 10.10 The bidders are advised to submit their e-bids well before the e-bid due date. IIT KHARAGPUR shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
- 10.11 The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
- 10.12 A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 10.13 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, opening of bids etc. The bidders should follow this time during bid submission.
- 10.14 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 10.15 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.



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10.16 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.

10.17 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

11. **BID SECURITY**

11.1 The Bidder should submit the Bid Security Declaration as per Format specified in Section V.

11.1.1 After accepting Bid Security declaration, if bidder withdraw or modify their bids during the period of validity, they will not be allowed to participate to any tender of IIT Kharagpur for a period of 1 (one) year from the date of notification issued by IIT Kharagpur.

12. **TERMS OF PAYMENT**

The payment towards fees will be made on quarterly basis on receipt of invoice, after successful rendering of service during the respective quarter. While making the payments any applicable deductions will be made by IIT Kharagpur.

13. **CONFIDENTIALITY**

Auditor shall during the tenure of the Contract and at any time thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by SRIC, IIT Kharagpur, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through auditor or its personnel or agents

14. **GOVERNMENT TAX**

Bidders are responsible for establishing the status of the Services for the purpose of any government tax including GST, cess etc. to Gol. Any applicable taxes should be included and shown in financial proposal.

15. **LETTER AND DECLARATION TO ACCOMPANY TENDERS**

The bid must be accompanied by a letter on firm's letter head showing the full registered name(s) and registered office address of the bidder. It should be signed by a person of suitable authority to commit the bidders to a binding contract.

16. **UNDERTAKING SHALL BE GIVEN AT A PRESCRIBED FORMAT THAT**

(I) There has not been any disciplinary action initiated or contemplated/suspension of business against the entity by ICAI or any other statutory authority during the last five years.

(II) None of the partners/employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.

(III) No appeal/unresolved dispute/suit/case/application has been pending at any court in India regarding the existence of the business/ right to carry on practice.



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17. **INDEMNITY**

The successful bidder shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep IIT Kharagpur, its officers, directors, employees indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the firm or the it's staff, agents or sub-contractors in relation to the performance or otherwise of the Services to be provided under the Contract.

18. **ASSIGNING TO OTHERS**

The successful bidder shall not, without the prior written consent of SRIC IIT, Kharagpur, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the Auditor, any of its rights or obligations under the Contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by SRIC IIT Kharagpur.

19. **TERMINATION:**

SRIC IIT Kharagpur may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the Auditor of SRIC IIT Kharagpur's decision by written instruction to that effect. In the event of the Contract being so terminated, the firm shall take such steps as are necessary to bring the Services to an end, (including terminating any sub-contracts placed by the firm) in a cost effective, timely and orderly manner.



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SECTION – III

Special conditions of the Contract

1. The special conditions of the contract shall supplement the "General Terms and Conditions" as contained in Section II and wherever there is a conflict, the provisions herein shall prevail over those in Section II.
2. If the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. Purchaser reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the purchaser.
4. Any clarification issued by purchaser in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.
5. Purchaser reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid as per bid declaration form.
6. The Agency shall be responsible for compliance of all applicable laws, codes, statutory Regulations & established practice as required for performance of services under this contract. Whether now in force or which may hereinafter come in force during the currency of the contract and or extension thereof.
7. **Invoices should be in the name of The Dean (SRIC), IIT Kharagpur, Kharagpur-721302, Dist: Paschim Medinipur, West Bengal, India.**



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SECTION - IV

PRICE BID DECLARATION

No. IIT/SRIC/SoE & UC/21-22/1

Date: 04/06/2021

To
The Dean(SRIC)
Indian Institute of Technology Kharagpur
P.O.: Kharagpur, Dist: Medinipur (West)
Kharagpur - 721302

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos. (If any) the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide as per tender terms and conditions in conformity with the supply of the equipment, conditions of contract and specifications for the sum shown as per Section V, Section VI and price as per BOQ.xls format under Financial Cover and made part of this Bid.

We undertake, if our Bid is accepted, to commence deliveries within schedule time frame and to complete delivery of all the supplies specified in the contract within as per schedule calculated from the date of issue of your purchase order/RO.

If our Bid is accepted, we will obtain the performance guarantees of a Scheduled Bank for 3% of the cost of equipment.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid, you may receive.

We have applied and have submitted required bid security as per clause 8, section II of tender document.

Dated this day of 2021

Name and Signature

In the capacity of

Duly authorized to sign the bid for and on behalf of



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SECTION - V

Bid Security Self Declaration Form

Date: **04/06/2021**

Tender No. **IIT/SRIC/SoE & UC/21-22/1**

To
The Dean (SRIC)
Indian Institute of Technology Kharagpur
Sponsored Research and Industrial Consultancy
P.O.: Kharagpur, Dist: Medinipur (West)
Kharagpur - 721302

I/We The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with the Indian Institute of Technology Kharagpur for a period of 1 (one) year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

***[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant***



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SECTION VI

DECLARATION REGARDING DISCIPLINARY ACTION / BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by Tenderer)

/ We(Tenderer) hereby declare that no disciplinary action has been initiated or contemplated/ suspension of business against the firm by ICAI or any other Statutory Authority during the last five years.

I / We(Tenderer) hereby declare that none of the partners/ employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.

I / We(Tenderer) hereby declare that no appeal/ unresolved dispute/ suit/ case/ application has been pending at any court in India regarding the existence of business/right to carry on practice.

In case the above information found false, I/ We are fully aware that the tender/contract will be rejected / cancelled by the SRIC Indian Institute of Technology Kharagpur, and the clauses of bid security shall be imposed.

Signature of the Authorized Persons.....
Name & Seal of the Company

Date:
Place:



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SECTION VII

Declaration

(to be furnished in the letter head of the firm / company) We hereby declare that the information submitted above is complete in all respect and true to the best of our knowledge. We understand that in case any discrepancy or inconsistency or incompleteness is found in the information submitted by us, our application is liable to be rejected.

Signature of the Authorized Persons.....
Name & Seal of the Company

Date:
Place: