

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR**  
**(DEEMED TO BE UNIVERSITY)**

**TENDER DOCUMENT-CUM-FORM FOR**  
**FUNCTIONING OF INTERNAL AUDIT GROUP (IAG) AT LNIPE, GWALIOR**

**(A) ELIGIBILITY AND PRE-QUALIFICATION CRITERIA:**

Only registered Chartered Accountant firms or CAG of India and Institute of Public Auditors of India (IPAI) are eligible to apply. Full-time placement of individuals as given in Para-D for the entire duration of the work in addition to supervision and work by the partners of the Chartered Accountants firms member of IPAI is mandatory. All Audit reports on audit of activities / sections or sub-ordinate offices shall be issued after vetting and approval of authorized partner(s) of the contracting firm / member of Institute of Public Auditors of India.

The bidding agencies are required to submit the technical bid in the format given at **Annexure 'A'**, along with copies of following documents, duly signed/self-attested, with the technical bid for being declared to be eligible:-

1. EMD of Rs. 72,000/- in the form of Demand Draft in favour of "Registrar, LNIPE" payable at Gwalior or Bank Guarantee from a scheduled bank (Exempted in cases of MSME or startup on production of valid documents).
2. Certificate of incorporation or registration of the bidder (enclose its copy).
3. GST Registration Number (enclose its copy with the latest GST Return).
4. Income Tax Permanent Account Number (PAN)/Tax Deduction Account Number (TAN) (enclose its copy).
5. The average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March 2022 (Assessment Year 2022-23), should be at least 30% of the estimated cost (enclose (furnish "Certificate of Turnover" issued by a Chartered Accountant in the format prescribed at **Annexure – 'C'**, along with balance sheets of these three years along with Income Tax Returns).
6. Experience of having successfully completed the similar work, if any, during preceding 7 years (up to Dec. 2022) in Government Department / Organizations / PSUs / Educational Institutions / Private Organizations / Universities. [Enclose copies of work order(s) along with respective completion certificate(s)].
7. The bidder has its own bank account (Detail of account along with statement of last one month to be furnished).
8. A declaration to the following effect is required to be submitted on affidavit on non-judicial stamp of Rs. 100/- that
  - (a) There is no pending criminal case before any Court of law against the Proprietor / firm / Partner or the bidder company;
  - (b) The bidder has not defaulted from the payment of statutory dues like EPF, ESI, GST, Income Tax etc. during the last three years;
  - (c) The bidder is not blacklisted by any Government Organization/PSU/Autonomous Body/ Govt. Educational Institute/Private Organizations during the last three years;
  - (d) No agreement of the bidder has been terminated before expiry of term during the last three years.

Note:

**Bids Evaluation Criteria and Selection Procedure**

- Technical evaluation would be done on eligible criteria and bidders shall be qualified/disqualified. The qualified bidders may be required by the Institute to interview the individuals proposed to be deployed full time in the Institute, in case a need is felt.

- The financial bids of only technically qualified bidders would be opened and work awarded to the lowest bidder, subject to their being satisfied on other parameters prescribed in this document. In case of price parity, the work shall be awarded to the bidder on the basis of performance of persons to be deployed in the interview.

**(B) FINANCIAL BID:**

- 1 Financial bid is required to be submitted in the format at **Annexure 'B'**.
- 2 Financial bid of only technically qualified bidders will be opened at scheduled date & time, to be intimated separately to such bidders.
- 3 The rates quoted should be without taxes. Nothing additional except GST as payable from time to time shall be paid the period of agreement.

**(C) PROCEDURE OF TENDER SUBMISSION:**

1. Tenders are required to be submitted in a main sealed envelope super scribed as **"Functioning of Internal Audit Group (IAG) at LNIPE, Gwalior"** and it has to be submitted / dropped in the tender box kept in the office of Incharge Administration by **3:00 PM on 14.02.2023**. The same can also be sent by speed post / registered post by clearly mentioning the above subject on the envelope, and in such cases, it would be responsibility of the bidder that the same is reached to the Institute by **3:00 PM on 14.02.2023**.
2. The main tender envelope should contain two sealed envelopes as under:-  
**Envelope No. 1** - Containing dully filled in **"Technical Bid"** as per **Annexure 'A'** along with required documents and EMD.  
**Envelope No. 2** - Containing dully filled in **"Financial Bid"** as per **Annexure 'B'** rate/amount to be given in numerals as well as in words in the space provided for the purpose and write **"Financial Bid"** on envelop.
3. All pages of technical bid and financial bid shall be duly page-numbered and signed by the bidder at bottom.
4. Photo copies of all the documents shall be self-attested.
5. Conditional bids will not be accepted.
6. At any time prior to the opening of technical bids, the Institute may, for any reason, modify the tender document by suitable amendments/corrigendum through website of Institute. No separate communication shall be required to be sent to the prospective bidders.
7. The bidders will comply with the conditions mentioned in the tender document and accordingly clearly fill all the columns in both the formats (technical and financial), failing which, the Institute reserves the right to reject the same.
8. Incomplete filled-in tenders shall be summarily rejected.
9. The bids shall be opened as scheduled in the Notice Inviting Tender, in the presence of bidders or their authorized representatives, if any.
10. In case there is public holiday on the scheduled date of opening of technical/financial bids, the same shall be opened on the next working day at the same time.
11. No correspondence shall be made with these bidders, whose bids are rejected on the basis of technical or financial.

**(D) SCOPE OF WORK:**

1. The objective is to have functional of an Internal Audit Group, at LNIPE, Gwalior and conduct of bi-annual Internal Audit of its Departments / Sections for a period of two years

(likely comments date 1<sup>st</sup> April, 2023) through regular deployment of human resources during Institute working hours as below:-

Functional Position		No. of Person	Qualifications, age etc.
i)	<b>Internal Audit Officer:</b> Pre-Audit of proposals having financial involvements, including checking of pay-fixation, pension etc.	1	a) Must have qualified Section Officer Grade examined (SOGE) or Subordinate Accounting Services Examination (SAS) conducted by O/O Comptroller and Auditor General. b) Retired from a post in Pay Level-10 or above. c) Age - Not over 68 years of age.
ii)	<b>Assistant Audit Officer:</b> Internal Audit of Sections, Subordinate offices or activities. Audit of monthly and Annual Accounts of LNIPE as per formats of accounting prescribed for LNIPE (The account of LNIPE are maintained on application software – “TALLY”) and Pre-Audit of bills including checking of Taxes etc.	1	a) Must have qualified Section Officer Grade examined (SOGE) or Subordinate Accounting Services Examination (SAS) conducted by O/O Comptroller and Auditor General. b) Retired from a post in Pay Level-8 or above. c) Age – Not over 68 years of age.
iii)	Typist/Data Entry Operator	1	a) Graduation from a recognized University. b) Fluent in Windows based application package. c) Age – Not over 68 years of age. d) Prefer to those who can work in Tally.
iv)	M.T.S.	1	a) Matriculation. b) Age – Not over 68 years of age.

2. To undertake Internal Audit of sections, subordinate offices or activities shall be conducted as per biennial audit plan to be drawn up by the Group Chief of Internal Audit Group approval of Institute in such a manner that all the activities and sections are covered at least once in the biennial Audit Plan.
3. To report the Institute in writing about any shortcoming noticed during pre-audit of bills, proposals and monthly and annual accounts of the Institute and recommend corrective action as required.
4. To undertake 100% pre-audit of all the matters / proposals sent by the Head of Office to the IAG, which shall report to the Vice Chancellor through Finance Officer and Head of Office.
5. To submit written report to the Institute on working of activities, sections, subordinate officers as per Audit Plan to be drawn up along with recommendations for any shortcomings noticed.

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6. To undertake any specialized task at a price mutually agreed between the Institute and the contracting firm which is not covered under the scope of this work. The decision of the Institute about scope of work shall be final.
7. Schedule for completion of Task :
  - a) All persons should be in place within ten days of issue of entrustment order.
  - b) Audit plan to be drawn within one month of commencement of work.
  - c) Schedule for Internal Audit activities will be a part of the Audit Plan.
8. Final outputs Required :
  - d) Biennial Audit Plan :
  - e) Audit notes in areas of pre-audit.
  - f) Audit reports on audit of activities / sections / sub-ordinate offices as per Audit Plan.
  - g) The final Internal Audit report would be submitted by the Contractor firm at end of 22 months.

**(E) GENERAL CONDITIONS OF CONTRACT:**

1. **Time is the essence of the contract :**

The timely placement of the individuals for the conduct of Internal Audit as specified in the request for proposal (RFP) is the essence of the contract. The contract shall begin after ten days of the issue of work order. The period of contract shall be two years.
2. **Implementation Plan :**

The contracting firm shall provide implementation plan for the contract within one month of issue of work order.
3. **Completion :**

The terms and condition of this agreement shall be completed on completion of the activities of the contract and finalization of Audit Report by the Comptroller and Auditor General of the last Annual Accounts audited by the organization.
4. **Procedure to be followed for mid-term review for the progress of the work and review of the final draft report:**
  - a) There would be at least a quarterly meeting between the contractor firm and the Institute officials appointed in this regard.
  - b) The final Internal Audit report would be submitted by the organization at end of twenty two months.
5. **Extension of Time :**

In case of inability of the firm to complete the work as per implementation plan referred above arises from delays attributable to Lakshmibai National Institute of Physical Education, Gwalior (LNIPE) or to factors beyond the control of the contracting firm or force measure, then an appropriate extension of time will be given by the Lakshmibai National Institute of Physical Education, Gwalior. The decision of LNIPE shall be final.
6. Inputs to be provided by Lakshmibai National Institute of Physical Education, Gwalior – Hardware, Software, Stationary and other office infrastructural support shall be provided by the Institute..

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7. **Access :**

Lakshmibai National Institute of Physical Education, Gwalior will provide, for the purpose of their contract, access to the locations to the authorized personnel of contracting firm during normal working hours. The names of such authorized personnel shall be notified by the contracting firms in writing to Lakshmibai National Institute of Physical Education, Gwalior in advance and LNIPE reserves the right to refuse to admit persons who are in its opinion unfit in public interest to be on its premises. The contracting firm's personnel, for the work shall work at LNIPE's premises unless otherwise agreed to by LNIPE.

8. **Work to be open to Inspection :**

Lakshmibai National Institute of Physical Education, Gwalior through its officers as well as authorized officials shall have the right to inspect the work being done by contracting firm at the site of execution of the work. Prior intimation in writing will be given to the contracting firm by LNIPE and contracting firm shall make arrangements within a maximum of seven days. The authorized personnel of LNIPE referred above shall not include an employee or representative of a competitor of the contracting firm in the areas of the scope of work of this contract.

9. **Agreement Price :**

- a) The agreement price quoted by the contracting firm shall be final, except GST.
- b) The payments shall be subject to deduction on account of GST, Income Tax etc.
- c) Works contract tax and stamp duty, if any, shall also be borne by contractor firm.

10. **Payment :**

- a) Payment shall be made as per the conditions and terms set out in this tender document elsewhere.
- b) Payment of the agreement price shall be made in Indian Rupees within a period of 20 days of presentation of a valid Tax Invoice. The claim shall be verified by the Lakshmibai National Institute of Physical Education, Gwalior based on the payment schedule.
- c) The contracting firms request(s) for payment shall be made to Lakshmibai National Institute of Physical Education, Gwalior in writing, accompanied by a valid invoice describing the items delivered and services provided.

11. The individuals deployed at Lakshmibai National Institute of Physical Education, Gwalior by contracting firm shall be replaced suitably as and when desired by Lakshmibai National Institute of Physical Education, Gwalior.

In case of unavoidable circumstances, if any individual deputed to Lakshmibai National Institute of Physical Education, Gwalior is required to be replaced, the same shall be done after approval of LNIPE by an individual of equal or higher qualification (s).

12. **Payment Schedule :**

Payment in respect of deliverables shall be made in the following manner-

- a) Four percent of the basic contract price every month.
- b) Two percent on receipt of Audit Report of first year from Comptroller and Auditor General.
- c) Balance two percent on receipt of Audit Report of second year from Comptroller and Auditor General of India.

13. **Liquidated Damages :**

In the event of contracting firms failure to complete the work as per the implementation plan as per clause-2 of this Annexure or as per Audit Plan, liquidated damages are payable by the contracting firm @ ½ percent per week or part thereof of the unexecuted value of the contract subject to a maximum of ten percent of agreed price. The Institute where it is satisfied can reduce / waive the liquidated damages under this agreement if the Institute finds that such delays have arisen inspite of best efforts of the contracting firm to avoid delays.

14. **Touring :**

In case of any person of contracting firm is required to undertake local tour on account of Institute's work, he shall be paid conveyance allowance at such rates as applicable to him as per Institute rules as per officials entitlement..

In case any person of contracting firm is required to undertake outstation tour, then he shall be entitled to the TA/DA as per his/her entitlement on the basis of last pay drawn prior to retirement. In case of non-official employee, the TA/DA at the second lowest slab of Government of India will be paid.

15. **Intellectual Property Rights :**

The processes and outputs as a consequence of the work covered under this contract shall be the sole property of Lakshmibai National Institute of Physical Education, Gwalior.

16. **Termination :**

Lakshmibai National Institute of Physical Education, Gwalior reserves the right to terminate this agreement/contract without assigning any reason by giving one month notice to the contracting firm. In case of such termination, the contracting firm shall be entitled for payment of unbilled work done. This payment shall however not be made for termination on ground of breach of terms and conditions.

17. **Sub Contract :**

Work shall not be sublet by the contractor firm.

18. **Extension of Contract :**

The Lakshmibai National Institute of Physical Education, Gwalior and contracting firm shall mutually agree to extend this contract for a further period of two years or more at a mutually agreed fees which would not be exceeding five to ten percent of the price of this work to provide for escalation.

19. **Arbitration :**

The provisions of Arbitration and Conciliation Acts 1996 or any statutory modification thereof shall apply to such arbitration.

20. **Jurisdiction :**

The Jurisdiction shall be courts of Gwalior.

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**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR**  
(DEEMED TO BE UNIVERSITY)

**FUNCTIONING OF INTERNAL AUDIT GROUP (IAG) AT LNPE, GWALIOR**

**TECHNICAL BID**

Sl. No.	Description	Whether enclosures are required.	Furnish information here	Copy enclosed at Page No.
1	Name of the bidder firm / Company / Agency / Contractor.			
2	Full address, Telephone /Mobile No., E-mail address, Website etc.			
3	Name of partner along with experience. (In case of IPAI name of authorized personnel along with experience achievements)			
4	Name of clients whose accounts are prepared by the Chartered Accountant firm. (In case of IPAI names of important clients)			
5	Name of the individuals to be deployed to Lakshmbai National Institute of Physical Education, Gwalior along with their CVs / educational qualification and experience etc.		(a) Group Chief (b) Assistant (c) Typist / DEO (d) MTS	
6	Experience of the partners of the firm in preparation of accounts of Tally.			
7	Details of registration with ICAI or CAG			
8	EMD of Rs. 72000/- in the form of Demand Draft in favour of "Registrar, LNPE" payable at Gwalior or Bank Guarantee from a scheduled bank. (Exempted in case of MSME or startup on production of valid documents)	YES/No	DD/BG No. ____ Dated ____ Amount Rs.72000/- Bank ____ Branch ____	
9	Certificate of registration of the bidder (enclose its copy).	YES/No		
10	GST Registration Number (enclose its copy along with the latest Return).	YES/No		
11	Permanent Account Number / Tax Deduction Account Number issued by the Income Tax Authorities (enclose its copy).	YES/No		
12	The average Annual financial turnover during the last 3 years, ending 31 <sup>st</sup> March 2022 (Assessment Year 2022-23), should be	YES/No	F.Y. Turnover (Rs.) 2019-20	

	at least 30% of the estimated cost. (furnish "Certificate of Turnover" issued by a Chartered Accountant in the format prescribed at <b>Annexure – 'C'</b> , along with balance sheets of these three years along with Income Tax Returns)		2020-21 2021-22	
13	Experience of having successfully completed the similar work, if any, during preceding 7 years (up to Dec. 2022) in Govt. Department/ Organizations/ PSUs/ Institutions/ Private Organizations/ Universities.	<b>YES/No</b>		
14	The bidder has it own bank account (Detail of account along with statement of last one month to be furnished).	<b>YES/No</b>	<b>Account No.</b> <b>Type of Account</b> <b>Bank</b> <b>Branch</b> <b>IFS Code</b>	
15	An affidavit on non-judicial stamp of Rs. 100/- shall be furnished by the bidder to the effect that (a) There is no pending criminal case before any Court of law against the Proprietor / firm / Partner or the bidder company; (b) The bidder has not defaulted from the payment of statutory dues like EPF, ESI, GST, Income Tax etc. during the last three years; (c) The bidder is not blacklisted by any Government Organization / PSU/ Autonomous Body / Govt. Educational Institute/Private Organizations during the last three years; (d) No agreement of the bidder has been terminated before expiry of term during the last three years.	<b>YES/No</b>		

### DECLARATION

1. We have carefully examined the tender document and offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
2. We declare that we have carefully read each and every condition and the scope of work given in the tender document and having understood the same by making a physical/spot assessment of the work, we confirm our acceptance without any condition or deviation.
3. We agree to keep the bid valid for a period of 180 days from the date of opening of bid and it shall be binding on us and may be accepted at any time before the expiry of that period.



4. We undertake that if this bid is accepted and work awarded to us, then we accept it and agree to abide by and fulfill all the terms and conditions of the tender document.
5. We give our irrevocable consent to the forfeiture of performance security deposit, leaving the agreement incomplete during the period of agreement, or on breach of conditions of agreement in any manner whatsoever.
6. Unless and until a formal agreement is prepared and executed, the tender document together with our written acceptance thereof shall constitute a binding effect upon the parties.
7. I/We give consent that the decision of the tender committee and/or competent authority of the Institute shall be final and acceptable to me / us.

Date:

Signature of bidder: \_\_\_\_\_

Place:

Name of bidder: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Rubber Stamp: \_\_\_\_\_

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR  
(DEEMED TO BE UNIVERSITY)

FUNCTIONING OF INTERNAL AUDIT GROUP (IAG) AT LNIPE, GWALIOR

FINANCIAL BID

STANDARD FORMAT FOR FINANCIAL PROPOSAL

I/We accept all the terms and conditions of the tender. We quote our fees for the above referred work (excluding GST) Rs. .... in words rupees ..... for a period of 2 years. I/We also undertake to provide services of my / our organization for ten days at the time of audit of final accounts in case of annual accounts audited by my / our organization even after expiry of the work period.

DECLARATION

1. We have carefully examined the tender document and offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
2. We declare that we have carefully read each and every condition and the scope of work given in the tender document and having understood the same by making a physical/spot assessment of the work, we confirm our acceptance without any condition or deviation.
3. We agree to keep the bid valid for a period of 180 days from the date of opening of bid and it shall be binding on us and may be accepted at any time before the expiry of that period.
4. We undertake that if this bid is accepted and work awarded to us, then we accept it and agree to abide by and fulfill all the terms and conditions of the tender document.
5. We give our irrevocable consent to the forfeiture of performance security deposit, leaving the agreement incomplete during the period of agreement, or on breach of conditions of agreement in any manner whatsoever.
6. Unless and until a formal agreement is prepared and executed, the tender document together with our written acceptance thereof shall constitute a binding effect upon the parties.
7. I/We give consent that the decision of the tender committee and/or competent authority of the Institute shall be final and acceptable to me / us.

Date:

Signature of bidder: \_\_\_\_\_

Place:

Name of bidder: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Rubber Stamp: \_\_\_\_\_

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR  
(DEEMED TO BE UNIVERSITY)

**CERTIFICATE OF TURNOVER**  
**FOR THE PURPOSE OF SUBMISSION OF TENDER FOR**  
**FUNCTIONING OF INTERNAL AUDIT GROUP (IAG) AT LNIPE, GWALIOR**  
(To be submitted in original)

This is to certify that M/s ..... has registered the following turnover and profit/loss during the last three financial years:-

<b>Financial Year</b>	<b>Annual Turnover (in Rupees)</b>	<b>Net profit / loss</b>
2019-20		
2020-21		
2021-22		

The above information/figures are true and authentic to the best of our knowledge and belief and derived from the Balance Sheet and / or Income Tax Return of the said firm.

Date:

Place:

Seal & signature of Chartered Accountant

Regn. No. ....

**DECLARATION BY THE BIDDER**

I/We hereby submit the aforesaid document in original and undertake its correctness / veracity on the basis of enclosed ITR as well as Balance Sheets of all these three financial years. I/we are aware that furnishing of any false information / fabricated document would lead to rejection of my/our tender at any stage, including during the contract award, besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of bidder: \_\_\_\_\_

Name, Address, Phone No. of agency (with Seal): \_\_\_\_\_