

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

POST-SRINIVASNAGAR, MANGALURU – 575 025

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TENDER DOCUMENT

Tender Notification No :A1/Internal Audit/2023-24

Date:01-12-2023

Name of Service	Internal Audit Services
The estimated amount put to Tender	₹ 9,00,000/- (Including GST) (Refer Section 1B,37)
Period of Service	3 years (subject to satisfactory service.)
Bid Document Download Start Date	01.12.2023
Clarification Start Date	01.12.2023
Clarification End Date	11.12.2023
Online Bid Submission Start Date	01.12.2023
Online Bid Submission End Date	14.12.2023 @ 5.00PM
Address for Submission of Tender	https://eprocure.gov.in/
Date of opening technical bid	15.12.2023 @ 5.00PM
Contact Details of Buyer	Supdt. Accounts I, Phone:0824-2473012
Purchase officer Name and Contact(Related to purchase inquiry)	Assistant Registrar (Purchase) Phone: 0824-2473990 Email: priyanka.accounts@nitk.edu.in



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NOTICE INVITING TENDER FOR PROVIDING INTERNAL AUDIT SERVICES

National Institute of Technology, Karnataka Surathkal is Institute of National Importance established by the Act of Parliament (NITSER Act 2007), under Ministry of Education Government of India. The Comptroller & Auditor General of India (C& AG) is the statutory auditor of this Institute. C& AG norms prescribe CA's should be selected from C& AG's empaneled list only.

The Institute invites tender to appoint a suitable C&AG empanelled Chartered Accountant firm as an Internal Auditor, that can provide an appropriate internal audit service to NITK, Surathkal. The Internal Audit firm should assist the Institute to accomplish its objectives by bringing a systematic approach for evaluating and improving the effectiveness of various controls in the Governance process.

Online Tenders(<https://eprocure.gov.in/>) are invited for the following items in **two cover systems** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or its authorized dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened online on the due date as mentioned. Bidders can verify their bid status through the online portal <https://eprocure.gov.in/>. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

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Sd/-
Registrar
NITK, Surathkal

SECTION 1 A: Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra, etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There is various search options built-in in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with the black and white option which helps in reducing the size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use the "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in the My Documents space, this does not automatically ensure these Documents being part of the Technical Bid.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can 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.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD (Bid Security Declaration) as applicable and enter details of the instrument.

4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white-coloured (unprotected) cells with their respective financial quotes and other details (such as the 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.

5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.

6. 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.

9. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

10. The off-line tender shall not be accepted and no request in this regard shall be entertained whatsoever.

11. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

12. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.

13. No deviation from the technical and commercial terms & conditions are allowed.

14. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk.

1. **SCOPE OF SERVICES: The nature of work of the Institute shall be as follows:**

A. Review of the existing Internal Control System:

- i Determine whether the existing system of controls is in harmony with the structure of the Institute. As far as possible keeping the controls within the operating functions acts as a cost-effective measure
- ii Review each control and analyses them in terms of costs and benefits
- iii Review the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information;
- iv Review the means of safeguarding assets and, as appropriate, verify the existence of such assets. The objective of the Internal Auditor is to ensure that assets are reasonably and adequately protected against loss and that they are properly managed and accounted for. The safeguard of assets should not be restricted to mere pilferage but physical threats like fire, water, electricity, etc

B. Review of procurement of material/invoices:

- (i) Review of the system for Purchase Requirements and procedure followed in issue of NIT and opening of bids, comparative statements and selection of vendors. Followed as per GFR and G.O.I rules in Vogue.
- (ii) Checking of rate contract, Purchase Orders placed on vendors for procurement of Material/Services etc.
- (iii) Checking of payments made to vendors with reference to Purchase Order terms, other supporting documents, adjustment of advances, deductions for shortage/damage, statutory deductions, etc.
- (iv) Justification and approval from competent authority for variations in the quantity, payment terms, and delivery schedule etc.

Extent of checking in respect of Procurement:

Purchase order of value above 02.00 Lakh and above – 100%

C. HR & Personnel:

- (i) Statutory deductions of EPF, ESI, etc for outsourced Manpower are correctly deposited by the contractor

D. Inventory Management:

- (i) Review of stores ledgers maintained, system of receipts, issue under ERP System/ Manual Register.
- (ii) Custody & Physical verification and valuation etc.
- (iii) Inventory management
- (iv) Disposal of surplus/scrap materials

E. Investment:

- 1 Physical Verification of Investment Certificates
- 2 To obtain management confirmation & reconcile it with the Banks confirmation in certificates
- 3 To Check the Interest Income with the TDS certificates, Interest certificates, etc.
- 4 To Check the Management Approvals for Investment in FD's like Boards Resolution or the Delegation of Power

F. Fixed Assets:

- (i) Check acquisition of Fixed Asset.
- (ii) Check that disposal of fixed assets

G. Compliance of Statutory Liabilities:

- (i) Review of the different statutory registers & records are maintained.

H. Income-Tax:-

E-filing of quarterly TDS returns (Income Tax). Filing of Institute Income Tax returns and obtaining an exemption certificate. Furnishing replies to Income tax notices if the case arises.

I. GST :-

- (i) Verification, preparation and filing of GST Return
- (ii) Giving advice with respect of Income tax, GST or any other matter related to taxation etc., and handling the matter.

1.B Audit of NITK Hostel Trust account :-

- (i) Audit of NITK-Hostel Trust account.
- (ii) Monthly Audit of Hostel Mess account
- (iii) Filling of TDS return.
- (iv) Filing of Income of Tax Returns and related works

2. Other matters: -

- a) Internal audit will be conducted on quarterly basis with quarterly reporting for the Financial Year 2023-24, 2024-25 & 2025-26.
- b) Preparation & Verification of Annual Accounts.
- c) All the funding activities & program of the Institute including students' activities and research projects, sponsored/funded projects, consultancies etc. will be covered in the audit.
- d) Liaison and filing of all the statutory returns (IT, GST) regularly in time.

- e) Vouching. Audit of transactions which involves examination of supporting documents, Concurrence and approval of the competent authority.
- f) Supervising for preparing balance Sheet with necessary schedules and certification of the annual accounts for the period under audit.
- g) Checking of expenditures incurred with reference to the laid down procedures, delegation of powers and budgetary provisions.
- h) To check financial statements i.e. Balance Sheet and Income and Expenditure including all schedules and annexures.
- i) To see whether the stocks/ assets acquired/ purchased in quantity and price are in line requisition of the office/ department.
- j) To check the bank reconciliation statements and investments portfolio.
- k) To check the cash book to ascertain whether cash in hand has been verified by the competent authority at regular intervals.
- l) To check the listing of contingent liabilities, if any, in the notes to Balance Sheet.
- m) To check the calculations of salary and reimbursement of bills of staff to ascertain the legitimacy of payments and deductions thereof.
- n) Checking whether all liabilities against the accepted claims have been provided for in the books of accounts for the full accounting year and verifying compliance with statutory obligations of employer towards the employees: viz Gratuity, leave encashment, provident fund, bonus etc. Similar checks to be done in respect of TA/DA and claims for reimbursements.
- o) To verify the validity B.G.'s obtained from parties to whom the work is awarded.
- p) To verify whether B.G.'s are kept in safe custody of competent authority and whether related records are properly maintained.
- q) Preparation & Verification of accounts of sponsored projects/Consultancies of external agencies and other miscellaneous certification as and when required.
- r) As per the instructions issued by the Ministry of Education, New Delhi, the Institute has to prepare and submit the Annual Accounts before C&AG as detailed below:

1	Compilation and completion of Annual Accounts	By 31st May 2024
2	Approval of Annual Accounts by FC/BOG	Before 15th June 2024.
3	Submission of Annual Accounts to CAG	Before 30 th June 2024.
4	Completion of Audit by AG/CAG and certification from Audit	By 31st October 2024.
5	Approval of Documents by FC/BOG	By 15th November 2024.
6	Dispatch of Annual Accounts to Ministry of Education	3rd week of Nov 2024.
7	Completion of formalities in MHRD Bureau/Division	By 30th November 2024.
8	Laying of Audited Annual Accounts & Annual Report in Parliament	During December 2024

This deadline must be strictly ensured.

3. The Annual transactions of the Institute and Hostel accounts are detailed below;

1. NITK Surathkal Institute accounts :

Receipts	: ₹ 293,06,87,809/-
Expenditure	: ₹ 299,91,66,463/-
Investment	: ₹ 490,26,66,925/-

2. NITK Surathkal Hostel accounts :

Receipts	: ₹ 43,30,95,212/-
Expenditure	: ₹ 32,55,86,000/-
Investment	: ₹ 44,25,45,000/-

Process of Audit:

- a) Auditor's field personnel will segregate the audit observations and discuss the same with the concerned department/section head for having an in depth understanding of the issue and prepare the draft audit report accordingly.
- b) The draft audit report will be discussed by senior level personnel of the audit Firm with the department heads/ audit committee of the Institute. If the auditor is satisfied the para will be dropped otherwise the para could be considered and incorporated in the Audit Report.
- d) 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.
- e) In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the Director immediately without waiting till submission of the final audit report in normal process.
- f) During C & AG Audit (statutory auditor) any queries raised shall be explained to them by the authorized CA.
- g) As per requirements of the Institute the audit firm will also be asked to give presentation on finding in the Audit Reports to the Finance & Audit Committee or to the Board of the Institute.

2. PRE-QUALIFICATION (PQ) CRITERIA

Sl. No.	PQ Criteria	Documents Required in support of PQ Criteria
1	Should be a Chartered Accountant only.	Copy of (i) Firm Registration Certificate (FRC) issued by the Institute of Chartered Accountants of India (ICAI); AND (ii) Copy of certificate of practice/ registration of all the partners/members of the firm.
2	Should have an office /branch at Karnataka	Copy of any valid document issued by the competent authority.
3	Firm should be empaneled with Comptroller and Auditor General of India (C&AG)	Copy of valid Empaneled Letter issued by C&AG.
4	Firm should have experience in rendering Internal Audit/ Statutory Audit services in any Centrally Funded Technical Institute (CFTI)/ Institute of National Importance (INI), like IIM/ IIT/ IISc/ IISER/ NISER/ NIT/ IIIT/ AIIMS/ Central Universities and/ or Central or State PSUs/ Govt. Depts. in last 5 (five) years from the last date of submission of bid.	Copy of 2 (two) contracts/ work orders along with performance certificates issued by the client should be submitted in support of work experience. Out of 2 contracts, minimum 1 (one) contract should be executed in any CFTI/ INI/ IIM/ IIT/ IISc/ IISER/ NISER/ NIT/ IIIT/ AIIMS/ Central Universities.
5	Permanent Account Number (PAN)	Copy of PAN
6	GST Registration of Firm	Copy of GST
7	Internal Audit assignment	Maximum 3 years , subject to satisfactory service.

Note:* Present Internal Audit firm who have completed 3 years term is not eligible.

*Firm's registered with MSE/NSIC only are exempted from paying E.M.D & submitting turnover document(relevant document is to be uploaded to avail exemption).

The prospective bidders may note that only on fulfilment of above pre-qualification criteria, the technical bid may be considered for evaluation.

3. SUBMISSION OF BID

3.1. The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

1. EMD of Rs. **18,000/-**

- i. Particulars filled in the 'Technical Bid' as per Annexure - I.
- ii. Bid Forwarding Letter as per Annexure - II.
- iii. Self-declaration towards Not Blacklisting as per Annexure - III.
- iv. Documents in support of Pre-Qualification Criteria.
- v. Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the Letterhead of the bidder).
- vi. Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.

'PART - A'. 'Technical Bid for Engagement of Internal Auditor for NITK, Surathkal;

'PART-B' Envelope should contain only the Financial Bid.

4. **ACCEPTANCE OF BIDS & WITHDRAWALS**

The right of final acceptance of the tender is entirely vested with the Director, NITK, Surathkal who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of NITK, Surathkal to communicate with rejected/ unsuccessful bidders.

After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

4. **VALIDITY OF BID**

The bid should be valid for 90 (ninety) days from the last date of submission of bids.

5. **EARNEST MONEY DEPOSIT (EMD)**

An EMD of Rs.18,000/- in the form of Demand Draft/ FDR/ TDR/ from any scheduled commercial bank should be submitted along with the technical bid document.

If the successful bidder fails to act on the offer made by the Institute and/or the bidders withdraw/ amend their bids after opening of tender which is not agreeable to the institute, the EMD of such bidder/s shall be forfeited without any notice to the bidder/s and no claim on this account shall be entertained.

Any bid without EMD will be straightaway rejected. The EMD of unsuccessful bidders shall be returned/ refunded after finalization of the contract without any interest.

6. **PERFORMANCE SECURITY DEPOSIT**

- a) An amount @ 5% of total value of the contract in shape of FDR/ TDR/ DD/ BG as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 14 (fourteen) days from the date of issue

of Letter of Award (LoA) by the Institute. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall be forfeited.

- b) Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of the contract. No interest will be payable on SD.
- c) In case of breach of contract by the service provider, the SD shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

7. OPENING AND EVALUATION OF BIDS.

The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected.

Bidder who meets the PQ/ Eligibility Criteria shall be shortlisted as the technically responsive bidders. The institute shall notify all the technically responsive bidders indicating the date, time and venue for attending the opening of financial bids.

8. SELECTION OF SUCCESSFUL BIDDER

The bidder offering the lowest 'Lump-sum Annual Fee' will be declared as the successful service provider.

In the event of receiving more than one Financial Bid quoting the same lowest 'Lump-sum Annual Fee', the final selection of successful bidder shall be made in the following manner:

- a) The one with the highest turnover during the last 3 years put together;
- b) If more than one bid having the same total turnover, then the earliest one having Firm Registration Certificate issued by ICAI;
- c) If more than one bidder had been registered on the same day, then by "Draw of Lots"

9. AWARD OF CONTRACT

- a) After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder. The successful bidder will be required to furnish the required performance security deposit and execute an agreement on a Non-Judicial Stamp Paper worth Rs.200/- (Rupees One Thousand Only) within a period of 14 (Fourteen) days from the date of issue of LoA.
- b) The contract will be signed only after furnishing the Performance Security Deposit.
- c) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in fully.
- d) Costs associated with the preparation of contract documents shall be borne by the service provider.

10. DURATION OF CONTRACT

The firm will be required to provide the desired services initially for a period of one year i.e. for the FY 2023-24 and 2024-25 and which may be renewed up to two (2) years on yearly basis on same terms and conditions with

the mutual consent and satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory with one-month notice.

11. SUPPORT AND INPUTS TO THE FIRM

The Institute shall provide office space to the firm to perform its services. In terms of hardware the Institute will provide computers and printers to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the 'Scope of Work'.

12. PAYMENT OF FEE

The payment of 'Annual Lump-sum Fee' shall be made against the services provided by firm as per the 'Scope of Work', subject to the following terms and conditions:

- a) The payment during the entire contract period shall be made in accordance with the 'Annual Lump-sum Fee' quoted by the selected bidder in its financial bid and accepted by the institute. No price variation would be allowed during the contract period.
- b) GST will be borne by the institute as applicable.
- c) TDS under Income tax and TDS on GST will be deducted at applicable rates.
- d) The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.
- e) No expenses towards accommodation, food, TA, DA or any other expenses will be paid to the service provider other than agreed "Annual Lump-sum Fee".
- f) The Institute reserves the right to deduct any 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.

13. The service provider shall not sublet the contract or transfer the contract to any other service provider or person in any manner.

14. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his tender.

15. DISPUTE RESOLUTION

In the event of any dispute or differences arising under this contract, the decision of the Director, Indian Institute of Science Education & Research shall be final and binding on both the parties.

16. APPLICABLE LAW

The Court of Jurisdiction shall be Mangalore for all such purposes.

ANNEXURE - I**TECHNICAL BID**

Tender No.....

Date:

(Self-attested photocopies of all supporting documents in support of below particulars must be uploaded with the bid)

Sl. No.	Particulars	Compliance (Yes/No)	Supporting Documents attached in the Technical Bid at Page No.
1.	Name of the Firm with complete Address, Tel/ Mob No. and Email Address		
2.	EMD of Rs.18,000/- (Firm's registered with MSE/NSIC are exempted from paying E.M.D)		
3.	(i) Firm Registration Certificate (FRC) issued by the Institute of Chartered Accountants of India (ICAI); AND (ii) Copy of certificate of practice/ registration of all the partners/ members of the firm		
4.	Firm should be based in Karnataka or should have a branch office in Karnataka (copy of valid document issued by the competent authority)		
5.	Firm should be empaneled with Comptroller and Auditor General of India (C&AG) (Copy of valid Empaneled Letter issued by C&AG)		
6.	Firm should have experience in rendering Internal Audit/ Statutory Audit services in any Centrally Funded Technical Institute (CFTI)/ Institute of National Importance (INI) viz. IIM/ IIT/ IISc/ IISER/ NISER/ NIT/ IIIT/ AIIMS/ Central Universities and Central or State		

	PSUs/ Govt. Depts. in last 5 (five) years from the last date of submission of bid. (Copy of 2 contracts/ work orders along with performance certificates issued by the above institutes/ Govt. Depts./ PSUs should be submitted in support of work experience. Out of 2 contracts, minimum 1 contract should be executed in any CFTI/ INI) (Refer Para 2.4)		
7.	Copy of Permanent Account Number (PAN)		
8.	Copy GST Registration of Firm		
9.	Annual Turnover during last three financial years: (Firm's registered with MSE/NSIC are exempted from submitting turnover document.)		
	FY 2019-20	FY 2020-21	FY 2021-22
	_____	_____	_____
10.	Bid Forwarding Letter as per Annexure - II		
11.	Self-declaration towards Not Blacklisting as per Annexure - III		
12.	Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the Letterhead of the bidder)		
13.	Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any		

Declaration:

I/We..... (Name of Proprietor/ Partners) of
..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.:

BID FORWARDING LETTER
(on the Letterhead of the Bidder)

Date _____

To

Director
National Institute of Technology Karnataka, Surathkal
Mangalore- 575025,
Karnataka, India

Subject: Tender for 'Engagement of Internal Auditor for NITK, Surathkal vide Tender No.dt. dated
.....

Dear Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of Rs.18,000/-(Rupees Eighteen Thousand Only) both in the form of Demand Draft in favor of NITK, Surathkal is enclosed herewith.

I/ We also keep the offer open for 90 (Ninety) days from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

SELF-DECLARATION
(on the Letterhead of the Bidder)

Date _____

Director
National Institute of Technology Karnataka, Surathkal
Mangalore- 575025,
Karnataka, India

Subject: Tender for 'Engagement of Internal Auditor for NITK, Surathkal vide Tender No.dt.
dated

Dear Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Public Sector Banks, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Public Sector Banks, Autonomous Bodies, Academic Institutions and Commercial Organizations in last three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

FINANCIAL BID

Date _____

Director
National Institute of Technology Karnataka, Surathkal
Mangalore- 575025,
Karnataka, India

Subject: Tender for 'Engagement of Internal Auditor for NITK, Surathkal vide Tender No.dt.
dated

Sir,

I/We quote the under mentioned fees for subjected tender.

Sl. No.	Particulars	Annual Lump-sum Fee	
		In Figure (Rs.)	In Words
1.	'Annual Lump-sum Fee' for providing services as per 'Scope of Services' for the Institute.		
2.	Annual Lump-sum Fee' for providing services as per 'Scope of Services' for Hostel Trust.		

Note:

1. The quoted 'Annual Lump-sum Fee' should be inclusive of Professional Fee, DA, TA, Food and other Expenses.
2. GST shall be borne by the institute as per rule.
3. TDS under Income tax and TDS on GST will be deducted at applicable rates.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.: