

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	05-06-2025 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	05-06-2025 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Commerce And Industry
Department Name/विभाग का नाम	Department For Promotion Of Industry & Internal Trade
Organisation Name/संगठन का नाम	National Institute Of Design (nid)
Office Name/कार्यालय का नाम	National Institute Of Design Madhya Pradesh
क्रेता ईमेल/Buyer Email	buycon33.nidn.mp@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Audit report; CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	5 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Chief Administrative Officer (Offg) NID MP
National Institute of Design Madhya Pradesh, Department for Promotion of Industry & Internal Trade, National Institute of Design (NID), Ministry of Commerce and Industry
(Shri Krishan Birhman)

UIN Number NCTGC2415P

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility

for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:As per Scope of Work Document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per Scope of Work Document

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per Scope of Work Document

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per Scope of Work Document

Number of XX fulltime CA's required and YY professional audit staff:As per Scope of Work Document

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
20-05-2025 15:00:00	NID MP Campus, Acharpura, Eint Khedi, Bhopal, Madhya Pradesh 462038 For online queries, email to: procurement@nidmp.ac.in

Financial Audit Services - Audit Report; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm

Specification	Values
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per Scope of Work Document
Type of Industries/Functions	As per Scope of Work Document
Frequency of Progress Report	As per Scope of Work Document
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per Scope of Work Document
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Syed Asjad Ali	462038,NATIONAL INSTITUTE OF DESIGN MADHYA PRADESH ACHARPURA EINTKHEDI POST ARWALIYA	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. In case of ambiguity regarding the clause/ terms & conditions provided between Scope of Work and Bid Document, the clause/ terms & conditions mentioned in Scope of Work will prevail.
2. Non-compliance of any terms and conditions enumerated in this document and the GeM contract shall be treated as breach of Contract.
3. Arbitration: In the event of any question, dispute/ differences arising under this agreement or in connection herewith (except as to matters the decision of which is specifically provided under this agreement) the same shall be referred for the sole Arbitration to the Director, NID MP or his nominee. The award of the Arbitrator shall be final and binding on the parties. The venue of the arbitration shall be Bhopal.
4. The bidders are required to upload the acceptance i.e., sealed (stamped) and signed copy of this bid document along with scope of work document along with their bid on the GeM portal.
5. Any Corrigendum/ Addendum to the bid shall be uploaded on the GeM Portal only.

6. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.

14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

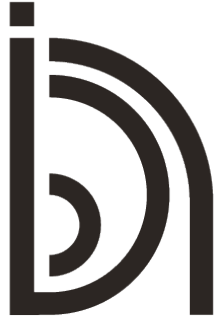
Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---



राष्ट्रीय डिज़ाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh

Engagement of Chartered Accountant firm for Internal audit at the National Institute of Design, Madhya Pradesh for the Financial Year 2024-25

By

**National Institute of Design, Madhya Pradesh
(An Autonomous Institute under the DPIIT)
Ministry of Commerce & Industry, Government of India
Acharpura, Eint Khedi, Post Arwaliya, Bhopal (MP) – 462038
Website www.nidmp.ac.in**

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SECTION-I PREFACE

National Institute of Design Madhya Pradesh (NID MP) is an “Institution of National Importance” under Department for Promotion of Industries and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. The Institute has a 29.49 acres green residential campus at a picturesque location with a backdrop of hills at Acharpura in Bhopal, where state-of-the-art ambience has been created by appropriate use of technology and innovation.

The Institute has a firm belief that creative imagination, aspiration, innovation and excellence need to be supported with quality teaching and guidance. The Institute has a diverse student and employee community, that has helped in creating a campus which is a vibrant, artistic and multi-cultural hotspot. NID MP is dedicated to the principle of learner centeredness whereby the Institute values and nurtures a student’s potential, while promoting a competitive culture that fosters continuous development.

Mandate

The mandate for NID is to offer world-class design education and to promote design awareness and application towards raising the quality of life by and through:

- Education to create design professionals of excellence to help meet India’s diverse design needs. To train design trainers for other design and design-related institutions and positions in the 21st century as global leaders in Design Education and Research by recognizing the changes in economic and business environment nationally and globally.
- Ensuring the expansion in the number of quality design professionals and faculty, through existing and new institutional mechanisms.
- Becoming a repository of design knowledge, experience and information on products, systems, materials, design and production processes related to traditional as well as modern technologies.
- Encouraging the design of products and systems of everyday use in a spirit of restless search for indigenous design solutions by focusing on affordable design for the masses.
- To undertake fundamental and applied research to create cutting edge knowledge in the areas of design, especially those concerned with user understanding and trends.
- To help place designers in key sectors of national need for benchmarking of standards of design education and practice and encouraging ‘thinking global and acting local’.
- To offer integrated design consultancy services and cutting-edge design solutions providing practice opportunities to students as well as a revenue stream to the Institute.
- Providing design inputs from the point of view of using design as an integrating force in varied areas like science, technology, management etc. to raise quality of life through well designed products, services, processes, systems, etc.
- To humanize technology and integrate the physical with the virtual and digital worlds through better information and interface design.
- To provide design intervention for craft, handloom, rural technology, small, medium and large-scale enterprises, and outreach programmes for capability and institution building and sustainable livelihood, employment opportunities and economic growth.

SECTION-II SCOPE OF WORK

1. Brief Scope of Work:

The Firm shall be responsible for the following task & assignments –

- i. To carry out an internal audit for the financial year 2024-25.
- ii. Independently review and appraise the systems of Internal Control Mechanism and recommend improvements, if any, for internal controls.
- iii. Identify internal control deficiencies of operational activities of the Institute and provide recommendations for improving these operations.
- iv. Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations issued by the Government of India.
- v. Review the record/system of bill payment to various contractors and to review the compliance of all statutory obligation of compliances such as Labour Laws, GST, Income Tax etc.
- vi. Review of procurement files including all purchases of goods, services and works contract.
- vii. Review of fixed assets and consumables register with physical verification to ensure that assets are safeguarded from fraud, deter fraudsters and possibly identify fraud.
- viii. Suggestion for improvement of the existing system of accounting/internal control and management information system from time to time.

2. Detailed Scope of Work: -

Sl. No.	Broad Areas to be covered	Detailed Scope
01	Receipts	<ol style="list-style-type: none">1. Fee charging & collection, issue of fee receipts and fee reconciliation,2. Ensure that the fee circulars are as per the approved guidelines,3. Income from Consultancy/Courses/Projects,4. Interest on Investments and Bank Interest,5. Grants from Ministry,6. Internal Revenues/Recoveries such as License Fee, rent, charges, etc.7. Any other Income,8. Accounting treatment of Income and ensure adherence to the accounting policy on Income Recognition,9. Recommendations (if any) for better presentations.10. Any other issue as deemed appropriate.
02	Purchase and Store Management	<ol style="list-style-type: none">1. Ensure that the Goods and Services have been procured in compliance with GFR/applicable laws/ central government rules and regulations.

		<ol style="list-style-type: none"> 2. Transactions are supported by proper authorizing documents. 3. 100% vouching of the transactions 4. Ensure propriety of the transactions. 5. Ensure that the expenditure is accounted as per the acceptable accounting procedures and applicable accounting standards. 6. Review the exiting procedures being followed by the Institute for accounting of expenditure and suggest improvements, 7. Adherence to Budget Estimates, 8. Procedure of purchase of goods, services and works. 9. Store/Material and inventory management 10. Physical verification of Assets and consumable stock. 11. Review of process for control over assets and stock by the administration. 12. Recommendations (if any) for better presentation and internal control. 13. Any other issue as deemed appropriate
03	Conducting Physical Verifications of Consumable Stock & Fixed Assets	<ol style="list-style-type: none"> 1. Consumable Stock Verification, 2. Fixed Assets verification, 3. Verification of Library books, 4. Review of process for control over assets and stock by the Institute, 5. The Fixed Assets records as per Finance & Accounts Department reconcile with the Central Asset Register, 6. To check records and activities of Workshop, Lab, Student Mess, Library, Guest house and security process and controls 7. Verification of logbooks of Workshop machinery & equipments 8. Any other issue as deemed appropriate
04	Investments	<ol style="list-style-type: none"> 1. Verification of documents relating to investments, short term deposits made from time to time, 2. Accounting treatment of interest earned/accrued. 3. Physical verification of original FDR/Investments documents. 4. Recommendations (if any) for better presentation and internal control. 5. Any other issue as deemed appropriate
05	Statutory Compliances	<ol style="list-style-type: none"> 1. Review of computation of dues, timely payment and filling of returns and remittance for statutory dues such as: 2. GST 3. Income Tax 4. Professional tax 5. Labour Laws 6. Compliance of any other applicable taxes and laws. 7. Recommendations (if any) for better presentation,

		<p>maintenance of records and internal control.</p> <p>8. Any other issue as deemed appropriate</p>
06	Finance and Accounts	<p>1. Review of Accounts payable and receivable</p> <p>2. Cash books and vouchers</p> <p>3. Bank Reconciliation Statement</p> <p>4. Review of Capital/Revenue Expenditure</p> <p>5. Verification of all accounting entries</p> <p>6. Vouching Scrutiny</p> <p>7. Employees Payroll, Salary and allowances disbursement and deductions from Salary, NPS contribution payment</p> <p>8. Any other issue as deemed appropriate</p>
07	Estate Section	<p>1. Review of contracts of works including various service and maintenance contracts including AMC/CAMC of plant & Machinery</p> <p>2. Review of Capital works and status of work</p> <p>3. Review of all service and work contract.</p> <p>4. Completion of Capital WIP and conversion to Assets</p> <p>5. Physical verification of consumable stocks and dead stock of Estate section,</p> <p>6. Receipts and issues of stores,</p> <p>7. Verification of logbooks of various plant & machinery and advise on the optimum utilization,</p> <p>8. To check records and activities of Student Mess, Library, Guest house and security process and controls</p> <p>9. Any other work related to Estate division</p>
08	General Administration	<p>1. Verification of Leave Entitlements of employees</p> <p>2. Service book maintenance</p> <p>3. Verification Leave balances of the employees</p>
09	Other	Any other relevant area as considered necessary for the internal audit

SECTION-III INSTRUCTIONS TO AUDIT FIRM

PRICE AND SELECTION CRITERIA

- a) The price shall be inclusive of all applicable taxes. No out-of-pocket expenses such as TA/DA etc. shall be payable.
- b) The pre-requisite conditions to be fulfilled by Audit Firms for participation in selection process are as under-
- Audit firms should have registered with ICAI/ICWAI/LLP of Chartered Accountant or Cost Accountant.
 - Audit Firms should have conducted Internal Audit/ Concurrent audit assignment in Central / State Government Autonomous Educational Institute (INI Institute i.e. NIDs, AIIMS, IIT, NIT and other reputed Government educational Institute) for a period of at least one year in the past 05 years.
 - Audit Firm should have HO / Branch office registration in Madhya Pradesh Region.
- c) The technical parameters are as follows: -

All the Bidders must fulfil the following eligibility criteria and submit the scanned documents and the declarations (duly self-attested) in support of their claim along with the Technical Bid (Online). The Technical Bids not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents as sought below shall be treated as incomplete and will be rejected.

S. No.	Criteria as on 1st April of Current Financial Year	Documents Required
1	No. of completed years of existence from the date of registration (minimum 5 years)	Copy of Certificate of Incorporation issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India/ Partnership Deed/LLP Certificate etc.
2	Minimum two qualified CA/CMA <u>partner</u>	Copy of Certificate from the Institute of Chartered Accountants of India / Institute of Cost Accountants of India.
3	Minimum 5 <u>semi-qualified employees/CA Article</u> (CA/ CMA intermediates)	Copy of offer of appointment / Proof of Article-ship and Proof of qualification CA/ CMA intermediates
4	Experience of Internal Audit assignment in Central / State Government Autonomous Educational Institute in the last three financial years) (Should have undertaken a minimum of two similar types of assignments (i.e. Internal Audit of Government Education Institute) and each should have minimum gross fee receipts of Rs. 5.00 Crore and above)	Work Order and copies of completion certificate of respective Autonomous Educational Institute are enclosed .
5	Average annual turnover of Audit Firm (other than Other Income) of last three financial years (minimum Rs.20 lakhs)	CA certificate confirming average turnover for the last Financial 3 years (FY 2023-24, FY 2022-23, FY 2021-22).

- d) The technical evaluation parameters mentioned are qualifying in nature and are intended to ensure that only eligible and experienced audit firms are considered.
- e) Only those firms meet all mandatory eligibility criteria and submitting requisite documents will

qualify for the financial bid opening.

- f) The financial bid of only those firms shall be opened who are meeting the qualification in the technical parameters.
- g) The award shall be placed to the technically qualified firm who quote the lowest price for the assignment (L1 price).
- h) The Terms & Conditions mentioned in the detailed Scope of Work and Pre-Qualification Criteria will prevail over GeM conditions wherever any clause is in contradiction with the GeM bid conditions.

OTHER DOCUMENTS REQUIRED

- a) Undertaking related to ESG to be submitted as per (**Annexure-I**) format placed below.
- b) Self-declaration that the bidder should not have been debarred/ blacklisted/disqualified by any regulators/ statutory body in India (**Annexure-II**)
- c) The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt.

TERMS OF PAYMENT

- 1. **Payment Terms:** Payment for internal audit services rendered during the period from April 1, 2024, to March 31, 2025, shall be made to the selected Audit Firm upon successful and satisfactory completion of the assigned audit work, as solely determined by NID MP.
- 2. **Final Payment:** The final 100% payment will be processed only after submission of the Final Internal Audit Report, duly certified by the designated officer of NID MP.
- 3. **Invoice and Deductions:** The Audit Firm may raise tax-invoices upon completion of the audit engagement. Payments will be released after applicable deductions, including Income Tax (IT), GST TDS, and Liquidated Damages (LD), if applicable, and subject to verification and approval by the Competent Authority.
- 4. **Advance Payment:** No advance payment shall be made under this contract.

PENALTY PROVISIONS

Delay in completion of audit:

- A penalty of 0.5% of total amount per week if delay may be imposed on the audit firm in case of any unjustified delay in successful completion of audit work at the sole discretion of Director, NID MP, subject to maximum 10% of the fee.
- NID MP can repudiate the contract at the risk and cost of the audit Firm.
- Liquidate damages, for delay in services, can be recovered by the paying authorities of the owner, from the bill of services submitted by the audit firm.
- Notwithstanding anything stated above, the services will be deemed to have been delivered when they have been carried out in terms of the assignment.

TAXES AND DUTIES

NID MP shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Audit Firm under the contract.

As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, NID

MP shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Audit Firm shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Audit Firm is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.

OWNER'S RIGHT TO ACCEPT/ REJECT THE PROPOSAL

NID MP reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Audit Firm concerned or any obligation to inform the Audit Firm concerned of the grounds for the Owner's action. Further, NID MP reserves its right to award the work order to any audit firm to whom it considers fit for the work and eligible at its own discretion and no further correspondence, whatever shall be, entertained from anyone in this regard.

CONFIDENTIAL

The Audit firm 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 NID MP, divulge or grant access to any information about the work or its result and shall prevent anyone becoming acquainted with either through the firm or its personnel or agents also best professional diligence and ethics. The Audit Firm shall not disclose the documented management systems to any third party, including your internal department.

SUB-CONTRACTING

Audit firm to whom work is awarded is not allowed to subcontract the work to any other parties either in part or full.

TENDERING PROCESS:

The tendering process shall be conducted through GeM portal. All the Bid, both technical and financial to be submitted through GeM portal only.

TIME PERIOD OF ENGAGEMENT:

The Chartered Accountant firm will be required to provide the desired services initially for a period of One year i.e. FY 2024-25, which can be renewed for another year at the same terms and conditions based on satisfactory performance for a maximum period of two years.

The renewal will be based on satisfactory performance and mutual consent, on the same terms, conditions, and rates as agreed in the initial contract. The decision of the Institute in this regard shall be final and binding.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

SCHEDULE OF INTERNAL AUDIT:

The Internal Audit for the Financial Year 2024-25 should be initiated within 15 days from the date of issue of award letter to the selected firm and should be completed by submitting the internal audit report within 45 days from the date of issue of award letter.

The observation of audit shall be discussed with concerned officials of the Institute before issuance of draft report. A draft report of the Internal Audit shall be submitted to the management for discussion within seven days from the date of completion of quarterly audit. After discussion, a final report shall be submitted to the Institute within seven days. The Auditor shall present the final audit report before the designated authority

as and when communicated by the Institute.

SUPPORT AND INPUTS TO THE FIRM:

The Institute shall provide adequate 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 nature of work.

STANDARD FORMAT OF AUDIT REPORT –

Standard format in which the report is to be submitted by the auditors is Annexed as **Annexure III** below.

OTHER TERMS AND CONDITIONS:-

1. Delivery of Services: Services to be affected as advised by NID, MP.
2. Payment will be made within a reasonable time, say within 30 days from the date of receipt of bill after satisfactory services. Since the mode of payment will be e-payment system, hence bank account no., name of bank with address and IFSC Code of bank must be recorded on the body of bill supported with GST, TAN, Service Tax & PAN details/ Copies.
3. TDS & other taxes will be deducted from the bill as per the rules.
4. The firm shall submit its written consent/confirmation before take-up the awarded work.
5. The selected firm will be required to deposit Rs. 5,000/- as security money in the form of Demand Draft/FDR in favor of National Institute of Design, MP which will be refunded after satisfactory completion of the contract period. If at any stage, the services of the firm are not found satisfactory, the award letter shall be liable to be terminated, and security Deposit shall be forfeited.
6. All disputes are subject to Bhopal Jurisdiction only.

SECTION-IV Financial Bid Evaluation

Price Bids shall be opened only for technically qualified bidders.

The bidder quoted lowest quote for these services shall be awarded the work order subject to the compliance of other terms of the tender.

The price shall be firm and inclusive of all applicable taxes & duties **inclusive of GST** as applicable.

While quoting the price, the bidder shall consider all expenses **including** travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure and not to be claimed separately. No claim for expenditure other than the price quoted will be entertained by NID MP on account of Scope of Work provided in tender. Rate quoted shall be firm & shall not be quoted with price variation clause.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format

(Annexure -IV).

The financial quote must be submitted strictly with the Financial Bid only. Submission of the financial quote along with the Technical Bid will result in outright rejection of the bid.

(On the letter head of the company/agency)

Undertaking related to ESG

1. Name of the Agency
2. Address of Agency:

We herewith declare that –

1. We adhere to fair labor practices, ensuring a safe working environment, fair wages, and compliance with applicable labor laws.
2. We uphold ethical business conduct, including anti-corruption measures
3. We encourage diversity and inclusion within its organization and supply chains and complies with health and safety regulations, ensuring the well-being of their employees

It is certified that the information furnished above is true and correct.

(Signature of Authorized Signatory)
(With Official Seal)

Date: -

Place: -

SELF-DECLARATION-NO BLACKLISTING
(On the Letter Head of the bidder)

To

The Director

National Institute of Design, MP

Sir,

In response to the query for Internal Auditor for your, I/We hereby declare that presently our Chartered Accountant /Cost Accountant is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/PSU/Autonomous Body. We further declare that presently our firm.....is not black-listed and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body/The C&AG of India on the date of Bid Submission. The empanelment/enlistment number is(copy to be attached please.)

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

Thanking you,

Yours faithfully,

Date:

Place:

Authorized Signatory
(Signature and seal of the authorized signatory)

Annexure III

(Along with Covering letter of the CA firm)

Internal Audit Report of National Institute of Design, Madhya Pradesh for the year

PART-I

(a) Introduction

(A brief introduction of the Institute and its activities)

1. General

Name of the Director	
Name of Head of Administration	
Name of Head of Finance	
Name of the CA firm conducting the Audit	
Name of the Team Leader and Members	
Year(s) covered by Audit	
Dates of Audit	
Year of last Inspection	

2. *Mandate of the Institute (in brief):*

3. Finance (Plan-Grant, Receipts and Others)

Year	Grant Received		Expenditure		Revenue Generated
	Plan	Others	Plan	Others	

4. Manpower

Year	Sanctioned Strength			Men-in-position		
	F	T	A	F	T	A

(F- Faculty, T-Technical, A-Administrative)

5. Latest position of outstanding paras of previous years' Internal Audit Reports

Year	Para No..	Particulars of para	Monetary value of para	Whether compliance made or not	Remarks	

PART-II**SECTION-A****MAJOR IRREGULARITIES****PART-II****SECTION-B****OTHER IRREGULARITIES****PART-III**

Recommendation/Improvements suggested to the Institute, if any;

1-

Signature of Team Leader

Signature of Partner/Proprietor of CA firm

Annexure - IV

Price Bid					
			<u>Quoted</u>		<u>Total Price</u>
<u>Name of the bidder</u>	<u>Item</u>	<u>Remarks</u>	<u>Price (excluding GST) in INR</u>	<u>GST (%)</u>	<u>Price (Including GST) in INR *</u>
<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	<u>(D)</u>	<u>(E)</u>	<u>(F)</u>
	Hiring of Audit Firm	Fees		18	
Note: Bidder to fill up highlighted cells					

* The total price indicated in Column "F" should be inclusive of Professional Fee, Travelling, Accommodation, Food and Other Expenses etc. No claim for any other expenses shall be accepted beyond the fee offered to be charged under the contract.

- We undertake that the rates quoted above ~~by us~~ will not change during the entire Contract period.

List of categories where trials are allowed:

- Simulators
- Ship's propulsion machinery, radars and sensors, navigation equipment, communication equipment, RO plants, compressors, cranes, boats, Pilotless Target aircraft, pumps, dehumidifiers etc.
- Aircraft engine/generator/flight deck equipment/air conditioning system/radars
- Tank engine/ generator/ air conditioning system
- Bullet Proof Helmet, Bullet Resistance Jacket
- Drones
- All-Terrain Vehicles (ATV)
- **Communication Equipment for Defense:**
 - Radio Sets:**
 - HF/VHF/FM Manpack Radio
 - Vehicle Radio Set
 - Tactical Communication Systems:**
 - Software Defined Radio (SDR) Systems
 - VHF/UHF Tactical Communication Systems
 - Handheld Satellite Phones (e.g., Iridium)
 - Combat Net Radio (CNR) Systems
 - Satellite Communication Systems:**
 - Very Small Aperture Terminal (VSAT) Systems
 - Satellite Phones
 - Mobile Satellite Communication Systems
 - Command and Control Systems:**
 - Battlefield Management Systems (BMS)
 - Tactical Data Links
 - Encryption Devices (e.g., VINBAX)
 - Surveillance and Reconnaissance Communication:
 - Unmanned Aerial Vehicle (UAV) Communication Systems
 - Ground Control Stations (GCS) for UAVs
 - Remote Video Terminals (RVTs)
 - Electronic Warfare (EW) Communication:**
 - EW Communication Jamming Systems
 - Communication Intelligence (COMINT) Systems
 - Network Infrastructure:**
 - Field Deployable Communication Nodes
 - Tactical Communication Switches
 - Mobile Communication Shelters
 - Navigation and Positioning Systems:**
 - GPS Receivers
 - Navigation Systems for Vehicles and Personnel
 - Specialized Communication Equipment:**
 - Underwater Communication Systems
 - Special Forces Communication Gear
 - Mountain Warfare Communication Equipment
- Contamination Monitor

- Fiber Reinforced Plastic Boat with Motor (RIBs)
- Bukhari Improved Version
- Fire Fighting Equipment's as per DGQA specifications
- Victim Location System with Breaching System
- HDPE Boats
- Pontoon Boats
- Medical equipment
- **Engineering and Mining Equipment for Bomb Disposal Units:**
- Modular protection vehicles
- High Altitude Clothing including Snow Boots