



INDIAN INSTITUTE OF MANAGEMENT UDAIPUR
(An Autonomous Institute under Ministry of Education, Govt. of India)

E-TENDER DOCUMENT
FOR
ENGAGEMENT OF CHARTERED ACCOUNTANT
FIRM/LLP FOR INTERNAL AUDIT AT IIM UDAIPUR



IIMU/Tender/Accts/2025-26/01

Dated: 09-05-2025

Indian Institute of Management Udaipur
Balicha, Udaipur-313001, Rajasthan
Website: www.iimu.ac.in

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NOTICE INVITING TENDER (NIT) FOR INTERNAL AUDIT AT IIM UDAIPUR

Indian Institute of Management Udaipur (hereinafter referred to as "IIMU" or "IIM Udaipur") is an Autonomous Institute under the Ministry of Education, Government of India. IIM Udaipur is recognized as a premier management institution in the country.

IIMU invites E-tender (online Tender) from reputed and experienced Partnership firm/LLP of Chartered Accountants (hereinafter referred to as "Firm/LLP" or "Bidder" or "Tenderer" or "Auditor" or "Internal Auditor") under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for providing Internal Audit Services at IIMU.

The schedule and other details of the Tender are as under:

Tender Name	Engagement of Chartered Accountant Firm/LLP for Internal Audit at IIM Udaipur
Estimated Cost	Rs. 5,01,000/- (Rupees Five Lakh one thousand only) per annum
Date of Opening of Financial Bid	Would be indicated later on the GEM portal
EMD (Earnest Money Deposit)	Rs. 10,000/- (Rupees Ten Thousand only)
Security Deposit	EMD of the successful Bidder will be converted into Security Deposit

This tender document containing eligibility criteria, the scope of work, terms and conditions, specifications, and other documents can be downloaded at/from the GeM Portal or Indian Institute of Management Udaipur website: www.iimu.ac.in.

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood, and complied with the Tender's terms and conditions.

Manual bid/tender will not be accepted under any circumstances. Incomplete bids/documents shall be rejected without giving any reason.

Tenders will be submitted through online mode on GeM Portal only. The original EMD is to be submitted in a sealed envelope to be subscribed to this tender name & the name of your firm/LLP and must reach the below Address before the last date & time for receipt of the Bid.

*The Chief of Administration
IIM Udaipur,
Balicha, Udaipur-
313001, Rajasthan*

Chief of Administration

Internal Audit at IIM Udaipur

PART I: TECHNICAL BID

Annexure – I

Scope of Work & Other Conditions

- (1) The Firm/LLP is expected to conduct an Internal Audit on a quarterly basis as per the scope decided by the Institute.

The scope of the Audit shall include, but not be limited to, the following:

- a) Extraction and endorsement of Trial Balance up to finalization of accounts, including routine financial scrutiny and vouching of transactions.
- b) Scrutiny and verification of General Ledger, Journal Vouchers, Subsidiary Ledgers, Cash Book, Bank Book, and Bank Reconciliation Statements for all Bank Accounts.
- c) Physical verification of cash in hand and cheques in hand.
- d) Verification and reconciliation of fees and other revenues collected from students and other sources with accounts records.
- e) Scrutiny and verification of expenditure records, including payment vouchers (Cash, Bank, RTGS, NEFT), ensuring proper approvals and compliance with applicable Institute rules and regulations.
- f) Thorough checking of bills of contractors/vendors, including application of TDS, GST, and validation against contract conditions.
- g) Scrutiny of advances given to suppliers, contractors, and employees, and ensuring timely adjustments and accounting.
- h) Verification of LTC advances and claims in accordance with Government of India LTC Rules.
- i) Scrutiny of monthly salary, including verification of compliance with appointment letters, Institute norms, and statutory regulations.
- j) Verification of recovery of NPS, Income Tax, other statutory deductions from salary, and timely remittance to respective authorities.
- k) Scrutiny of calculation, deduction, and deposit of Income Tax (TDS) from employee salaries and all other applicable heads.
- l) Audit of final payments to employees upon separation (Gratuity, Leave Encashment, Commutation of Pension, etc.).
- m) Verification of GST Reconciliation, return filing status, and compliance with GST laws.
- n) Verification of TDS transactions across all payment heads ensuring compliance



under the Income Tax Act.

- o) Review of procurement processes including tenders, empanelment of vendors, contract awards, and compliance with GFR and other applicable government norms.
- p) Audit of construction works, maintenance works, service contracts including validation of architects' certificates, engineer/PMC certifications, insurance coverage, and bank guarantees.
- q) Verification of Fixed Assets register including physical verification of assets and inventories.
- r) Review of purchase and inventory management processes related to Stores, Transport, and Library acquisitions (including e-journals, databases, and software).
- s) Management audit to assess the effectiveness, efficiency, and performance of systems and procedures across all important departments and activities.
- t) Review of internal control systems and suggestions for improvements, including ensuring clear distinction between revenue and capital expenditures.
- u) Checking compliance with GFR and any other rules/regulations prescribed by Government of India and applicable to IIM Udaipur.
- v) Assistance in replying to queries raised by statutory auditors, tax authorities, or any external agencies and ensuring closure of audit observations.
- w) Providing advisory and assurance services as required by the Institute from time to time to strengthen financial propriety and governance.
- x) Conduct focused audits for specific departments/activities as identified by the Institute each quarter.

Note: The above list of compliance checks is inclusive/indicative only. The auditor may need to perform other checks if IIMU makes any such request.

(2) Process of Audit

- a) The audit team members of the Audit Firm/LLP shall initially segregate the audit observations and engage in discussions with the respective Department/Section Heads to obtain a comprehensive understanding of the underlying issues.
- b) Audit observations that remain unresolved through initial discussions shall be formally communicated in writing to the concerned Department/Section Heads. The written responses received shall be reviewed by a Senior Audit Team Member. Based on this evaluation, if the explanations are found satisfactory, the observations shall be closed. Otherwise, such observations shall be escalated and formulated into a Draft Audit Para.
- c) The Draft Audit Para shall be deliberated upon by a partner of the Firm/LLP with the designated authority of the Institute. If, after such discussions, the auditors are satisfied with the clarifications provided, the para shall be withdrawn. In the absence of satisfactory clarification, the observation may be considered for inclusion in the final



Audit Report.

d) The Audit Report, along with written replies received from the relevant Departments/Sections, shall be examined by the Institute. The Institute may seek a detailed discussion with the auditors on the issues raised and may request issuance of a Revised Audit Report, wherever considered necessary.

e) Issues or observations involving serious deficiencies or matters requiring urgent attention shall be escalated to the Director of the Institute through a separate formal communication, prior to the issuance of the final Audit Report.

f) As required by the Institute, the Audit Firm/LLP may be invited to deliver a summary presentation of the Audit Report and key findings before the Finance & Audit Committee and/or the Board of the Institute.

The content of such a presentation shall be submitted in advance for the prior approval of the Director.

(3) Other Conditions

a) The Firm/LLP shall commence the quarterly internal Audit within seven (7) days of receiving written email communication from the Institute and shall accordingly arrange for the deployment of the audit team.

b) The audit team deployed by the Firm/LLP shall include at least one qualified Chartered Accountant (CA). Any interaction with the Heads of Departments of the Institute must be conducted exclusively by a senior team member who is also a qualified CA.

c) The Institute (IIMU) reserves the right to request the replacement of any member of the audit team at any stage after deployment by providing appropriate reasons. Such reasons may include, but are not limited to, unsatisfactory performance, unprofessional conduct, lack of coordination with Institute officials, non-compliance with timelines, or inadequate domain knowledge. The Firm/LLP shall promptly comply with such a request and ensure that a qualified and suitable replacement is deployed without delay to avoid any disruption in the audit process.

d) In the event of any change in the audit team during subsequent quarterly audits, it shall be the responsibility of the Partner of the Firm/LLP to ensure continuity by adequately briefing the new team members on all relevant matters, findings, and background information from previous audits.

e) Notwithstanding the indicative scope of work defined in this bidding document, the Institute shall finalize the specific scope for each quarterly Audit based on its internal requirements. This may include the addition or exclusion of certain focus areas.

f) Each quarterly Audit, including the issuance of the final report, shall be completed within three (3) weeks from the date of commencement.

g) The Firm/LLP shall, if required, provide appropriate responses to any queries or clarifications raised by other statutory or external auditors, to the extent such queries relate to areas already covered under the scope of the internal Audit.

Annexure – II

General Terms and Conditions of Contract

(1) ***Preparation and submission of Tender:*** The Tender should be submitted in two parts, i.e., Technical Bid and Financial Bid. For submission of bids, all interested bidders have to register online on the GeM portal.

(2) ***Bid Evaluation:***

- a) The Bid will be opened online on the GeM portal.
- b) Technical Bid will be opened of only those bidders whose original EMD is reached at IIMU before the last date & time for receipt of Bid.
- c) Financial Bid will be opened of only those bidders who qualify in the Technical evaluation.
- d) The successful Bidder will be the tenderer that quotes the lowest rates. The Institute reserves the right to negotiate the rates with the L-1 (Lowest one) Bidder. The decision of the Institute will be final in all respect.
- e) In case the successful Bidder (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.
- f) In case of first lowest (L1) is more than one, then it would be at the discretion of the Institute to award the contract to any one firm/LLP out of these lowest bidders by giving preference to the firm/LLP that has completed the longest period from its date of registration up to the last date of submission of the Tender.

(3) ***Period of Contract:*** The contract period will initially be for One year. The contract may be extended subject to satisfactory performance at the sole discretion of IIMU on an annual basis for a further period of up to three years. In case the performance of the firm/LLP is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the Tender, then the contract may be terminated by IIMU even before the scheduled time by giving advance notice of one month to this effect. In the event of premature contract termination for reasons mentioned above, the Security deposit shall be absolutely forfeited.

(4) ***Exit Clause:*** Notwithstanding anything contained in any other clause of this Tender, the contract can be terminated by IIMU by giving one-month notice without giving any reason and by the firm/LLP by giving three months' notice.

(5) ***Earnest Money Deposit (EMD):*** The tenderer shall deposit Earnest Money of **Rs. 10,000/- (Rupees Ten thousand only)** through Demand Draft drawn in favor of "Indian Institute of Management Udaipur" payable at Udaipur. The Earnest Money Deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose Bid is accepted will be kept as a security deposit for a period up to the validity of the contract plus additional three months.

(6) In the event of Bidder backing out before the actual award or execution of the agreement, IIMU will have the right to forfeit the EMD. In case the successful tenderer (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.

(7) Sub-Contracting: The firm/LLP shall not directly or indirectly assign, sub-contract, or sublet the whole or any part of the contract in any manner except with the specific approval of IIMU.

(8) IIMU shall not have any liability in respect of matters connected with the employment of the personnel deputed/deployed by the firm/LLP. The personnel deputed/deployed by the firm/LLP shall have no right whatsoever to claim employment or other rights from the Institute.

(9) None of the firm/LLP shall enter into/practice/engage in any kind of private work within the campus of IIMU. Non-compliance with this condition will be deemed to violate the terms/conditions of the contract by inviting penalty/cancellation of the contract.

(10) The firm/LLP shall ensure that the auditor deployed by it is disciplined and does not participate in any activity prejudicial to the interest of the IIMU / Govt. of India / any State or Union Territory.

(11) Interpretation: All the terms and conditions of the contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.

(12) Bid Validity: The quoted rates must be valid for a period of 90 (ninety) days from the date of closing of the Tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the Bidder quoted the validity shorter than the required period, the same would be treated as unresponsive, and it may be rejected.

(13) In case the tenderer withdraws, modifies, or changes his offer during the validity period, the Bid is liable to be rejected, and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions, etc. of their original Tender.

(14) In exceptional circumstances, the IIMU may request the Bidder's consent to extend the bid validity period. A bidder shall, however, be at liberty to refuse the request without risking the forfeiture of his earnest money. A bidder agreeing to extend the validity of the Bid will not be allowed to modify his Bid.

(15) Anyone or more of the following actions/ commissions/ omissions are liable to cause summary rejection of Tender:

- Any BID/EMD/received late without conclusive proof that it was delivered before the specified closing time.
- Any conditional bid or a bid offering rebate.
- Any bid in which rates have not been quoted in accordance with specified



formats/details as specified in the Bid Documents.

- Any effort by a bidder to influence the IIMU in the bid evaluation, bid comparison, or contract award decision

(16) Authority of the person signing the document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on inquiry, it appears that the person, so signing had no authority to do so, the IIMU may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

(17) Payment of Bills

The payment for services under this agreement shall be made on a quarterly basis, only after the satisfactory completion of services as per the defined scope and approval of the quarterly report by IIM Udaipur (IIMU). The payment shall be made via NEFT/RTGS/IMPS (online transfer). Payment for each quarter shall be released only after adjusting any dues or claims of IIMU for that period. TDS shall be deducted at source as per the prevailing applicable rates.

The rates quoted for the services shall be exclusive of out-of-pocket expenses, travel expenses, lodging and boarding, and GST. Out-of-pocket and travel expenses shall be reimbursed separately, and lodging and boarding will be arranged/provided by IIMU. In exceptional cases, where IIMU is unable to make such arrangements, the actual expenses incurred on lodging and boarding shall be reimbursed. However, the total annual reimbursement of out-of-pocket, travel, lodging, and boarding expenses (where applicable) shall be limited to a maximum of 25% of the total annual professional fee (excluding GST), considering all four quarters cumulatively. GST shall be paid extra, as applicable.

Note 1: If the Firm/LLP is based in Udaipur, no reimbursement shall be admissible towards travel, lodging, or boarding expenses.

Note 2: The bidder shall not quote the fees less than the prevailing minimum fees prescribed by the ICAI for this purpose. Therefore, the technically qualified Firm/LLP quoted the audit fees lesser than the minimum amount will be automatically disqualified.

(18) ARBITRATION:

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement, or matter whatsoever shall, before/after completion or abandonment of work or during the extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by IIMU.

If the Arbitrator to whom the matter is referred initially dies or refuses to act or resigns/withdraws for any reason from the position of arbitration, it shall be lawful for the IIMU to appoint another person to act as Arbitrator in the aforesaid manner. Such a person shall be entitled to proceed with the reference from the stage at which his predecessor left it if both the parties consent to this effect, failing which the Arbitrator



shall be entitled to proceed de novo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to the Arbitrator at the time of invocation of arbitration under this clause. It is also the term of the contract that the parties themselves shall bear the cost of arbitration.

The venue of arbitration shall invariably be at Udaipur.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

(19) FORCE MAJURE:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restrictions or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within seven days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the IIMU as to whether the operation has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

(20) PENALTY

Penalty for complaint, non-adherence of terms & conditions specified in tender document, indiscipline & unsatisfactory operation of the services and the incidence given in the various clauses of this document for the purpose, may be levied up to Rs. 10,000/- on each occasion as per IIMU discretion which will be deducted/adjusted in bill/security deposit.

(21) IIMU reserves the right to reject the Tender in whole or part without assigning any reasons thereof.

(22) IIMU reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if necessary to benefit IIMU.



Annexure – III

Firm/LLP Details

I Details of Tenderer/Bidder

SI No.	Particulars	Details
1	Name of Tendering Firm/LLP	
2	Name of the all the Owners/ Partners and ICAI membership numbers	
3	Full Address of registered office with pin code, Telephone Number	
4	Email ID of the firm/LLP	
5	Website of the firm/LLP, if any	
6	Telephone No. (Office) of top two officials with names, designation and Email ID	
7	Name and designation of the authorized person with telephone/mobile number. (authorization letter to be enclosed)	
8	Letter of authorisation in favor of the Partner of the firm/LLP authorised to fill, submit and sign the bidding document and all subsequent documents on behalf of the bidding firm/LLP	

II Registration & Other Statutory requirement details:

The firm/LLP should possess the following statutory requirements:

SL. No.	Particulars	Number / Other Details	Page No. of Supporting Documents Enclosed
1	Registration as a Partnership firm/LLP (please specify)		
2	Registration number of the firm/LLP of Chartered Accountants and date of registration, along with a Copy of the registration certificate. (self-attested)		
3	Total number of Partners in the firm/LLP, their names, date of admission as partners, and membership number with ICAI.		
4	Permanent Account Number (attach self-attested Copy)		
5	GST Registration No. (Attach self-attested Copy)		
6	Any other registration that is mandatory for such a firm/LLP stipulated by the concerned public Authorities (if any) (Attach self-attested Copy)		

Certified that all the above information is correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place :

Date :

(Signature of the Bidder with seal)



Annexure – IV

Eligibility Criteria

Only firms/LLPs meeting the following minimum criteria will be considered for opening the financial Bids. Supporting documents/annexures should be attached with this and must be serially numbered. An index must be made to facilitate quick reference to the relevant page number for the eligibility criteria.

(1) The firm/LLP must be a registered Partnership firm/LLP of Chartered Accountants, and such Partnership firm/LLP must have existed for a minimum period of five years on the last date of submission of the Tender.

Proper documents/certificates issued by appropriate authorities must be enclosed to support this, along with the format given below.

SL No	Registration Certificate Number	Registration Certificate Issued By	Registration Validity From (DD/MM/YYYY)	Registration Validity To (DD/MM/YYYY)	*Total period of registration (Years, Months, days)	Attach a copy of the certificate and specify the page number in the index where the certificate is attached

*Must not be less than five years

(2) The firm/LLP must have a minimum of Five Chartered Accountants who have been associated with the firm/LLP for a minimum of five years in the capacity of Active Partners as of the last date of submission of the Tender.

Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this, along with the format given below.

SL No	#Name of the Partner	Date of CA qualification	Date of joining the firm/LLP as an active partner after CA qualification	Partner's Membership number of ICAI	^Total period of association of CA as a partner with the firm/LLP (Years, Months, Days)	Attach a copy of the certificates and specify the page numbers in the index where the certificates are attached

^Must not be less than five years

Must not be less than five partners

(3) The firm/LLP shall submit the original EMD in a sealed envelope superscribing this

tender name & the name of the firm/LLP and the document must reach IIMU before the last date & time for receipt of the Bid. A photocopy of the same EMD fee should be enclosed to support this, alongwith the format given below.

S No.	Type of Fee	Details
1	Earnest Money Deposit (EMD)	DD No. _____ of Rs. 10,000/- (Rupees Ten thousand only) of Dated _____ drawn on Bank _____ Branch _____

DD will be made in favor of the "Indian Institute of Management Udaipur," payable at Udaipur.

(4) The firm/LLP must submit the required details of valid Indian Permanent Account (PAN), GST, EPF and ESI number as per the detail given below: -

S No	Type	Number	Page number of the attached self-attested Copy
1.	PAN		
2.	GST		
3	EPF		
4	ESI		

(5) The total Turnover of the firm/LLP from Internal audit services and Statutory audit services in the last three financial years ended on 31.03.2024 must not be less than ₹ 1 crore (Rupees One Crore only) in each of the financial years. Please provide details in the following format:

Financial Year	Total Turnover in Rupees (in words and figures)	Turnover from Internal & Statutory audit services in Rupees (in words and figures)
2021-22		
2022-23		
2023-24		

(6) The firm/LLP must have Internal/Statutory Audit experience for educational institutions (other than schools) that provide degree/diploma courses recognized by law in each of the past three financial years ended on 31st March 2025 (Please attach a separate sheet, if necessary).

Financial Year	@Name of the Educational Institution	Name of recognised Degree/diploma courses offered by the educational institution	Attach Copy of the Engagement/appointment letter and work completion certificate duly issued by the auditee educational institution and specify the page numbers in the index where the letters/certificates are attached
2022-23			
2023-24			
2024-25			

@ Must not be less than one educational institution in each year(other than schools)

(7) The firm/LLP should possess all mandatory statutory requirements mentioned in 'Annexure-III Firm/LLP Details,' including its Sections 'I- Details of the tenderer/bidder' and 'II – Registration & Other Statutory requirement details' in this tender document.

(8) There should be no case pending with the police against the Firm/LLP/Partner/Director/employee and should not be blacklisted by any Govt agency. An undertaking to this effect on the firm/LLP's letterhead should be attached.

No price should be specified in the technical Bid. Including such information will entail the rejection of the Bid.

NOTE: All third-party certificates should be duly signed and stamped by the bidding firm/LLP.

Certified that all above information's are correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place:

Date:

(Signature of the Bidder with seal)

Annexure – V

TENDER ACCEPTANCE LETTER (To be given on Firm/LLP Letter Head)

Date:

To,

Director, IIM Udaipur, Balicha, Udaipur, Rajasthan-313001.

Sub.: Acceptance of Terms & Conditions of Tender.

Name of Tender/Work: Engagement of Chartered Accountant Firm/LLP for Internal Audit services at IIM Udaipur

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide by with the terms/conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by IIM Udaipur have also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this Tender are found violated, then IIMU shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid, including the forfeiture of the entire earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure – VI

PRE-BID MEETING

It has been decided to conduct the Pre-Bid Meeting on 20 May 2025 from 11.00 AM to 12.00 Noon. Venue details for the pre-bid are as follows:

Indian Institute of Management
Udaipur Balicha, Udaipur - 313001

This is to inform all the intending bidders to share the following information to procurement@iimu.ac.in regarding the nomination of authorized representatives of interested firms/LLP to join the pre-bid meeting.

Name of the Organization/Firm/LLP:

Details of the Representative: -

Name:

Designation:

Email Address:

Mobile Number:

A maximum of one nominated representative per firm/LLP will be allowed to attend the Pre-bid meeting. It is important to note that details of the nomination should reach the email mentioned above by 5.30 PM IST on 19 May 2025, failing which no further request/swill be entertained.

Any firm/LLP unable to attend the pre-bid meeting can also share the questions/queries to the above email id on or before 5.30 PM on 20 May 2025. Any questions/queries received after 5.30 PM on 20 May 2025 shall not be entertained.

All questions/queries received by email and shared during the pre-bid meeting will only be answered on the GeM Portal.

Annexure-VII

(to be provided on letter head of the Firm/LLP)

Declaration regarding Blacklisting

**To,
Director**

**,
IIM Udaipur,
Balicha, Udaipur 313001**

Name of Tender/Work: Engagement of Chartered Accountant Firm/LLP for Internal Audit services at IIM Udaipur

I hereby certify that our firm/LLP (name) has never been blacklisted or debarred in the past by any Central/State Government/Public Undertaking/Autonomous Institute from taking part in tenders nor any criminal case is registered/pending against the firm/LLP or its owner/partners anywhere in India.

I also certify that the above information is true and correct in every respect, and in any case, at a later date, it is found that any details provided above are incorrect, any contract given to our firm/LLP (name) may be summarily terminated, and the firm/LLP blacklisted.

Date :

Firm/LLP Name:

Place:

Name of the authorized person:

Designation:

(Authorized Signatory with seal)

Annexure-VIII

Terms and Conditions for Financial Bid

- (i) Fees are to be quoted in Indian rupees (₹) only, inclusive of all taxes and levies that may arise to render the services but excluding Goods & Service Tax (GST) and out-of-pocket expenses such as travel, lodging, and boarding expenses.
- (ii) GST will be paid extra if applicable.
- (iii) Out-of-pocket and travel expenses shall be reimbursed extra, and lodging and boarding will be arranged/provided by IIMU. In exceptional cases, where IIMU is unable to make such arrangements, the actual expenses incurred on lodging and boarding shall also be reimbursed. However, the total annual reimbursement of out-of-pocket, travel, lodging, and boarding expenses (where applicable) shall be limited to a maximum of 25% of the total annual professional fee (excluding GST), considering all four quarters cumulatively.
- (iv) All the reimbursements shall be made on the production of the receipt/claim/invoices only.
- (v) If the Firm/LLP is based in Udaipur, no reimbursement shall be admissible towards out of pocket, travel, lodging, or boarding expenses.
- (vi) The financial bid shall not be considered valid for partial or non-bidding and shall be summarily rejected for further evaluation.
- (vii) Income Tax (TDS) and GST (TDS), if applicable, will be deducted at the source as per applicability.
- (viii) The firm/LLP may be given a yearly increment up to 5% (five percent) on the immediate previous year's rate and may also be continued for subsequent years if the contract is extended. IIMU shall have the right not to give any increment based on its sole judgment without assigning any reason thereof.
- (ix) The bid is valid for a minimum period of 90 days from the last date of submission of a bid.
- (x) The Technical Bid (Part-I) is part of this tender document. The violation of any condition shall be treated as a breach of contract.
- (xi) All services are to be carried out as per the details in the Technical Bid (Part-I) of this tender.
- (xii) The bidder shall not quote the fees less than the prevailing minimum fees prescribed by the ICAI for this purpose. Therefore, the technically qualified Firm/LLP quoted the audit fees lesser than the minimum amount will be automatically disqualified.