

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI**

**NOTICE INVITING TENDER (NIT) FOR  
ENGAGEMENT OF AUDITOR**

NOTE: Corrigendum / Addendum / Amendments /Clarification, etc., if any shall be hosted in IIIT Tiruchirappalli website [www.iiitt.ac.in](http://www.iiitt.ac.in)

Interested firms are advised to visit IIIT Tiruchirappalli Website regularly, including any postponement of tender opening date.

## **Sub: Tender for Engagement of Auditor**

Ref: **Tender Notice No: IIIT/Tender/Admin/Internal Auditor/2023/02-01. Dt.23/02/2023**

Sealed tenders are invited from eligible Chartered/Cost Accountant Firms under two bid system (i.e. Technical & Financial) by the Indian institute of Information Technology Tiruchirappalli for engagement of Auditor initially for the Financial Year 2022-23 which may be renewed to further two years subject to satisfactory performance of the Firm and with the mutual consent of both the parties. Interested Chartered/Cost Accountant Firms can download the NIT document containing detailed terms and conditions, scope and eligibility criteria from the official website: [www.iiit.ac.in](http://www.iiit.ac.in)

Bids (both technical and financial) by eligible Chartered Accountant Firms shall reach the Office of the undersigned within due date and time (**i.e.16/03/2023 up to 5.00 PM**) in the prescribed format and manner. Bids received after due date and time shall be rejected. One Firm can submit only one Bid. If a firm submits more than one Bid, the last submitted bid will be considered.

**Earnest Money Deposit (EMD):** The Earnest Money Deposit (EMD) of Rs.5,000.00 (Rupees Five Thousand only) must be submitted in the form of Demand Draft drawn in favors of “INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI” payable at TIRUCHIRAPPALLI along with tender documents. EMD will be refunded to the unsuccessful bidders without any interest within one month of completion of the tendering process. EMD received from the successful bidder will be kept as Security Deposit till the completion of the assignment. Tenders received late or without EMD shall be summarily rejected.

**TWO BID SYSTEM** shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.

### **Background:**

Indian Institute of Information Technology Tiruchirappalli is established by Ministry of Education, Govt. of India in the year 2013. IIIT Tiruchirappalli is an Institute of National Importance declared under IIIT Act, 2017.

Indian Institute of Information Technology Tiruchirappalli follows Accrual Basis of Accounting as per standard accounting practices applicable.

The Accounts of the Institute are maintained in TALLY.

Total strength including students and faculty is around 280. For further details, please visit our Institute website <http://www.iiit.ac.in/>

## Important Information:

Sl. No.	Particulars	Information
01	Start Date or availability of NIT document in the official website	23/02/2023
02	Earnest Money Deposit	Rs.5,000/-
03	Last date and time for receipt of NIT at IIT Tiruchirappalli	16/03/2023
04	Date and time for opening of (Technical) bid	17/03/2023
05	Address for submission of Bids	The Registrar ( i/c), Indian Institute of Information Technology Tiruchirappalli, Sethurapatti, Trichy-Madurai Highway, Tiruchirappalli – 620012.
06	Contact Phone No. & Email Address	9486631181 <a href="mailto:registrar@iiitt.ac.in">registrar@iiitt.ac.in</a>
07	Website	<a href="http://www.iiitt.ac.in">www.iiitt.ac.in</a>

Note: In case the last date for receipt of bid happens to be a holiday for IIT Tiruchirappalli for any reason, the activity will be held on the immediate next working day at the same time & place.

### **1. Terms of Reference**

**Eligibility Criteria:** The interested Bidders shall have to comply to the following to participate in the tendering process:-

- a) Must be registered with the Institute of Chartered Accountants of India for not less than 3 years as on as on 31<sup>st</sup> March 2022. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)
- b) The firm must be empaneled with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.)
- c) Must be having minimum two qualified Chartered Accountants as on 31<sup>st</sup> March 2022 out of which at least one should be FCA (Self- Attested copy of latest Constitution Certificate from Institute to be furnished.)
- d) Must be having a minimum two years of experience as on 31<sup>st</sup> March 2022 in last 5 years in conducting Internal Audit of Central or State Autonomous Bodies with annual turnover exceeding Rs. 2 Crores. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Central or State Autonomous Bodies along with extract of Audited Financial Statements in support of income or expenditures to be furnished of such Central or State Autonomous Bodies.)

- e) Preference will be given to Firms having experience in conducting Internal Audit of the CFTIs (Centrally Funded Technical Institutions) or Institution of National Importance, Ministry of Education, Govt. of India for at least 3 years (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Institutes to be furnished).
- f) Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
- g) Must be having minimum Average Annual Income of Rs.10 Lakh during the last 3 Financial Years. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered.
- h) The auditor appointed under IIT Act, 2017 or any person employed by him shall not have any direct or indirect interest, whether pecuniary or otherwise, in any matter concerning or related to the administration or functions of the Institute.
- i) The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility as on date. (Undertaking need to be submitted)
- j) There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force (Undertaking need to be submitted)

## **2. Scope of Work:**

### **The Firm shall be responsible for the following works**

To ensure that the accounts of the Institute are prepared as per the prescribed Guidelines and format for Financial Statement applicable to the Central Higher Educational Institution, issued by Ministry of Education, Govt. of India.

### **Review of Internal Control and Risk Management System:**

- i. Independently review and appraise the systems of control throughout the year (not just the financial controls);
- ii. Recommend improvements to internal controls;
- iii. Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- iv. Ascertain Compliance to IIT Act 2017, instruction of C&AG, Standard Accounting Practices and Guidelines of the Board
- v. Provide reassurance to Competent Authority that their policies are being carried out with adequate control of the associated risks;
- vi. Facilitate good practice in managing risks effectively;
- vii. Ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud.
- viii. Department wise system/process audit and recommendation for best practice to improve the system.

**Detailed Scope of Work:**

<b>Sl. No.</b>	<b>Area</b>	<b>Detailed Scope</b>
01	Revenue	<ol style="list-style-type: none"><li>i. Review, checking &amp; reconciliation of tuition fees and other fees received by the institution from the students/ participants</li><li>ii. Income from Consultancy etc</li><li>iii. Interest on Investments &amp; Bank Interest</li><li>iv. Grants for research projects</li><li>v. Any other Income</li><li>vi. Treatment in accounts for all Income and recommendations</li></ol>
02	Expenditures	<ol style="list-style-type: none"><li>i. Procedures followed</li><li>ii. Petty cash monitoring</li><li>iii. Treatment in Accounts</li><li>iv. 100% vouching of the transactions</li><li>v. Reporting for any Rectification or improvement</li><li>vi. Ensure the payments are as per GFR/Institute rules.</li></ol>
03	Procurement of Goods & Services	<ol style="list-style-type: none"><li>i. Reviewing the Tendering Processes &amp; selection of the vendor/ contractor</li><li>ii. Ensure the procurements are done as per GoI guidelines.</li><li>iii. Accounting Treatments for Fixed Assets and Inventory</li><li>iv. Store &amp; Purchase Processes</li></ol>
04	Physical Verifications of Inventory & Fixed Assets	Review and verification of additions to fixed assets, fixed assets register and physical verification.
05	Investments	<ol style="list-style-type: none"><li>i. Procedures followed for Investments</li><li>ii. Treatment of Income arising out of Investments</li><li>iii. Recommendations</li></ol>
06	Statutory Compliances	<ol style="list-style-type: none"><li>i. Review, checking, &amp; applicability of all statutory obligation compliances such as GST, TDS on GST, TDS, Income Tax, NPS, EPF etc.</li><li>ii. Filing of all original &amp; revised statutory returns (Income Tax, TDS, GST etc.) on or before the due date.</li><li>iii. Scrutiny and assessment of Income Tax</li></ol>

07	Finance & Accounts	<ul style="list-style-type: none"> <li>i. Review of Account Payable and Receivable</li> <li>ii. Verification and checking of financial transactions from bank book and other ancillary record maintained by the Institute.</li> <li>iii. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract.</li> <li>iv. Bank Management including investment details</li> <li>v. Checking of Bank Reconciliation Statement on monthly basis.</li> <li>vi. Review the expenses incurred with the approved Budget</li> <li>vii. Vouching/Ledger Scrutiny</li> <li>viii. Review the last statutory/Internal audit comments and compliances and action taken report</li> <li>ix. Certification of Quarterly, Half Yearly and Annual Accounts of the Institute as per Ministry of Education Guidelines and after due checking &amp; verification of schedules and annexure thereto.</li> <li>x. Review of expenses on Sponsored Projects and Its Accounts</li> <li>xi. Review of Subsidiary Accounts at a quarterly Intervals</li> </ul>
08	Payroll, Retirement Benefits & Pension	<ul style="list-style-type: none"> <li>i. Rules and Guidelines applicable</li> <li>ii. Review audit of Employee related claims like TA/DA/LTC/CEA/CPDA/Medical etc.</li> <li>iii. Review/ audit for Payment of Salary, perks etc</li> <li>iv. Treatment in accounts</li> </ul>
09	PMC	<ul style="list-style-type: none"> <li>i. Review of tendering process</li> <li>ii. Review of all receipts and payments</li> <li>iii. Treatment in accounts</li> <li>iv. Completion of Capital Work in Progress and conversion to Assets</li> <li>v. Any other work related to PMC</li> </ul>
10	Pre Audits	<p>Pre-audit of certain specified transactions on case to case basis restricted to compliance vis-à-vis processes and procedures.</p> <p>The following areas to be covered under pre-audit:</p> <ul style="list-style-type: none"> <li>i. Pre-audit of payments to the employees leaving IITT</li> <li>ii. Any other cases of financial transactions irrespective of value which the Competent Authority thinks appropriatemay ask for pre-audit.</li> </ul>

		<p>iii. Internal Auditor is required to submit the observation on pre-audit as soon as possible and not exceeding 5 working days.</p>
12	Others	<p>i. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature</p> <p>ii. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions.</p> <p>iii. Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation.</p> <p>iv. Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time</p> <p>v. Periodically reconciling Physical Assets with Books of Accounts so as to submit Annual Physical Verification Report latest by 30th April.</p> <p>vi. Issue certificate in form no 15 CA/CB relating to remittance in foreign currency as per Income Tax Act, 1961. The certificate must be issued within two days of receipt of documents.</p> <p>vii. Issue of Utilization Certificates for Grant Based projects as and when required</p> <p>viii. Verification of Income Tax computation sheet (along with the income tax declaration form and proof of investment) of all employees of IIT Tiruchirappalli &amp; preparation of Form 16 &amp; 16A to be completed within 7 working days and submitted in 1<sup>st</sup> week of April.</p> <p>ix. If any query in Income Tax related matters, it should be answered within 7 working days.</p> <p>x. To appraise the Institute on regular basis about applicability of Circulars/Notifications issued by the Govt. / Tax Departments (like Income Tax, TDS, GST &amp; other statutory body etc.).</p>

		<ul style="list-style-type: none"> <li>xi. Auditor and their representatives should coordinate and represent the reply from institute side (if any) to the local government authorities such as Income Tax office, GST office etc.</li> <li>xii. Supports in all types of Statutory/Legal Compliance</li> <li>xiii. Preparation of final accounts and books and and its certification.</li> <li>xiv. Any other works assigned by the Institute Authority from time to time.</li> <li>xv. Assist full time during C&amp;AG Audit and preparation of reply including audit paras.</li> <li>xvi. Preparations of reply after receiving the Draft SAR Report within five working days alongwith the necessary changes in Annual Accounts.</li> </ul>
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### 3. AUDIT REPORT

Submission of:

- i. Quarterly Internal Audit Report
- ii. Audit/Review Report on Quarterly Accounts
- iii. Audit/Review Report on Half Yearly Accounts
- iv. Audit/Review Report on Yearly Accounts
- v. Issue certificate in form no 15CA/CB relating to remittance in foreign currency as per Income Tax Act, 1961 as and when required. The certificate must be issued within two days of receipt of documents.
- vi. Issue of Utilization Certificates for Grant Based projects as and when required.
- vii. Physical Verification of Inventory & Fixed Assets on yearly basis.

### 4. PROCESS OF AUDIT:

- a) Auditor's field personnel will segregate the audit observations and discuss the same with the concerned section in-charge 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 Registrar of the Institute or the representative of the Institute. If the auditor is satisfied the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.
- c) 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.
- d) In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the Director and Registrar immediately without waiting for the time of submission of the report.
- e) As per the requirements of the Institute, the auditors will also be asked to give presentation on finding in the Audit Reports to the Finance Committee or to the Board of the Institute.

## **5. Responsibilities of the Audit Firm**

Following are the responsibilities of the Firm

- a) Engage at least 10 man days in a Quarter from the following category
  - i. One qualified professional (CA/CMA with at least 3 years post qualification experience)
  - ii. One Semi qualified (Inter CA/CMA with three years' experience)
  - iii. One experienced Audit Assistant
- b) Personnel deployed should ensure proper conduct of the deployed personnel in the office premises and should carry Laptops.
- c) The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of IIIT Tiruchirappalli. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed.
- d) Shall submit their observations on quarterly basis to The Director and ensure necessary compliance along with rectification/ correction, if any, by IIIT Tiruchirappalli within 20 days of receipt of audit observations.

## **6. Timeline:**

The auditor should submit internal audit report after completion of the audit.

## **7. Payment & Price Validity:**

- No price variation would be allowed during the contract period.
- Any changes in GST rates or imposition of new tax on this service during the contract period will be borne by the Institute.
- TDS under Income tax will be deducted at applicable rates.
- The Institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Director IIITT will be the final and binding in this regard.
- The Service Provider will raise the bill along with Audit Report after completion of all financial activities like balance sheet, preparation Annual ITR & GST filling etc.
- Boarding & Lodging etc **will not** be provided by the Institute.
- The fees quoted should be inclusive of Travelling, Boarding, Lodging etc. if any.

## **8. Period of Engagement**

- a) The engagement shall be for a period of one year i.e. F.Y. 2022-23
- b) The contract may be renewed for another 2 years on yearly basis in the same terms and conditions subject to satisfactory performance of the firm and with the mutual consent of both the parties.
- c) The selected agency shall start providing services (actual engagement of personnel) within 10 days of issue of Letter of Award/ Intimation.

## **9. Termination/ Suspension of Agreement**

The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.

## 10. Instructions to Bidders Submission of the Proposal

- a) The proposal shall be submitted in a sealed envelope with clear inscription as “PROPOSAL FOR ENGAGEMENT OF AUDITOR OF INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI, NIT REFERENCE NO **IIIT/Tender/Admin/Internal Auditor/2023/02-01, Dt.23/02/2023**”
- b) The bid shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical bid and “Cover-B” shall contain the Financial bid.
- c) Technical and Financial bid shall be submitted separately in sealed covers with clear inscription as “TECHNICAL/FINANCIAL BID; NIT REFERENCE **IIIT/Tender/Admin/Internal Auditor/2023/02-01, Dt.23/02/2023**” on top of respective covers and both the sealed envelopes shall be sealed in a third envelope with required inscription on it as mentioned in Clause (a) above.
- d) Any material omission in the proposal shall make the proposal unacceptable at the discretion of the Competent Authority and the bid will be liable to be rejected.
- e) The Proposal shall remain valid till 90 days of the date of submission of the proposal or award of the assignment whichever is earlier.

### Contents of the Proposal

- a) The technical proposal in addition to proof of eligibility shall contain:
  - i) All the information, documents and clarifications as required under **Annexure 1,3,4&5**
  - ii) Copy of the NIT Document signed on every page by the duly authorized Signatory.
- b) The Financial Bid shall be submitted in the format given in **Annexure- 2**

### Evaluation and Selection

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial bids shall be opened of those Firms who will qualify in the technical evaluation.
- c) Financial Proposals shall be opened in the presence of the technically qualified firms’ representatives, who choose to attend in person at the address given below:- **Indian Institute of Information Technology Tiruchirappalli, Sethurappatti, Trichy-Madurai Highway, Tiruchirappalli – 620012.**
- d) Date of Opening of Financial bids shall be communicated to the technically qualified firms.
- e) For financial evaluation, Price excluding Tax shall be taken into consideration

### Award of Contract

- a) Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.
- b) In case two or more technically qualified firms having the same lowest price, the firm having the highest average annual Income in last 3 Financial Years immediately preceding to the year of award among the lowest bidders shall be awarded the contract.
- c) Any effort by a firm to influence IIIT Tiruchirappalli in its decision on bid evaluation or placement of Work Order may result in rejection of the firm’s offer.
- d) Any legal dispute arising out of this is subject to Tamilnadu jurisdiction only.

## **11. Special Conditions of Contract**

- a) IIIT Tiruchirappalli may advise the firm to disengage any of its staff from service, with 24 hours prior intimation, in case the Competent Authority of IIIT Tiruchirappalli found any negligence on the part of that particular staff.
- b) The firm shall be totally responsible for the conduct of the personnel engaged for the service and the Institute shall not be responsible for their conduct at any point of time.
- c) In case of any damage/ pilferage caused to the property of IIIT Tiruchirappalli due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their bill.
- d) The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.
- e) The Institute shall provide suitable place for sitting for the deployed persons.
- f) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to IIIT Tiruchirappalli with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The firm shall have the responsibility to furnish documentary evidence in support of the statutory compliance to IIIT Tiruchirappalli as and when sought for.
- g) The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and IIIT Tiruchirappalli shall provide TDS certificate to the Agency.
- h) In case of non-performance, part performance or non- adherence of the statutory obligations due to negligence on part of the Firm, penalty would be imposed by IIIT Tiruchirappalli proportionate to the extent of default/ non- compliance.
- i) IIIT Tiruchirappalli shall not be responsible for any financial loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or for payment towards any compensation.
- j) The Firm shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Firm.

## **12. Penalty Clauses**

- a. In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender and reserves the right to impose the penalty as detailed below:
  - i. 2% of cost of order/ agreement per week, up to 2 weeks delay.
  - ii. After 2 weeks' delay, IIIT Tiruchirappalli reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other firm (s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 3 years.
- b. For any breach of contract, IIIT Tiruchirappalli shall impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of IIIT Tiruchirappalli.
- c. If the lapse is repeated, the extent of penalty will be doubled on each such occasion.

Sd/-  
Registrar (i/c)  
IIIT Tiruchirappalli

**ANNEXURE -I**

Profile of the Applicant (To be furnished along with the Technical Proposal Cover “A” on the Letter Head of the Firm)

<b>Sl</b>	<b>Particulars</b>	<b>Details</b>
01	Name and Address of The Chartered/Cost Accountants Firm	
02	Date of Registration with Institute of Chartered/Cost Accountants of India (Self-Attested copy of Registration Certificate issued by Institute of Chartered/Cost Accountants of India to be furnished.)	Date of Incorporation/ Registration:  Date of Opening of Main Office or Branch Office
03	Year of empanelment with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.)	
04	No. of FCA Partners as on 31 <sup>st</sup> March 2022 (Self-Attested copy of latest Constitution Certificate from Institute of Chartered/Cost Accountants of India to be furnished.)	
05	Name, Designation, Contact No. and Address of the Contact Person/ Local Representative	
06	Years of experience (as on 31st March 2022) in Conducting Internal Audit of Central or State Autonomous Bodies with annual income exceeding 5 Crores. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Central or State Autonomous Bodies along with extract of Audited Financial Statements in support of income or expenditures to be furnished of such Central or State Autonomous Bodies.)	Separate Sheet may be attached ,if needed comprising of following details: 1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contract Status (Completed/Ongoing)
07	Firms having experience in conducting Internal Audit of the CFTIs (Centrally Funded Technical Institutions) or Institution of national importance under Ministry of Education, Govt. of India for atleast 3 years in last five Financial Years i.e. from 2019-20 to 2021-22. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Institutes to be furnished)	

08	No. of Staff of the Firm (Self-Attested copy of documentary evidence in this respect to be furnished.)	
09	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be attached.)	
10	Annual Income of the Firm for last 3 Financial Years i.e. from 2019-20 to 2021-22. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached.	F.Y. Income (Rs. In Lakh)
11	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	
12	List of Govt. clients	

Note: (i) Information may be furnished in separate sheet (s) wherever necessary.  
(ii) In case of documents, they should be self-attested photocopies.

We hereby agree with all the terms and conditions of the NIT and we hereby undertake to abide by same.

Date:

Place:

Authorized Signatory  
(Signature and seal of the authorized signatory)

**ANNEXURE II**

**FINANCIAL PROPOSAL (To be furnished in Cover “B” on the Letter Head of the Firm)**

Name and Address of the Bidder:

Price Details:

<b>Sl. No</b>	<b>Particulars</b>	<b>Rate per Annum (Rs.) (Excluding GST)</b>
01	Audit Fees for the scope of work as per NIT	
	Total	

The Consolidated Audit fee should be quoted inclusive of Travelling Allowance Total Price Excluding GST: Rs.....(in words)\_\_\_\_\_.

GST will be paid at the applicable rate.

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

We hereby agree with all the terms and conditions of the NIT and we hereby undertake to abide by same.

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)

**ANNEXURE III**

Consent for e-payment (To be furnished along with the Technical Proposal Cover  
“A” on the Letter Head of the Firm)

**CONSENT FOR E – PAYMENT**

From

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To

The Registrar,  
IIIT Tiruchirappalli  
Sethurapatti,  
Trichy – Madurai Highway,  
Tiruchirappalli – 620012

Subject: Consent for E-Payment

Ref: Contract/ WO No:

“I/We hereby convey our consent that the payment made by IIIT Tiruchirappalli of any sum due to me/us, directly remitting the same to my/ our Bank, the address and the number of which is furnished shall be in full discharge of the particular bills, raised by me/us.

Undertaking:

“I/We hereby undertake that I/We opt for EFT and any payment made direct to me/us or to the bank account shall be in full discharge of the obligations of IIIT Tiruchirappalli and I/We shall have no claim whatsoever in respect of the bill for which the payment is made”.

Name of the Bank:

Branch Name, place and MICR Code of the  
branch Account Number in Full

Type of Account

Name of Account

For:

Authorized signatory

Name and Seal

## ANNEXURE IV

Declaration (To be furnished along with the Technical Proposal Cover “A” on the Letter Head of the Firm)

I \_\_\_\_\_ son/ daughter/ wife of Shri/Smt. \_\_\_\_\_  
Proprietor/Partner/Director/Authorised signatory of \_\_\_\_\_ (the Firm) is  
competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions laid down in the tender and undertake to abide by them. The information/documents furnished along with this bid/application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of tender/bid at any stage besides liabilities towards prosecution under appropriate law. ; I/ We shall be liable for disqualification and also liable for forfeiting of EMD and will be debarred from participation in future tender and will not have any dealing with the Institute. I/We declare our unconditional acceptance of the terms and conditions as mentioned in the tender document.

(Signature of the authorised person)

Name \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Official seal

**ANNEXURE V**

Undertaking format that Bidder is not Blacklisted (To be furnished along with the Technical Proposal Cover “A” on the Letter Head of the Firm)

I /We M/S -----( The name of the Contractor/bidder ) hereby certify and confirm that We or any of promoter/Partner/ C.E,O / Directors / Managers are not debarred or blacklisted by any Govt. or Public sector or international donor agencies in India or any other jurisdiction.

Date this----- Day of ----- 2023.

Name of bidder / Firmr ----- Signature of Authorized Person. -----

Name of the Authorized Person

Official Seal