



**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE  
JADAVPUR, KOLKATA-700032**

**No: IACS/ADM/IAO/22-23/79**

**Date: 28-02-2023**

**Subject: Engagement of CAG empanelled Internal Audit Firm for three years (1+2)**

**About the Association**

The Indian Association for the Cultivation of Science (IACS), a deemed to be University is an autonomous Research Institution receives fund from the Department of Science and Technology (DST), GOI, Govt of West Bengal, Public Agencies (CSIR, DAE, MNEs etc), Private Companies as well as Foreign sources (NSF, UNDF, Japan, European Union, Sweden etc). A number of specific projects raised by Individual Scientists or group of Scientists are being supported by different funding agencies such as CSIR, DAE, DNES, DST, DOS, DSIR, ICMR, INSA, NSF, UGC and UNDP. The institute leads in diverse dynamic programmes for the pursuit of research leading to the UG – PG Degree Programme, doctoral degree, post doctoral work along with visiting Scientists Scheme. The Institute is also equipped with a full-fledged Library and up to date computerized environment.

**Brief Description about Proposal**

IACS wants to appoint an experienced Kolkata based Audit Firm, empanelled with Comptroller and Auditor General of India initially for one year, which is likely to be extended for further two years based upon their performance to conduct on-site full time Internal Audit of the Institute on all the working days. The grants received /receivable are around 150 Crores.

Sealed tenders in two bids system (Technical Bid & Price Bid) are invited from the firms interested to take up the consultancy work as mentioned in the subject line. The Technical Bid and the Price Bid will be placed in two separate sealed covers distinctly marked accordingly and both to be put inside another big envelope which should be super scribed with tender reference no., due date and time of opening. The prescribed proforma for Technical Bid is given in **Annexure-I** and that of the Price bid is given in **Annexure-II**. The tender should be sent in a sealed cover after going through the minimum eligibility criteria and proposed scope of work to the following address:

**The Registrar,**

**Indian Association for the Cultivation of Science,**

**2A & 2B, Raja S C Mullick Road, Jadavpur, Kolkata-700 032**

**Important Dates & Details of the Tender**

|                                                                      |                                                          |
|----------------------------------------------------------------------|----------------------------------------------------------|
| Tender Notice Number                                                 | NIT No: IACS/ADM/IAO/22-23/79      Date: 28-02-2023      |
| Expected Date of Publication                                         | 28.02.2023                                               |
| Date and time of Pre-bid meeting                                     | 06.03.2023 at 3.00 pm                                    |
| Last date and time of submitting tender                              | 20.03.2023 at 3.00 pm                                    |
| Date and time of opening Technical bid                               | 21.03.2023.at 12 Noon                                    |
| Date and time of Technical Presentation and opening of Financial bid | Please refer to point no. 1 of general information below |
| Place of Opening Tender                                              | IACS C V Raman Hall                                      |
| Contact                                                              | Email: registrar@iacs.res.in; Phone: +91-33- 2473 4971   |

### **General information related to Tender process:**

1. The technical bids will be evaluated first to ascertain the suitability of the Audit Firm. As a part of technical evaluation, there will be a marking based evaluation where performance in PowerPoint presentation will be a parameter. Accordingly, suitable potential bidders will be called through email for a short PowerPoint presentation (Max. 10 slides of 10 min) followed by interactive session of 5 min as a part of technical evaluation. Potential bidders means those bidders who qualified in technical bid after evaluation of technical bid based on the documents submitted by the bidders and before PowerPoint presentation. Thereafter, the price bids of those audit firms will be opened who qualify in the combined technical evaluation comprising of technical bid as well as PowerPoint presentation and will be intimated through email.
2. A pre-bid meeting will/may be held with the prospective bidders on 06.03.23 at 3.00.pm in IACS at C V Raman hall for clarifications regarding the Technical bid. Maximum two persons of each bidder will be allowed in pre-bid meeting. **No enquiry after pre-bid meeting will be entertained.**
3. The bidders may be present at the time of PowerPoint presentation as a part of evaluation of technical bid and at the time of opening of financial bid.
4. All pages of the tender documents should be signed with official seal.
5. The bidders should submit their audited annual accounts for the last three years ending 31.03.2022.
6. IACS reserves the right to extend the last date of submission of bid by hosting in the website.
7. The terms and conditions of the tender documents may be amended before the last date of submission by hosting in the website.

Prospective bidders are requested to please refer to the website <http://www.iacs.res.in/tender/> for any update that may appear from time to time. The Director, IACS reserves the right to accept or reject any or all quotations without assigning the reasons thereof.

### **MINIMUM ELIGIBILITY CRITERIA:**

- 1) The firm should have at least 10 years of experience of Internal Audit and/or Statutory Audit since the date of Registration of the firm.
- 2) The Firm should have experience of at least three years in the last ten financial years in different Central Government funded Autonomous Research/Educational Institutions (i.e., in IITs, NITs, IISERs, Central Universities or other higher educational institutions) that comprises but not limited to finance and service related jobs as specified in the tender document.
- 3) The firm should be empanelled with C&AG office for the Year 2022-23.
- 4) The firm should have at least 3 partners.
- 5) The firm should also have experience in Pay fixation and disciplinary matters and helping in disciplinary action when time arises.
- 6) The firm should have GST Registration Number and having their registered head/branch office in Kolkata (West Bengal).
- 7) The average annual turnover of the audit firm in last three financial years (Financial Year 2019-20 to 2021-22) must be reported supported by audited financial statements.
- 8) The firm or any partners of the firm should not have been prohibited / debarred by any regulating agency including IRDA, RBI, SEBI, ICAI, any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior.
- 9) Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.
- 10) Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company referring page numbers on which documents are placed and enclosed in a cover, to be submitted with the technical bid.

### **DESIRED ELIGIBILITY CRITERIA:**

Audit Firms having retired GOI officials (worked in Administration / Finance department) served not below the Pay Level 8 and having audit experience in similar domain will be preferred.

## **Proposed Scope of work for the Internal Audit of IACS**

1. Pre-audit of Centre's high value purchase/ procurement of scientific equipment/ computers from foreign vendors as per rules/ procedures as narrated in the General Financial Rules (GFR), 2017 and the Centre's guidelines/ purchase procedure.
2. Deal with different audit related (both internal and external) works/affairs of the Institution.
3. Pre-audit of local purchase.
4. Pre-audit of payments made against retirement benefits/contractor's architect's bills etc.
5. Fixation of pay and allied Establishment works as may be entrusted from time to time.
6. Internal checking on random basis of the entries in Service Books with reference to records and Personal Files.
7. Pre-audit of payments made against Final withdrawals / Refundable Advances from General Provident Fund Account.
8. Routine checking of cash transactions/ imprest accounts/ cash collections/ consumption of fuel etc.
9. Clarification/ implication of Central Government Rules regarding payment to employees/ contractors/suppliers
10. Pre-audit all bills having value more than Rs.50,000/-.
11. Post-audit of payment vouchers.
12. Pre-audit fixation of pay & retirement benefits.
13. Vetting of all tender documents.
14. Concurrent checking of payments and receipts with the cash book entries and Bank reconciliation.
15. Verification work-in-progress ( both Civil and Electrical Works)
16. Checking of Projects Accounts funded by different funding agencies.
17. Checking of Tax deducted at sources (Income Tax, GST etc.).
18. Scrutiny of Investment Register.
19. Checking of Advance Register (Vendor and Employee).
20. Quarterly Physical Verification stores in association with the management at every three months.
21. Reconciliation between Ledgers and Sub-ledgers.
22. To examine the comments of the Statutory Auditors / Principal Director of Audit on the accounts of the previous years and suggest suitable action to set right the position.
23. Conducting and responding to CAG & other statutory audit.
24. Programming of 100% Annual Physical Verification of Stores of the various departments of the Association, compilation/reconciliation of reports thereof.
25. Routine checking of :
  - a. Preparation, maintenance and updation of Fixed Asset Register.
  - b. Updation of Stores & Consumables Register.
  - c. Submission of UC & SE in respect of extramural and intramural projects funded by national & international funding agencies like DST, SERB, DAE etc. and certification, if required.
26. Any other job as assigned by the Competent Authority.
27. Duty hours will be from 9:30 a.m. – 6:00 p.m., Monday to Friday. To coordinate the Internal Auditing activities a senior partner of the firm would visit at least twice a month.

At least one senior and experience CA/ICWA along with one semi qualified CA/ICWA or M.Com as Audit Assistant having specialized knowledge in General Financial Rules (2017), FR-SR, Service matters of Central Government should be posted in IACS on all working days [from 9:30 a.m. – 6:00 p.m.] of IACS.

## **Infrastructure & Facilities to be provided by IACS**

The following infrastructural facilities would be provided by IACS to employees so deputed for the day to day Audit job at IACS:

1. Exclusive Office space
2. Computer with required peripherals
3. Internet facility
4. Intercom Telephone connection
5. All required office furniture and office stationeries

**Registrar**

**Evaluation sheet for consideration of the eligibility of the firms are given below.**

**Technical Evaluation Criteria**

| <b>Sl. No.</b> | <b>Particulars</b>                                                                                                                                                                                            | <b>Total Marks</b> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 01             | a. Experience in Finance and Accounting                                                                                                                                                                       | 15                 |
|                | b. Experience in Service matters in fixation of Pay of taking disciplinary measure when time arises.                                                                                                          | 15                 |
|                | c. Experience in Procurement in Govt. funded organizations.                                                                                                                                                   | 15                 |
|                | d. Deployment of manpower with professional qualification / certification                                                                                                                                     | 15                 |
|                | c. Experience in handling similar work in Central Government funded Autonomous Research/Educational Institutions (i.e., in IITs, NITs, IISERs, Central Universities or other higher educational institutions) | 15                 |
| 02             | Technical Presentation and interactive session (at least 50 marks out of 75 marks needed in above mentioned Category (Sl.-1) to get qualified for Technical Presentation purpose.                             | 25                 |
| Total Score    |                                                                                                                                                                                                               | 100                |

**AWARD OF CONTRACT:**

1. The composite score of Technical evaluation (after evaluation of Presentation) will be eligible for Opening of Finance Bid. Minimum qualifying marks will be 70 out of 100.
2. Technically qualified bidder (after presentation) whose quote will be lowest will be awarded with subject assignment. If there is Tie, Bidders with higher Score assigned during Technical Evaluation (after Presentation) will be eligible for award of such Assignment. The Institute will have all the rights to reject the lowest quotation if other criteria are not up to the mark as considered by the designated Committee.

**Annexure – I**  
**TECHNICAL BID**

| Sl. | Criterion                                                                                                                                                                                                                                                     | Details                                                                       |  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--|
| 1   | Office Address of the firm                                                                                                                                                                                                                                    |                                                                               |  |
|     | Name and address of the authorized Official                                                                                                                                                                                                                   |                                                                               |  |
|     | Telephone no., Mobile, Email                                                                                                                                                                                                                                  |                                                                               |  |
| 2   | The Firm should be empanelled with C&AG for the year 2022-23 and must possess permanent account number (PAN) and GST Registration.<br><br>(copies of all registration certificates enclosed herewith)                                                         | C&AG Empanelment No. (Latest)                                                 |  |
|     |                                                                                                                                                                                                                                                               | PAN of the Firm                                                               |  |
|     |                                                                                                                                                                                                                                                               | GST Registration No.                                                          |  |
| 3   | The firm should be in operation for at least 10 years after its registration                                                                                                                                                                                  | Year of Registration/ Starting of operation                                   |  |
|     |                                                                                                                                                                                                                                                               | Nos. of years in operation after registration (in years)                      |  |
| 4   | Manpower                                                                                                                                                                                                                                                      | No. of Partners                                                               |  |
|     |                                                                                                                                                                                                                                                               | No. of qualified CA (Staff)                                                   |  |
|     |                                                                                                                                                                                                                                                               | No. of Semi qualified CA/ICWA/M.Com (Staff)                                   |  |
|     |                                                                                                                                                                                                                                                               | No. of retired GOI officials (Staff) (as per requirement of Desired Criteria) |  |
| 5   | Average Annual Turnover (i.e., average gross professional fee received/ earned) of the Firm for the last 3 (three) years i.e. (2019-20, 2020-21 & 2021-22)                                                                                                    |                                                                               |  |
| 6   | Experience of the firm in doing similar works in the Central Government funded Autonomous Research/Educational Institutions (i.e., in IITs, NITs, IISER, or other higher educational institutions) as mentioned in point 2 under Minimum Eligibility Criteria |                                                                               |  |

NB : All self-certified documents in support of the above particulars should be attached with Annexure-I

Signature of the Tenderer:  
& Date with Rubber Stamp

Name of the Tenderer:

**Annexure – II**  
**PRICE BID**

(Annual Professional Fees)

The Firm may quote their professional fees in the following format:

1. Name of the Firm :
2. Headquarter Location :
3. Annual Professional Fees :

| Sr.No | Particulars                                                                                                         | Amount (in Rs) |
|-------|---------------------------------------------------------------------------------------------------------------------|----------------|
| 1)    | Professional fees for carrying out Internal Audit of the Indian Association for the Cultivation of Science, Kolkata |                |
|       | Add : GST @ 18%                                                                                                     |                |
|       | TOTAL                                                                                                               |                |

Payment shall be released quarterly only on submission of the quarterly internal audit report.  
No transport/travel allowance for attending office will be allowed.

4. GSTIN No.
5. PAN No.

Date:

Authorized Signatory  
with Stamp of the Firm

### **GENERAL INSTRUCTIONS**

1. The firm should have valid Registration/Trade License, PAN, and GST Registration etc. with the appropriate authorities to run the business.
2. The firm should possess PAN, GST, Trade License, EPF & ESI and other applicable statutory registration.
3. The rates quoted and approved by IACS will be the final amount payable against the work assignment and additional expenditure on any other account will not be accepted.
4. Payments will be made through NEFT. No cash payment will be entertained.
5. The Association reserves the right to accept or reject any or all the tenders at its own without assigning any reasons thereof. The Director, IACS reserves the right to impose/relax any term and condition of the tender in the interest of IACS.
6. The Association also reserves the right to cancel the assignment at any time after award of the work due to any administrative reasons or due to dissatisfactory performance of the firm on any account.
7. The tender should be submitted on the letter head of the firm in the format given at Annexure-I & Annexure-II and all supportive documents should be duly signed and stamped.
8. Tenders received after due date and incomplete & conditional tenders will be summarily rejected.
9. Three months' notice from either side will be required for premature termination of the contract.
10. Settlement of Disputes: It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place /arise between the parties, efforts shall be made to settle at the level of IACS through mutual discussions. The bidder shall make request in writing to the Director, IACS for mutual settlement of any dispute within 30 (thirty) days of arising of the cause of dispute failing which no disputes / claims shall be entertained by IACS. The decision of the Director, IACS shall be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law having territorial jurisdiction.
11. Jurisdiction: The Court of Kolkata in the state of West Bengal only will have jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.