



Indian Sign Language Research and Training Centre (ISLRTC)

Department of Empowerment of Persons with Disabilities, Divyangjan
Ministry of Social Justice & Empowerment, Govt. of India
A- 91, 1st Floor, Nagpal Business Tower, Okhla Ph- II, New Delhi- 20
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NOTICE FOR INVITING TENDER

Tender No. 45-3(ISLRTC)/2020/tender-03/2021

SUBJECT: - TENDER FOR APPOINTMENT OF INTERNAL AUDITOR IN INDIAN SIGN LANGUAGE RESEARCH AND TRAINING CENTRE (ISLRTC), NEW DELHI FOR THE FINANCIAL YEAR 2021-22 AND FURTHER EXTENDABLE FOR TWO (2) FINANCIAL YEARS I.E. 2022-23 & 2023-24.

Instructions for Bidders :-

a) Tender Schedule :-

Tender No.	45-3(ISLRTC)/2020/tender-03/2021
Tender Forms Available at Website	http://eprocure.gov.in/ http://www.islrtnic.in
Date and Time of Issue/ Publishing	15 th July, 2021 4:30PM
Document Download/Sale Start Date & Time	15 th July, 2021 5:30PM
Bid Submission Start Date & Time	16 th July, 2021 10:00AM
Bid Submission Last Date & Time	5 th Aug, 2021 5:00PM
Date and Time of Opening of Technical bid	6 th Aug, 2021
Place of Opening of Technical bid	A-91, 1 st Floor, Nagpal Business Tower, Okhla Phase-II, New Delhi-110020.

SUBJECT: APPOINTMENT OF INTERNAL AUDITOR IN INDIAN SIGN LANGUAGE RESEARCH AND TRAINING CENTRE (ISLRTC), NEW DELHI FOR THE FINANCIAL YEAR 2021-22 (FURTHER EXTENDABLE FOR TWO (2) FINANCIAL YEARS i.e. 2022-23 & 2023-24).

1. ABOUT ISLRTC :

Indian Sign Language Research and Training Centre (ISLRTC), New Delhi is established as an Autonomous body under the Department of Empowerment Persons with Disabilities, Ministry of Social Justice and Empowerment in September, 2015. The main objectives of the Centre is to develop manpower for using, teaching and conducting research in Indian Sign Language (ISL), to promote the use of ISL as an education mode, to carry out research through collaboration with universities, to orient and train various groups i.e., Govt. Officials, teachers, community leaders, public at large etc. and to promote and propagate ISL.

- a) Tenders are invited from Chartered Accountants/ Cost Accountant Firms for appointment as ISLRTC Internal Auditor for the Financial Year 2021-22 onwards. The appointment of the selected Chartered Accountants/Cost Accountant Firm as internal auditor may further be extended for two more financial years at sole discretion of ISLRTC if the performance of the auditor is found to be satisfactory in the year under consideration. The extension will be on same terms & condition.
- b) The interested CA/CWA firms should apply submit their tender and the bids along with photo copies of all the relevant certificates, documents, etc. in support of their technical & financial bids – all duly signed – on the <https://eprocure.gov.in/eprocure/app> from 16th July, 2021 by 10.00 A.M to 05th Aug 2021 upto 05.00 P.M. Tender documents is also available for viewing on the “tenders” link of the ISLRTC website i.e. <https://islrtc.nic.in>.
- c) Applications to this tender will be accepted only through the offline mode through <https://eprocure.gov.in/eprocure/app>. No other mode of application will be considered & application will not be accepted. The application must be addressed to **“Deputy Director, ISLRTC, A-91, Nagpal Business Tower, Okhla, Phase-2, New Delhi-110020”**
- d) The basic requirements for registration and applying for tender are as under:
 - Operating System should be atleast windows 7.
 - Java version: Available at <https://eprocure.gov.in/eprocure/app> -download-JRE 8 download(never update Java)
 - Use Internet Explorer atleast 8.
 - All java add-ons must be enable in the system.
 - Always use Class II Digital Signature Certificates (DSC) having Signing.
- e) The declaration of Earnest Money Deposit **as per office Memorandum no. F.9/4/2020 PPD dated 12.11.2020 issued by Department of Expenditure, “no provision regarding bid security should be kept in the bid documents in future and only provision for bid Security declaration should be kept in the Bid Documents”** The format of Bid declaration is enclosed at Annexure II.

Note: Exemption from Submission of EMD as per GOI Rule. Those CA/CWA firms exempted to pay EMD cost are required to submit the certificate issued by the concerned department (like –MSME, NSIC etc.) (Submit proof of scanned copy online).

- f) The technical bid will be opened at ISLRTC, First Floor, A-91, Nagpal Business Tower, Okhla Phase-II, New Delhi. The Financial bid will be opened only of those bidders who qualify the technical bid as provided in **PARA 4 & 4.1**.
- g) The interested CA/CWA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect will be summarily rejected.
- h) In case of any further clarification required relating to this tender , the same may be sought from the following officers of ISLRTC:-
 - (Query related to scope of work & tender document):- Section Officer (Admin. & Accounts), ISLRTC , New Delhi -110020, phone no: 7895478100

2. PRE-ELIGIBILITY CRITERIA:-

The interested CA/CWA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender. They are also required to submit the relevant documents as mentioned in para 3.1 for each of the eligibility criteria:-

- a) **EMPANELMENT WITH C&AG:** The CA/CWA Firm should be empanelled with the Comptroller & Auditor General of India (C&AG) in any one year in last three financial years 2017-18, 2018-19, 2019-20.
- b) **EXPERIENCE:** The CA/CWA Firm should have experience of at least ten (10) years from the date of registration of the firm. As on date of opening of Technical bid.
- c) **NO. OF PARTNERS:** The CA/CWA firm should have at least five (5) partners on the date of tender submission at least three (3) should be Fellow member.
- d) **NO. OF QUALIFIED CA's:** The CA/CWA firm should have at least five (5) Chartered Accountants/Cost Accountant as employee (other than partners) as on the date of tender submission out of which at least three(3) should be Fellow member.
- e) **NO. OF STATUTORY AUDIT / INTERNAL AUDIT:** The CA/CWA firm should have conducted either statutory audits and /or internal audits of at least three Autonomous Bodies/ Statutory Bodies/ Educational Institution/ PSU with minimum annual turnover of Rs. 10 Crore each with multi locations/offices/branches/units on or after financial year 2015-2016.

The annual turn-over for each Autonomous Bodies / Statutory Bodies / PSUs / Educational Institutes shall be as per their Audited Financial Statements for any financial year during 2015-16 till 2019-20.

- f) **ANNUAL TURNOVER OF THE FIRM:** The annual average turnover of the interested CA/CWA Firm shall not be less than Rs. 1 Crores for last three financial years i.e. 2019-

20, 2018-19, and 2017-18.

- g) **LOCATION OF CA FIRM's OFFICE:** The CA/CWA firm should have the registered / main office in Delhi/NCR. In case the CA/CWA firm does not have registered / main office in Delhi or NCR then it should have a branch office in Delhi NCR. Further, the CA/CWA firm shall provide a list of their branch offices located across India.

Joint Venture and consortium are allowed. However they are required to submit the certified copy of agreement along with the tender documents. The Contract/work order will be awarded to lead firm with full responsibility.

3.1 Documents required for Pre Eligibility Criteria

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided:

<u>NO.</u>	<u>ELIGIBILTY CRITERIA</u>	<u>DOCUMENTS REQUIRED TO SUBSTANTAITE THE SAME</u>	<u>Tick</u>
a	EMPANELLMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	
b	Taxpayer Information The bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	
c	REGISTRATION: with ICAI/ICWAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/ members of firm.	
d	NO. OF PARTNERS.	Copy of Firm Registration Certificate (FRC) as mentioned at Sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India of each partner/ member.	
e	NO. OF QUALIFIED CA's/CWA's	Certified copy of relevant documents from ICAI/ICWAI is required to be submitted.	
f	EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated in Pre eligibility Criteria	Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Auditee organization.	

g	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for - FY 2019-20: FY 2018-19 : FY 2017-18: Average Turnover for three years:	a. Copy of audited balance sheet and profit & loss account for the F.Y. 2019-20,2018-19, 2017-18 b. Income tax return along with income computation sheet for last 3 years (A.Y.2019-20,2018-19, 2017-18)	
h	LOCATION OF CA/CWA FIRM'S OFFICE	Proof of having Office in Delhi/NCR	
	Information Sheet	As per Annexure I	
	Earnest Money Deposit	Bid Declaration Certificate as in Annexure II	
i	Technical bid Documents	As per Annexure III	
j	Tender Acceptance & NON Blacklisting Certificate	As Prescribed in Annexure V	
k	Price Bid	To be filled in the specified format as per Annexure IV.	
	All supporting documents to be submitted should be self-attested by the bidder.		

3.2 Pre-Qualification Eligibility Evaluation

1. Bidders fulfilling the pre-qualification criteria shall be shortlisted.
2. ISLRTC will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed & stamped and whether the bids are generally in order.
3. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The bids, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.
4. The following are some of the important aspects, for which a bid shall be declared non – responsive during the evaluation and will be rejected:
 - a) EMD Certificate not deposited
 - b) Undertaking not provided
 - c) Each page of tender documents are not signed and not submitted
 - d) Bid validity 90 days from the date of Opening Technical bid
 - e) Poor/ unsatisfactory past performance
 - f) Incomplete information
 - g) Lack of required documents

4. TECHNICAL BID EVALUATION

1. The bidders who clear the prequalification norms shall be considered for technical evaluation.

2. Technical bid will be examined to determine the completeness of each document submitted.
3. If any of these documents or information is missing, the offer shall be rejected.
4. The technical evaluation will consist of profile of the bidder and proposal.
5. Bidders securing 50% marks or above will only be considered technically qualified.

4.1. Evaluation of Technical Bid (The Rating Sheet)

The Pre eligible bids received from the will be evaluated in terms of following parameters and points will be given as defined below. Further the points will be awarded to the bidder on the following basis:-

S.no	Particular	Max point	Basis for awarding of Points
1.	Experience of the firm	20	5 points and additional 0.5 Point for additional year of Firm's Registration beyond 10 years
2.	No. of Qualified Partners:	20	2 Marks to each Associate member and 3 Marks to each Fellow Member
3.	No of Qualified CA's/CWA's Employee	20	2 Marks to each Associate member and 3 Marks to each Fellow Member
4.	Turnover of the bidder firm	20	Atleast Rs.1.00 Crores : 10 Points Above Rs. 1.00 Crores to less than equal to Rs.2.00crores : 15 Points More than Rs. 2.00 Crores : 20 Points
5.	Number of Statutory Audit / Internal Audit of Autonomous Bodies/ Statutory Bodies/ Educational Institution/ PSU with minimum annual turnover of Rs. 10 Crore each with multi locations/ offices/ branches/ units on or after financial year 2010-2011.	20	At least 3 - 5 points 4 to 7 - 10 point 8 to 11 - 15 Points 12 and above - 20 points
	Total	100	

Note:

- i) If any bidder not fulfilling any of the above Pre-qualification criteria need not submit their bid as their bid shall be liable to be summarily rejected.
- ii) The Firms securing at least 50% marks based on above system shall be considered asqualified and eligible for opening of financial bid.

5. FINAL COMBINED EVALUATION PROCESS OF BID

The Technical and Price Bid of technically qualified bidder shall be evaluated separately. Tendering evaluation shall be done on marks scored by the Bidder on both Technical and financial Criteria. (As per GFR rules 192).

The weight age for Technical Bid is set at 70% whereas the weight age for financial Bid is set at 30%.

Technical Bid Evaluation Criteria - All qualified bids will be evaluated as per the score provided in clause 3.1 & 4.1.

Price Bid Evaluation Criteria - After the cost comparison and bringing all costs to a standard evaluation number the price proposal will be evaluated using QCBS. The lowest evaluated Price Proposal will be given the maximum price score of 100 points. The price scores of the other Price Proposals will be computed on relative scale.

Combined and Final Evaluation- Proposals will finally be ranked according to the total score (Technical Score + Financial Score).

Formula for Determining the Price Scores

- 70% weightage will be awarded for Technical Evaluation and 30% weightage will be awarded for Financial Evaluation.
- Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the Scoring Model provided in the previous section.
- The Price bid would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.
- **Final Evaluation Criteria Quality and Cost based selection (QCBS)**
The individual Bidder's Price bids are normalized as per the formula below:
 $F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal places) Where,
 F_n = Normalized commercial score for the Bidder under consideration
 F_b = Absolute financial quote for the Bidder under consideration
 F_{min} = Minimum absolute financial quote

Composite Score (S) = Ts * 0.7 + F_n * 0.3

The Bidder with the highest Composite Score(s) would be awarded the contract.

Note: In case of tie (if more than one CA/CWA Firm gets equal marks), ISLRTC has right to decide on the basis of draw.

6. SCOPE OF WORK:-

The ISLRTC Internal Auditor's scope of work shall include the following (this is an illustrative but not exhaustive list):-

A. CASH & BANK BOOK:

- Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- Checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
- Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the ISLRTC rules.
- Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.

B. GRANT & FEE INCOME:

- Checking and verification of fees / incomes / receipts and the review of the reconciliation for fees / income / receipts to ensure that no revenue leakage exists.
- Reconciliation of Fees booked in Income expenditure with Receipts & payment.
- Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation and certification (UC).
- Grant Utilization with Asset Acquired reconciliation
- Treatment as per Accounting Standard.

C. FIXED ASSETS & LIABILITIES:

- Scrutiny of all assets and liabilities accounts to ensure their correctness.
- Audit of fixed assets registers, accounting records and their reconciliation with accounting records.
- Reconciliation of Asset purchased out of Govt Grant. Confirmation of entries as per Accounting Standard 12.
- The audit of liability registers and their reconciliation with accounting records.
- Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.

D. STATUTORY AND INTERNAL COMPLIANCE:

- To audit the compliance with applicable statutory requirements like income tax, GST, EPF and ESI etc.
- To advice and give written opinion on issues pertaining to Income Tax, GST, excise duty and custom laws etc. applicable to ISLRTC Campus and/or HO time to time. To help in preparation and submission of necessary compliance with applicable laws.
- Preparation of all income tax returns and submission of same to income tax authorities.
- Advise and assist in the matters related to Income Tax, GST, and other statutory laws applicable to ISLRTC.
- Assist in preparation and filing of all kinds of Statutory Returns of ISLRTC.
- Provide recent updates on all statutory laws applicable to ISLRTC.
- Helping in preparation & filing of e-TDS quarterly returns within due date.
- Helping in preparation and filing of GST returns within due date.
- To audit compliance of recent changes in last two years in commercial laws applicable to ISLRTC such as Income Tax, GST, EPF and ESI etc- a certificate for the same has to be attached with the internal audit report for each quarter.
- To check whether monthly progress reports and quarterly progress reports are submitted to Head Office within due date.

E. SALARY AND ADVANCES:

- To audit that the salary to staff is being paid as per their terms and conditions and to audit the correctness of pay fixation.
- To audit that outstanding staff loans and advances are recovered as per the stipulated terms / ISLRTC rules.

F. PROCUREMENT OF GOODS & SERVICES:

- Checking and verification of procurements of goods and services to ensure that prescribed procedure mentioned in ISLRTC purchase policies / GFR / GoI guidelines / Policy circulars of ISLRTC etc have been followed.
- Checking of all works / petty repair works related bills awarded by ISLRTC.
- Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.

G. AUDIT OF GRATUITY TRUST, IF ANY

- Checking and verification of records of Gratuity Trust.
- Booking of due entries as per the statement provided by LIC

H. AUDIT OF ENDOWMENT FUNDS, IF ANY

- Funds are utilized as per Policy
- In case of Endowment the reimbursement of Expenditure from Head office is made in timely manner.

I. ADHERENCE TO ISLRTC RULES & REGULATIONS:

- Checking and verification of records of establishment department and activities to ensure compliance with ISLRTC rules and regulations.
- Checking and verification of records of administrative department and activities to ensure compliance with ISLRTC rules and regulations.
- Checking and verification of records of academic department and activities to ensure compliance with ISLRTC rules and regulations.
- Checking and verification of records of building department activities to ensure compliance with ISLRTC rules and regulations.
- Ensure that the ISLRTC policies, rules, regulation and procedures are adhered to is all accounting matters and transactions.
- Checking and verification of records of project cell, projects undertaken, timelines prescribed as per ISLRTC's rules & regulations and the deviations, if any may be reported.
- Adherence to Office Memorandum & Circulars issued by head Office from time to time.
- Compliance of observations issued by C&AG audit.

J. INTERNAL CONTROL SYSTEM:

- Audit of the financial management of infrastructural/construction projects or works of ISLRTC.
- Audit of the strategic projects undertaken by ISLRTC.
- Review of accounting and internal control systems and suggestions for improvements where a weak lacuna in accounting and internal control systems is observed.
- To ensure that the major expenditure and incomes items are booked/recorded following accrual system of accounting by all campuses & Head Office and report

deviations, if any.

- Detection of systemic flaws and suggestions for adopting the corrective measures.
- Advice ISLRTC on risk assessment and risk mitigation mechanism.
- Conducting Process Audit of areas as intimated and directed by the management from time to time.
- Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks of ISLRTC Campus for non-compliance / non-settlement.

7. PERIODICITY AND TIMELINES OF AUDIT:

- (a) ISLRTC's Internal Auditor will be required to conduct the internal audit in four quarters: **1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March**. The auditors will also be required to prepare and consolidate the annual accounts of ISLRTC for the year 2021-22 and also for subsequent years, if re-appointed.
- (b) **Timelines for conducting the Audit:** The Auditor shall strictly follow the timelines mentioned below in the table:

S.No	Description of Audit	Timeline
1.	Commencement of Internal Audit of every Quarter	The audit should start from the 20 th day of the month following the end of the quarter of which audit is to be done at every ISLRTC Office. Audit is to be conducted for 4 Quarters which include 1 st Quarter of F.Y.2022-23
2.	Submission of Final Internal Audit Report	The final Internal Audit Report of ISLRTC after discussion with the ISLRTC's Management should be submitted within 30 days from the date of start of Internal Audit.
3.	For Preparation of Annual Accounts for F.Y. 2021-22	31 st May,2022

8. DUTIES OF AUDITOR:

- (a) The Auditor will be required to carry out internal audit of ISLRTC on quarterly basis and submit the final internal audit report to Dy. Director with a copy to Director, ISLRTC.
- (b) The auditor will be required to carry out assessment of any particular internal system of ISLRTC in detail and submit report on the same as demanded by ISLRTC.
- (c) The Auditor will be required to submit an audit schedule / plan within 7 days before the end of quarter stating the major areas which would be covered during the audit of

ISLRTC.

(d) The Auditor will be required to depute his audit team in the following manner:

S.No.	Description	Minimum No of Employees to be present	Minimum No of daysfor which the team should be present:
1.	Team deputed to carry out the internal audit for ISLRTC quarterly.	Should consist of at least one CA/CWA with 5 year's experience, one CA/CWA intermediate/ IPCCand one assistant.	The team will be required to be present at ISLRTC for carrying out audit for a minimum of one week for each quarter.
2.	The team deputed to carry out the internal audit for the last quarter and Consolidation and Finalization of financial statements at the year end for ISLRTC.	Should consist of at least one CA/CWA with 5 years' experience, two CA/CWA, Intermediate / IPCC.	The team will be required to be present at ISLRTC for a minimum of three days for carrying out audit, Consolidation and Finalization of financialstatements.

- (e) The auditor will be required to discuss the internal audit reports of ISLRTC with the concerned officer before its finalization for each quarter. It may take 4-5 working days. For this he will be required to meet the Dy. Director (Admin.) & Officer-in-Charge and discuss his response and incorporate their comments before issuing final internal audit report. For internal audit report of the Head Office, the inputs of Section Officer (Admin. & Accounts) will be obtained before issue of final internal audit report.
- (f) For Consolidation of Accounts, the auditor shall be responsible for standardization of accounting heads, arranging heads, arranging of standardized codes and standardization of formats for final account of ISLRTC.
- (g) The auditor shall be responsible for consolidation & finalization of the financial statements at the year-end of all ISLRTC within the time stipulated in table at point c above from the end of the Financial Year. The same shall be signed and sealed by the CA/CWA Firm. Further, the auditor shall also be responsible for the Finalization of annual accounts of ISLRTC by the end of 31st May.
- (h) The internal audit report for each quarter is to be prepared in three parts as given below for ISLRTC:-

Part - I : Management Summary and Suggestions

Part - II : Detailed Internal Audit Report (for Current Quarter)

Part – III : Follow up and Action Taken Report (for Previous Reports)

Further, a Consolidated Management Summary for each quarter of ISLRTC are also required to be submitted to ISLRTC.

- (i) It will be the duty of the internal auditor to obtain / follow up the corrections / rectifications / action taken for each objection and incorporate the same in consolidation management summary to be presented.
- (j) For all matters, the ISLRTC internal auditors will co-ordinate with Dy. Director (Admin), ISLRTC .

9. PAYMENT SCHEDULE :-

The payment shall be made as follows:

- (a) **For Internal Audit:** The 75% payment of professional fees for internal audit will be released on quarterly basis on submission of bills subject to timely submission of quarterly internal audit reports of ISLRTC along with consolidated executive summary & action taken report and balance 25% after its approval by Governing Council of ISLRTC
- (b) **For Finalization of Annual Accounts:** The 75% payment of professional fees for Finalization of Annual Accounts of ISLRTC will be made on submission of bills subject to submission of sealed and signed consolidated Annual Accounts and balance 25% after approval of Annual Accounts by Governing Council of ISLRTC.

10 TERMS AND CONDITIONS:-

1. Initially the appointment of ISLRTC internal auditor will be for the financial year i.e. 2021- 22. However, ISLRTC may extend the appointment as Internal Auditor for next two financial years i.e. 2022-23 and 2023-24 with a 5% escalation per annum upon satisfactory performance. Other terms & condition on extension will remain same. The extension will be made for each financial year separately at the sole discretion of ISLRTC. The appointment of ISLRTC internal auditor cannot be for more than three years in total.
2. Each page of supporting documents is required to be signed by the Nodal Partner of CA/ CWA Firm.
3. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
4. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
5. Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
6. **PERFORMANCE GUARANTEE:** The successful bidder is required to submit performance guarantee of 3% of Contract Value as per OM no. F.9/4/2020-PPD dated 12.11.2020 by Govt of India. PBG may be in the form of Bank guarantee, Demand Draft in favor of Indian Sign Language Research and Training Centre, New Delhi and validity must be 90 days beyond the contract period. (non Interest bearing).
7. Whenever deemed necessary, ISLRTC may seek clarifications on any aspect from the participant firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered.
8. The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this tender document.
9. ISLRTC reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document. Any Corrigendum to this tender will be notified through the websites <https://eprocure.gov.in/eprocure/app/> / <http://www.isrltc.nic.in>
10. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
11. ISLRTC reserves the right to cancel this tender process at any time without assigning any reason before the selection of CA/CWA Firm and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.
12. This tender is subject to the jurisdiction of the local courts at Delhi only. All disputes

arising out of the tender process shall have the jurisdiction of the local courts at Delhi only.

13. Tenders received in the single-bid system i.e. having the technical bid as well as financial bid in the same small envelope shall be rejected.
14. ISLRTC will not accept any claim other than professional fee / charges etc. specified in financial bid.
15. The CA/CWA Firm should not have any disputes with any of the client. If any disputes come to knowledge of ISLRTC at any point of time, then the services of CA/CWA Firm would be terminated.
16. Any tender received not in conformity the aforesaid terms and conditions may not be considered and same will be rejected.
17. TDS if applicable will be deducted at prescribed rates as per Income Tax Act, 1961.
18. The contract will be only between ISLRTC and CA/CWA Firm which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the CA/CWA Firm within a week failing which their EMD will be forfeited.
19. The terms and conditions of the contract shall constitute the entire agreement between the CA/CWA Firm and ISLRTC. Any change will be binding only if the amendment are made in writing and signed by a competent authority of ISLRTC and the CA/CWA Firm.
20. Any dispute arising shall be referred to the sole arbitration. The selection of arbitration will be made by Dy. Director(Admin.), ISLRTC. The arbitrator's decision shall be final and binding on both the parties.
21. The CA/CWA Firm will ensure that no information or data about the policies of ISLRTC is taken out in any form including electronic form or otherwise. The firm shall also undertake that any information data signed by the staff of the Firm is not provided to any third party or misused. In case there is such an instance, ISLRTC reserves the right to take action against the Firm as deemed fit.
22. The Firm shall be responsible for any damage to equipments, property and third party liabilities caused by acts on part of its auditors / representatives.
23. The CA/CWA Firm shall ensure that the audit work is started and completed as per the time schedule mentioned in the tender document. In case of delay in the satisfactory performance and completion of audit work, penalty @ 0.2% (point two percent) per day of the quarterly amount payable shall be applicable for a maximum of 30 days. Beyond 30 days, ISLRTC reserves the right to cancel the contract, forfeit the Security Deposit and get the work completed from alternate sources at the risk and cost of the defaulting firm.
24. Bid submitted by the CA/CWA Firm shall remain valid for a period of 90 days from the date of opening of Technical bid.
25. No subletting of work is permissible

26. The ISLRTC reserves the right to cancel the contract in the following cases:

- i) The CA/CWA Firm fails to comply with the terms and conditions of the contract.
- ii) The CA/CWA Firm fails to deliver the services on time.
- iii) The CA/CWA Firm becomes bankrupt or goes into liquidation.

Upon receipt of the said cancellation notice, the CA/CWA Firm shall discontinue contract and matters connected with it.

27. In the event of Force Majeure occurring within the contracted period, the delay in performing internal audit can be extended by ISLRTC on receipt of written request of CA/CWA Firms.

INFORMATION SHEET**Particulars of CA/CWA Firm for appointment as Internal Auditor of ISLRTC**

- (a) Name of the Firm:
- (b) Incorporated asin year.....at.....
- (c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.
- (d) Registered Office Address
Name of the Nodal Partner
Designation
Telephone Numbers
Fax Numbers
E-mail
Mobile No.
- (e) Registration details with Statutory Bodies: (enclose attested photocopy of documents)

Goods & Service Tax Registration No.:

Income Tax No. (PAN):

C&AG Registration No.:

- (f) Details of Partners of the Firm:

S.No	Name	Qualification	Associated with Firm Since

- (g) Details of Full Time Chartered Accountants in the Firm:

S.No	Name	Qualification	Associated with Firm Since

- (h) Total Staff Strength of the Firm:

- (i) EMD Details:

Particulars	Declaration certificate.	Date

*Format is enclosed at Annexure II. It should be signed with seal stamp.

- (j) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:

- (k) Name of Clients (PSU's / Autonomous Bodies) of which Statutory audit was assigned through C&AG's office and conducted in any of the last 5 years.
- (l) Any other information Firm would like to furnish:

(On letter Head)
Bid Security Declaration Form

(Annexure II)

Date: _____

Tender No.

To

I/ We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder (i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of :

Name:

Duly authorized to sign the bid for an on behalf of .

Dated on _____ day of _____.

Corporate Seal

Signature with Stamp

Date

Place

TECHNICAL BID DOCUMENTS

Sr.	Particulars	Details to be provided as on the closing date of this Tender
General Information		
1.	Name of the CA/CWA Firm	
2.	Date of registration of CA/CWA firm	
3.	Registered / Main Office Address	
4.	Name of Nodal Partner	
5.	Contact No. of Nodal Partner	
6.	No. of Branches in India (Attach a list along with address)	
9.	Details of Demand Draft submitted towards Earnest Money Deposit.	

<u>NO.</u>	<u>ELIGIBILITY CRITERIA</u>	<u>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</u>	<u>Page no.</u>
a	EMPANELLMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	
b	Taxpayer Information The bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	
c	REGISTRATION: with ICAI/ICWAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/ members of firm.	
d	NO. OF PARTNERS.	Copy of Firm Registration Certificate (FRC) as mentioned at sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India of each partner/member.	
e	NO. OF QUALIFIED CA's/CWA's	Certified copy of relevant documents from ICAI is required to be submitted.	
f	EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated in Pre eligibility Criteria	Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Auditee organization.	

g	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for -FY 2019-20: FY 2018-19 : FY 2017-18: Average Turnover for three years:	a. Copy of audited balance sheet and profit & loss account for the F.Y. 2019-20,2018-19, 2017-18 b. Income tax return along with income computation sheet for last 3 years (A.Y. 2019-20,2018-19, 2017-18)	
h	LOCATION OF CA FIRM'S OFFICE	Proof of having Office in Delhi/NCR	
i	Information sheet	As per Annexure I	
j	Earnest Money Deposit	Bid Declaration Certificate as in Annexure II	
k	Technical bid Information	As per Annexure III	
l	Tender Acceptance & NON Blacklisting Certificate	As Prescribed in Annexure V	
m	Price Bid	To be filled Online in the specified format as per Annexure IV.	
	All supporting documents to be submitted should be self-attested by the bidder.		

(Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct; a declaration in this regard is to be submitted)

**Signature of Nodal Partner
With name and firm Seal**

FINANCIAL BID

The interested CA/CWA firm may quote their professional fees (all inclusive) in the following format:-

S. No.	Particulars	Amount in Rs.
1.	Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2021-22 for ISLRTC	
2.	Annual Professional fee for finalization of financial statements for 2021-22 ISLRTC along with all schedules, accounting policies and notes on accounts at the end of financial year and finalization of the financial statements I S L R T C at the end of financial year.	
3.	Total Annual Professional fee (1+2)	
4.	GST @ 18%	
5.	Grand Total	

Grand Total Professional fees in words

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Signature of Nodal Partner
With name and firm Seal

Note: In case of difference in quoted price in figures and words, price quoted in word will prevail.

**Tender Acceptance Letter
(To be given on Company's Letter Head)**

Date:

Sub: Acceptance of Terms & Conditions of Tender Bid No:

Name of Work:

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:- <https://eprocure.gov.in/eprocure/app>
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 01 to 59 (including all documents like annexure), schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization shall 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 totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking.
6. I/We do hereby declare that our firm has not been part of cartel with other vendors and will quote competitive rates in the bids.
7. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/ right against organization in satisfaction of this condition.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place: