

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**APPOINTMENT OF CA FIRM/LLP AS INTERNAL AUDITOR OF  
INDIAN SIGN LANGUAGE RESEARCH AND TRAINING CENTRE  
(ISLRTC), NEW DELHI F.Y. 2022-23**



**भारतीय सांकेतिक भाषा अनुसंधान और प्रशिक्षण केंद्र – नई दिल्ली**  
**Indian Sign Language Research and Training Centre, New Delhi**

दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय, भारतसरकार  
Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India  
मॉड्यूल संख्या 403-405, चौथी मंजिल, एनएसआईसी बिजनेस पार्क, ओखला इंडस्ट्रियल एस्टेट, नई दिल्ली-110020  
Module No. 403-405, 4<sup>th</sup> Floor, NSIC Business Park, Okhla Industrial Estate, New Delhi- 110020  
वेबसाइट / Website: <https://islrtc.nic.in>, फोन / Phone :011-20883013,  
ईमेल /Email:[islrtcnewdelhi@gmail.com](mailto:islrtcnewdelhi@gmail.com)

**F.No. IS-01007/7/2020-ISLRTC-D**

**APPOINTMENT OF CA FIRM/LLP AS INTERNAL AUDITOR OF INDIAN SIGN LANGUAGE RESEARCH AND TRAINING CENTRE (ISLRTC), NEW DELHI FOR THE FINANCIAL YEAR 2022-23.**

**1. INTRODUCTION:**

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.

**2. The Centre intends to:**

- a) Invites tender from Chartered Accountants/ Cost Accountant Firms for appointment as ISLRTC Internal Auditor for the Financial Year 2022-23 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 and submit their tender and the bids along with copies of all the relevant certificates, documents, etc. in support of their technical & financial bids – all duly signed from 17<sup>th</sup> Nov, 2022 from 10.00 A.M to 8<sup>th</sup> Dec, 2022 upto 05.00 P.M. The interested Chartered Accountancy Firms may submit their bids/quotations for the above mentioned work addressed to the “**Deputy Director (A), ISLRTC, Module No. 403-405, 4<sup>th</sup> Floor, NSIC Business Park, Okhla Industrial Estate, New Delhi-110020**”; **in a sealed envelope super-scribing: Quotations for Engagement of Chartered Accountant firm as Internal Auditor.** Tender documents is also available for viewing on the “tenders” link of the ISLRTC website i.e. <http://www.islrte.nic.in>.
- c) Applications to this tender will be accepted only through the offline mode. No other mode of application will be considered **& application will not be accepted.**
- d) The tender should be accompanied with Earnest Money of Rs.5000/- for each quotation quoted for by way of Demand Draft/Pay Order on any Nationalised Bank in Favour of “Indian Sign Language Research and Training Centre Payable at New Delhi.

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

- e) The technical bid will be opened at ISLRTC, Module No 403-405, NSIC Business Park, Okhla Industrial Estate, New Delhi on 9<sup>th</sup> Dec, **2022**. The Financial bid will be opened only of those bidders who qualify the technical bid as provided in **PARA 4 & 4.1**.
- f) The interested CA/LLP 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.
- g) 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, Email:- islrtnewdelhi@gmail.com, Mob. No:- 8077560276.

## **2. PRE-ELIGIBILITY CRITERIA:-**

The interested CA/LLP 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) **EMPANELLEMENT WITH C&AG:** The CA/LLP Firm should be empanelled with the Comptroller & Auditor General of India (C&AG) in any one year in last three financial years 2018-19, 2019-20, 2020-21.
- b) **EXPERIENCE:** The CA/CWA Firm should have experience of at least five (05) 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 two (2) partners on the date of tender submission.
- d) **NO. OF QUALIFIED CA's:** The CA/CWA firm should have at least (3) Chartered Accountants/Cost Accountant as employee (other than partners) as on the date of tender submission.
- e) **NO. OF STATUTORY AUDIT / INTERNAL AUDIT:** The CA/CWA firm should have conducted either statutory audits and /or internal audits of at least two 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 2020-21.

- f) **ANNUAL TURNOVER OF THE FIRM:** The annual average turnover of the interested CA/CWA Firm shall not be less than **Rs. 50 lakh** for last three financial years i.e. 2020-21, 2019-20, and 2018-19.
- 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.

### 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:

<b><u>Sl. No.</u></b>	<b><u>ELIGIBILITY CRITERIA</u></b>	<b><u>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</u></b>	<b><u>Document attached yes/no</u></b>
a	<b>EMPANELMENT WITH C&amp;AG:</b>	Certified copy of empanelment letter issued by C&AG is to be submitted.	
b	<b>Taxpayer Information</b> The bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/TAN No.) b. GSTIN Registration	
c	<b>REGISTRATION: with ICAI/ICWAI</b>	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	<b>NO. OF PARTNERS.</b>	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	<b>NO. OF QUALIFIED CA's/CWA's</b>	Certified copy of relevant documents from ICAI/ICWAI is required to be submitted.	
f	<b>EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated in Pre eligibility Criteria</b>	Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Auditee organization.	

g	<b>ANNUAL TURNOVER OF THE FIRM:</b> Details for annual turnover for – FY 2021-22: FY 2020-21 : FY 2019-20: Average Turnover for three years:	a. Copy of audited balance sheet and profit & loss account for the F.Y. 2020-21,2019-20, 2018-19 b. Income tax return along with income computation sheet for last 3 years (A.Y. 2020-21,2019-20, 2018-19)	
h	<b>LOCATION OF CA/CWA FIRM'S OFFICE</b>	Proof of having Office in Delhi/NCR	
	<b>Information Sheet</b>	As per <b>Annexure I</b>	
	<b>Earnest Money Deposit</b>	Bid Declaration Certificate as in <b>Annexure II</b>	
i	<b>Technical bid Documents</b>	As per <b>Annexure III</b>	
j	<b>Tender Acceptance &amp; NON Blacklisting Certificate</b>	To be filled in the specified format as per <b>Annexure IV.</b>	
k	<b>Price Bid</b>	As Prescribed in <b>Annexure V</b>	
	<b>All supporting documents to be submitted should be self-attested by the bidder.</b>		

### 3.2 Pre-Qualification Eligibility Evaluation

1. Bidders fulfilling the pre-qualification criteria shall only 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 180 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 only 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.

**4.1 Evaluation of Technical Bid (The Rating Sheet)**

The Pre eligible bids received 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 5 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 <b>Rs.50.00 lakh</b> : 10 Points Above Rs. 50.00 Lakh to less than equal to Rs.1.00crores : 15 Points More than Rs. 1.00 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
	<b>Total</b>	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 as qualified 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.

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

**Note:** In case of tie (if more than one CA/CWA Firm quoted equal rates), ISLRTC has right to decide on the basis of draw in the presence of bidder & ISLRTC.

#### **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. 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.**

#### **H. 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 for 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 2022-23 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:

<b>S.No.</b>	<b>Description of Audit</b>	<b>Timeline</b>
1.	Commencement of Internal Audit of every Quarter	The audit should start from the 10 <sup>th</sup> day of the month following the end of the quarter of which audit is to be done at every ISLRTC Office
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	15 <sup>th</sup> 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 well in advances preferably 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 days for 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 3 year's experience, one CA/CWA intermediate/ IPCC and 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 3 years' experience, two CA/CWA Intermediate / IPCC.	The team will be required to be present at ISLRTC for a minimum of two weeks for carrying out audit, Consolidation and Finalization of financial statements.

(e) 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.

(f) 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 15<sup>th</sup> May.

(g) 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.

- (h) 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 in the Governing Councils.
- (i) The senior partner of CA/CWA Firm will have to present the consolidated management summary of internal audit report in PPT Form for each quarter in the Executive and General Council meeting. Further, he has to present the ISLRTC annual accounts for the year in the meetings of Governing Council. **No separate boarding & lodging will be paid for attending such meetings during the year.**
- (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 100% payment of professional fees for internal audit will be released on yearly basis on submission of bills subject to timely submission of internal audit reports of ISLRTC along with consolidated executive summary & action taken report and submission of sealed and signed consolidated Annual Accounts after approval of 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. 2022- 23. However, ISLRTC may extend the appointment as Internal Auditor for next two financial years i.e. 2023-24 and 2024-25 **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/LLP 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 10% of Contract Value or Min. Rs.15,000/- 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 180 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.islrtc.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/LLP 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 summarily rejected.
14. ISLRTC will not accept any claim other than professional fee/charges etc. specified in financial bid.
15. The CA/LLP 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/LLP Firm would not 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/LLP Firm which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the CA/LLP 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/LLP 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/LLP 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/LLP 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 taken 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/LLP 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/LLP Firm shall remain valid for a period of 180 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/LLP Firm fails to comply with the terms and conditions of the contract.
  - ii) The CA/LLP Firm fails to deliver the services on time.
  - iii) The CA/LLP Firm becomes bankrupt or goes into liquidation.

Upon receipt of the said cancellation notice, the CA/LLP 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/LLP Firms.



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

- (a) Name of the Firm:
- (b) Incorporated as .....in 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:

<b>Particulars</b>	<b>Declaration certificate.</b>	<b>Date</b>

\*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**

Sl. No.	Particulars	Details to be provided as on the closing date of this NIT
	<b>General Information</b>	
1.	Name of the CA/LLP Firm	
2.	Date of registration of CA/LLP Firm	
3.	Registered/Main Office Address	
4.	Name of Nodal Partner	
5.	Contact No. of Nodal Partner	
6.	No. of Branches in India (Attached a list along with address)	
7.	Details of Demand Draft submitted towards Earnest Money Deposit.	

Sl. No.	Eligibility Criteria	Documents Required to Substantiate the same	Page no.
a)	Empanelment 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	(i). Income Tax Registration (PAN No./TAN No.) (ii). 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 and Copy of certificate of practice of all the Partners/members of firm.	
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 Audit organisation.	
g)	Annual Turnover of the Firm: Details for annual turnover for – FY 2020-21: FY 2019-20: FY 2018-19: Average Turnover for three years:	a. Copy of audited balance sheet and profit & loss account for the FY 2020-21, 2019-20, 2018-19. b. Income Tax return along with income computation sheet for last 3 years (AY 2020-21, 2019-20, 2018-19)	
h)	Location of CA Firm's Office	Proof of having Office in Delhi/NCR	
i)	Information sheet	As per <b>Annexure-I</b>	
j)	Earnest Money Deposit	Bid Declaration Certificate as in <b>Annexure-II</b>	
k)	Technical bid Information	As per <b>Annexure-III</b>	
l)	Tender Acceptance & Non-Blacklisting Certificate	As Prescribed in <b>Annexure-V</b>	
m)	Price Bid	To be filled in the specified format as per <b>Annexure-IV</b>	
<b>All supporting documents to be submitted should be self-attested by the bidder.</b>			

(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****(To be submitted in a separate sealed envelope with clear.....)**

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

<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount in Rs.</b>
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 ISLRTC at the end of financial year.	
3	<b>Total Annual Professional fee (1+2+3)</b>	
4	GST @.....	
5	<b>Grand Total</b>	

**Grand Total Professional fees in words .....**  
 .....

**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 (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: