Tender No -01/PUR/BNN/IASc-ACCOUNTS/2021-22 Dt. 17 June 2021

Tender Inviting Authority
ASSISTANT EXECUTIVE SECRETARY, IASc
Fax: +91-080 –23616094, Tel: +91-080-22661207
E-Mail: office@ias.ac.in, Visit us at www.ias.ac.in

Tender for appointment of Statutory Auditor for three years from Financial Year 2021-22.

TENDER DOCUMENT FOR APPOINTMENT OF STATUTORY AUDITOR OF THE INDIAN ACADEMY OF SCIENCES FOR THE FINANCIAL YEAR 2021-22 (From 2021-22 – 2023-24)

OPENING DATE FOR SUBMISSION OF TENDER: 17 June 2021
CLOSING DATE FOR SUBMISSION OF TENDER: 24 June 2021

To be downloaded from Website www.ias.ac.in tender link at below reference (https://www.ias.ac.in/About_IASc/Tender_Notices/)

Cost of Tender Document: ₹ 1000/- (Non-refundable)

In case the Tender document is downloaded from the Academy website, attach a DD of ₹ 10,000/- only in favour of Indian Academy of Sciences, payable at Bengaluru

INDEX
Table of Contents

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ABOUT THE ACADEMY</td>
<td>2-2</td>
</tr>
<tr>
<td>2.</td>
<td>NOTICE INVITING TENDER</td>
<td>2-3</td>
</tr>
<tr>
<td>3.</td>
<td>PRE-ELIGIBILITY CRITERIA:--</td>
<td>3-5</td>
</tr>
<tr>
<td>4.</td>
<td>TECHNICAL BID EVALUATION</td>
<td>5-5</td>
</tr>
<tr>
<td>5.</td>
<td>FINAL COMBINED EVALUATION PROCESS OF BID</td>
<td>5-6</td>
</tr>
<tr>
<td>6.</td>
<td>SCOPE OF WORKS</td>
<td>6-9</td>
</tr>
<tr>
<td>7.</td>
<td>PERIODICITY AND TIMELINES OF AUDIT</td>
<td>9-10</td>
</tr>
<tr>
<td>8.</td>
<td>DUTIES OF AUDITOR</td>
<td>10-11</td>
</tr>
<tr>
<td>9.</td>
<td>PAYMENT SCHEDULE</td>
<td>11-11</td>
</tr>
<tr>
<td>10.</td>
<td>TERMS AND CONDITIONS</td>
<td>11-12</td>
</tr>
<tr>
<td>11.</td>
<td>ANNEXURE I- INFORMATION SHEET</td>
<td>13-13</td>
</tr>
<tr>
<td>12.</td>
<td>ANNEXURE II- FORMAT FOR EMD DECLARATION :INFORMATION SHEET</td>
<td>14-14</td>
</tr>
<tr>
<td>13.</td>
<td>ANNEXURE III- FORMAT OF TECHNICAL BID</td>
<td>15-16</td>
</tr>
<tr>
<td>14.</td>
<td>ANNEXURE IV- FORMAT OF FINANCIAL BID</td>
<td>17-17</td>
</tr>
<tr>
<td>15.</td>
<td>ANNEXURE V- TENDER ACCEPTANCE LETTER</td>
<td>18-18</td>
</tr>
</tbody>
</table>
INDIAN ACADEMY OF SCIENCES
(A professional body under the Department of Science & Technology, Gov)
PB 8005, RRI Campus, Sadashivanagar,
C.V.Raman Avenue, Bengaluru 560 080.

SUBJECT: APPOINTMENT OF STATUTORY AUDITOR IN INDIAN ACADEMY OF SCIENCES, BENGALURU FOR THE FINANCIAL YEAR 2021-22 (FURTHER EXTENDABLE FOR TWO (2) FINANCIAL YEARS i.e. 2022-23 & 2023-24).

1. ABOUT THE ACADEMY: The Indian Academy of Sciences was founded by Professor C. V. Raman (Nobel Laureate) and was registered as a Society under the Societies Registration Act. The Academy aims at promoting the progress and upholding the cause of science in pure and applied branches. The Academy is a professional autonomous body of Department of Science & Technology (DST), Ministry of Science & Technology (MST), Government of India (GOI). The Academy was taken into the ambit of DST by GOI vide notification dated 12th October 1971 and the Academy started getting financial assistance through Grants-in-Aid from DST. Dissemination of science by publishing scientific journals, magazines and online discussion forums; Recognition of scientific talent and accomplishment through identification of Fellows and Associates; Promotion of science and scientific activities at various levels: (i) at the level of frontline research by organizing lectures during annual scientific meetings, (ii) at the level of university and college students by Science Education Programmes through award of Fellowships, grants for organizing lecture workshops, etc. (iii) at the national science ecosystem level by inviting scientists of international acclaim to occupy Chair Professorships instituted by the Academy. Providing support to the Government of India in determining policies that pertain to science and translation of the policies;

2. NOTICE INVITING TENDER:

(a) Tenders are invited from Chartered Accountants firms for appointment as the Academy Statutory Auditor for the Financial Year 2021-22 onwards. The appointment of the selected Chartered Accountants Firm as Statutory Auditor may further be extended for two more financial years at sole discretion of the Academy 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 firms should submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & financial bids – all duly signed from 17 JUNE 2021.by 10.00 A.M to 24 JUNE 2021 up to 12.00 Noon Tender documents is also available for viewing on the “tenders” link of the Academy website i.e. https://www.ias.ac.in/About_IASc/Tender_Notices/

(c) 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 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).

(d) The technical bid will be opened online by the Office Tender Committee of the Academy on 24 JUNE 2021 at 03:00 P.M. The Financial bid will be opened on the date which will be communicated to only those bidders who qualify the technical bid as provided in PARA 4 & 4.1.

(e) The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected.

(f) In case of any further clarification required relating to this tender, the same may be sought from the following officer of the Academy:-
3. PRE-ELIGIBILITY CRITERIA:

The interested CA 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 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 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 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 firm should have at least five (5) Chartered Accountants 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: The CA firm should have conducted either statutory audits and/or internal audits of at least three Autonomous Bodies / Statutory Bodies / PSU with minimum annual turnover of Rs. 50 LAKH 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 Firm shall not be less than Rs. 50 lakhs for last three financial years i.e. 2020-21, 2019-20, and 2018-19.

g) LOCATION OF CA FIRM’S OFFICE: The CA firm should have the registered / main office in Bengaluru. In case the CA firm does not have registered / main office in Bengaluru then it should have a branch office in Bengaluru.

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:

<table>
<thead>
<tr>
<th>NO.</th>
<th>ELIGIBILITY CRITERIA</th>
<th>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>EMPANELLEMENT WITH C&amp;AG:</td>
<td>Certified copy of empanelment letter issued by C&amp;AG is to be submitted.</td>
</tr>
<tr>
<td>b</td>
<td>Taxpayer Information The bidder should have been registered with the Tax Department</td>
<td>a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration</td>
</tr>
<tr>
<td>c</td>
<td>REGISTRATION: with ICAI/ICWAI</td>
<td>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.</td>
</tr>
<tr>
<td>d</td>
<td>NO. OF PARTNERS</td>
<td>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.</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>e</td>
<td>NO. OF QUALIFIED CA’s/CWA’s</td>
<td>Certified copy of relevant documents from ICAI/ICWAI is required to be submitted.</td>
</tr>
<tr>
<td>f</td>
<td>EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated in Pre eligibility Criteria</td>
<td>Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Auditee organization.</td>
</tr>
</tbody>
</table>
 b. Income tax return along with income computation sheet for last 3 years (A.Y. 2020-21,2019-20,2018-19) |
| h | LOCATION OF CA/CWA 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 Documents | 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. | |

### 3.2 Pre-Qualification Eligibility Evaluation

1. Bidders fulfilling the pre-qualification criteria shall be shortlisted.
2. The Academy 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 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:

<table>
<thead>
<tr>
<th>S.no</th>
<th>Particular</th>
<th>Max point</th>
<th>Basis for awarding of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Experience of the firm</td>
<td>20</td>
<td>5 points and additional 0.5 Point for additional year of Firm's Registration beyond 10 years</td>
</tr>
<tr>
<td>2.</td>
<td>No. of Qualified Partners:</td>
<td>20</td>
<td>2 Marks to each Associate member and 3 Marks to each Fellow Member</td>
</tr>
<tr>
<td>3.</td>
<td>No of Qualified CA's/CWA's Employee</td>
<td>20</td>
<td>2 Marks to each Associate member and 3 Marks to each Fellow Member</td>
</tr>
<tr>
<td>4.</td>
<td>Turnover of the bidder firm</td>
<td>20</td>
<td>At least Rs. __50.00 Lakh : 10 Points Above Rs. 50.00 Lakh to less than equal to Rs.1.00 crores: 15 Points More than Rs. 1.00 Crores : 20 Points</td>
</tr>
<tr>
<td>5.</td>
<td>Number of Statutory Audit / Internal Audit of Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU with minimum annual turnover of Rs. 50 Crore each with multi locations/offices /branches/units on or after financial year 2010-2011.</td>
<td>20</td>
<td>At least 3 - 5 points 4 to 7 - 10 point 8 to 11 - 15 Points 12 and above - 20 points</td>
</tr>
</tbody>
</table>

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 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. 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:

$$F_n = \frac{F_{min}}{F_n} \times 100$$ (rounded off to 2 decimal places) Where,
Composite Score \( (S) = T_s \times 0.7 + F_n \times 0.3 \)

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

Note: In case of tie (if more than one CA Firm gets equal marks), the Academy has right to decide on the basis of draw in the presence of bidder & the Academy.

6. SCOPE OF WORK:-

The Academy 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 of GoI.
   • Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.

B. GRANT & OTHER INCOME:
   • Checking and verification of incomes / receipts and the review of the reconciliation for income /receipts to ensure that no revenue leakage exists.
   • Reconciliation of receipts booked in Income expenditure with Receipts & payment.
   • Checking and verification of Government Grants (Central) received and utilized and their quarterly reconciliation and certification (UC).
   • Grant Utilization with Asset Acquired reconciliation
   • Treatment as per Accounting Standard, prescribed for Autonomous Bodies of GoI.

   • Among the activities undertaken by the Academy since 1934, publication of scientific journals has occupied the pride of place. The number of journals currently published by the Academy is 13, covering all major disciplines in science & technology. The Academy is one of the biggest scientific journal publishers (being a Society) in the country.

   • Since January 2007, 10 journals of the Academy are being co-published with a leading international publisher. This publisher provides access to the journals’ content worldwide on its journal platform also distributes print editions of the 10 journals outside India. Full and free access to the Academy journals is available worldwide on the website of the Academy (https://www.ias.ac.in/Journals/Overview/).

   • The Academy is engaged in the activity of publishing scholarly scientific Journals and earns revenue from this activity in the form of subscriptions. Through a co-publishing arrangement, the online version of the journals published by the Academy are hosted on its portal. This co-publisher revenue by hosting the online versions of Journals on their link with many value added
features. As per the agreed terms, this co-publisher transfers to the Academy a share of revenue earned by sale of online versions of the journals brought out by the Indian Academy of Sciences.

- The co-publisher shall pay to the Academy an annual royalty share of the Net Revenue from sales of the Journals for each calendar year. For the purposes of this Agreement, "Journal Net Revenue" shall mean realized revenue from: International Print and print + online subscriptions sales, including Institutional and Individual Subscriptions, less any customary discounts to subscriptions agents, Online sales, including consortia sales and single e-only subscriptions, less any customary discounts to subscriptions agents, Reprint sales, License sales, such as sales from translations and income from the exercise of subsidiary rights, Advertising sales, not including any commissions paid to the co-publisher’s media representatives,

- b. Co-publisher shall pay an annual royalty to the Academy on all electronic Back file sales a share of the "Net Back file Receipts" for each Subscription Year. "Net Back file Receipts" shall mean the amount actually received by Springer directly from Back files ales less without limitations, line charges, third-party vendor charges, taxes and fees.

- c. As an express exception to the royalty provisions of this Agreement, no royalties shall be paid with respect to print or electronic copies of the Journal provided for promotional or marketing purposes as provided under this Agreement, or as provided as a courtesy to Academy.

- d. A statement of account shall be made annually by May for the preceding calendar year for accounting the 'Royalty proceeds receivable from the co-publisher in the books of the Academy as receivable', and payments due to the Academy will be remitted in Indian Rupees (INR) to the Academy in the month of June. The statement of account shall include written statements for the prior Subscription Year providing sufficiently detailed accounts of revenue received from each source and category to support co-publisher’s calculation of payments made or to be made to the Academy.

- e. During the term of this agreement, or on expiration or prior termination, on written request by the Academy, an independent and qualified Chartered Accountant designated and deputed by the Academy may conduct an audit of co-publisher’s books and records, once a year, solely as they relate to the Journals' Revenue proceeds of the previous year(s) during normal business hours, at co-publisher’s principal place of business. During the term of this agreement, or on expiration or prior termination, on written request by the Academy, an independent and qualified Chartered Accountant designated and deputed by the Academy may conduct an audit of Springer's books and records, once a year, solely as they relate to the Journals' Revenue proceeds of the previous year(s) during normal business hours, at Springer’s principal place of business, in order to verify the accuracy of Springer's statements issued with respect to the Journal. The Academy shall bear the costs of such audit. However, in the event the audit shall reveal an underpayment of fees or other money due to the Academy of ten percent (10%) or more than ten percent (10%) of the total fees due to the Academy for the period which is the subject of the audit; Springer shall immediately reimburse the Academy for its reasonable, actual and documented accounting fees of such audit, together with payment of the amount underpaid before such audit.

- Auditing shall be both in books of accounts maintained in Tally ERP system and Journal revenue in the books of international co-publisher maintained in SAP-ERP system located at New Delhi.

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 AUDIT COMPLIANCE:

- To audit the compliance with applicable statutory requirements like income tax, GST, EPF etc.
- To advice and give written opinion on issues pertaining to Income Tax, GST, and etc. applicable to the Academy 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 the Academy.
- Assist in preparation and filing of all kinds of Statutory Returns of the Academy.
- Provide recent updates on all statutory laws applicable to the Academy.
- 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 the Academy such as Income Tax, GST, EPF 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 the Academy 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 of the Academy bye-laws.

F. PROCUREMENT OF GOODS & SERVICES:

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

G. AUDIT of ENDOWMENT /EARMARKED FUNDS

- Funds are utilized as per Policy

H. ADHERENCE TO GOI RULES & REGULATIONS:

- Checking and verification of records of establishment department and activities to ensure compliance with rules and regulations applicable to the academy.
- Checking and verification of records of administrative department and activities to ensure compliance with the Academy rules and regulations.
- Checking and verification of records of programmes and activities to ensure compliance with the Academy rules and regulations.
• Checking and verification of records of building department activities to ensure compliance with applicable rules and regulations.
• Ensure that the rules, regulation and procedures are adhered to be all accounting matters and transactions.
• Adherence to Office Memorandum & Circulars issued by DST from time to time.
• Compliance of observations issued by C&AG audit and DST Internal Audit.

I. INTERNAL CONTROL SYSTEM:
• Audit of the financial management of infrastructural/construction projects or works of the Academy.
• 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 the Academy and report deviations, if any.
• Detection of systemic flaws and suggestions for adopting the corrective measures.
• Advice the Academy 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 the Academy for non-compliance / non-settlement.

7. PERIODICITY AND TIMELINES OF AUDIT:

(a) The Academy’s Statutory Auditor will be required to conduct the 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 the Academy 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:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description of Audit</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Commencement of Statutory Audit of every Quarter</td>
<td>The audit should start from the 10th day of the month following the end of the quarter of which audit is to be done at the Academy Office.</td>
</tr>
<tr>
<td>2.</td>
<td>Submission of Final Statutory Audit Report</td>
<td>The final Statutory Audit Report the Consolidated Report after discussion with the Executive Secretary, Accounts Officer Academy Management should be submitted within 30 days from the date of start of the Statutory Audit.</td>
</tr>
<tr>
<td>3.</td>
<td>For Preparation and Consolidation of Annual Accounts</td>
<td>For Annual Accounts: 07th May. For Consolidated Annual Accounts: 31st May</td>
</tr>
</tbody>
</table>

8. DUTIES OF AUDITOR:

(a) The Auditor will be required to carry out statutory audit the Academy on quarterly basis and submit the final audit report to the Executive Secretary with a copy to the Accounts Officer.

(b) The auditor will be required to carry out assessment of any particular internal system of the Academy in detail and submit report on the same as demanded by the Executive Secretary.

(c) The Auditor will be required to submit an audit schedule / plan within 7 days before the end of quarter.

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

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description</th>
<th>Minimum No of Employees to be present</th>
<th>Minimum No of days for which the team should be present:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Team deputed to carry out the statutory audit.</td>
<td>Should consist of at least one CA with 5 years' experience, one CA intermediate/IPCC and one assistant.</td>
<td>The team will be required to be present at the academy office for carrying out audis for a minimum of one week for each quarter.</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.</td>
<td>The team deputed to carry out the statutory audit for the last quarter and Consolidation and Finalization of financial statements at the year-end.</td>
<td>Should consist of at least one CA with 5 years' experience, two CA intermediate / IPCC.</td>
<td>The team will be required to be present at the academy office for a minimum of two weeks for carrying out audit, Consolidation and Finalization of financial statements.</td>
</tr>
</tbody>
</table>

(e) The auditor will be required to discuss the statutory audit reports of the Academy 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 Executive Secretary and the Accounts Officer and discuss his response and incorporate their comments before issuing final statutory 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, by the end of 31st May.

(g) The senior partner of CA Firm will have to present the consolidated management summary of statutory report for each quarter to the Executive Secretary.

(h) For all matters, the Academy statutory auditors will co-ordinate with Accounts Officer of the Academy and his team in the Academy office.

9. PAYMENT SCHEDULE:-

The payment shall be made as follows: For Consolidation and Finalization of Annual Accounts: The 75% payment of professional fees for Consolidation and Finalization of Annual Accounts of the Academy 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 the Executive Secretary.

10 TERMS AND CONDITIONS:-

1. Initially the appointment of the Academy statutory auditor will be for the financial year i.e. 2021-22. However, the Academy may extend the appointment as Statutory 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 the Academy. The appointment of Academy Statutory auditor cannot be for more than three years in total. However, the grand total fees to be quoted by the C A Firm in the Financial Bid at Annexure IV shall not be less than Rs.35,400/- (Inclusive of GST) for statutory auditing. Audit of records of a co-publishing entity as specified in Annexure IV s.l.no.3 shall be quoted separately.

2. Each page of supporting documents is required to be signed by the Nodal Partner of CA.

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 the Academy and validity must be 180 days beyond the contract period. (Non-Interest bearing).

7. Whenever deemed necessary, the Academy 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. The Academy 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://www.ias.ac.in

10. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.

11. The Academy reserves the right to cancel this tender process at any time without assigning any reason before the selection of CA 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 Bengaluru only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Bengaluru 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. The Academy will not accept any claim other than professional fee / charges etc. specified in financial bid.

15. The CA Firm should not have any disputes with any of the client. If any disputes come to knowledge of the Academy at any point of time, then the services of CA 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 the Academy and CA Firm which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the CA 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 Firm and the Academy. Any change will be binding only if the amendment are made in writing and signed by a competent authority of the Academy and the CA Firm.

20. Any dispute arising shall be referred to the sole arbitration. The selection of arbitration will be made by the Executive Secretary of the Academy. The arbitrator’s decision shall be final and binding on both the parties.

21. The CA Firm will ensure that no information or data about the policies of the Academy 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, the Academy reserves the right to take action against the Firm as deemed fit.

22. The CA 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, the Academy 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.

23. Bid submitted by the CA Firm shall remain valid for a period of 180 days from the date of opening of Technical bid.

24. No subletting of work is permissible

25. The Academy reserves the right to cancel the contract in the following cases:
(i) The CA Firm fails to comply with the terms and conditions of the contract.
(ii) The CA Firm fails to deliver the services on time.
(iii) The CA Firm becomes bankrupt or goes into liquidation. Upon receipt of the said cancellation notice, the CA Firm shall discontinue contract and matters connected with it.

26. In the event of Force Majeure occurring within the contracted period, the delay in performing statutory audit can be extended by the Academy on receipt of written request of CA Firms.
INFORMATION SHEET

Particulars of CA Firm for appointment as Statutory Auditor of the Academy

(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:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
<th>Qualification</th>
<th>Associated with Firm Since</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
<th>Qualification</th>
<th>Associated with Firm Since</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(h) Total Staff Strength of the Firm:

(i) EMD Details:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Declaration certificate.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

(j) List of Clients where the firm has carried out statutory 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:
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

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

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

### NO. | ELIGIBILITY CRITERIA | DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME | Page no.
--- | --- | --- | ---
a | EMPANELLLMENT 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 each24 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: as stated in Pre eligibility Criteria | Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Auditee organisation. | 
h | LOCATION OF CA FIRM'S OFFICE | Proof of having Office in Bangalore |
<table>
<thead>
<tr>
<th></th>
<th>Information sheet</th>
<th>As per Annexure I</th>
</tr>
</thead>
<tbody>
<tr>
<td>j</td>
<td>Earnest Money Deposit</td>
<td>Bid Declaration Certificate as in Annexure II</td>
</tr>
<tr>
<td>k</td>
<td>Technical bid Information</td>
<td>As per Annexure III</td>
</tr>
<tr>
<td>l</td>
<td>Tender Acceptance &amp; NON Blacklisting Certificate</td>
<td>As Prescribed in Annexure V</td>
</tr>
<tr>
<td>m</td>
<td>Price Bid</td>
<td>To be filled Online in the specified format as per Annexure IV.</td>
</tr>
</tbody>
</table>

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

---

**Annexure – IV**

FINANCIAL BID The interested CA firm may quote their professional fees (all inclusive) in the following format:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Amount in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Annual Professional fee for Statutory Audit (Quarterly Basis) for the financial year 2021-22</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Annual Professional fee for consolidation and finalization of financial statements for 2021-22 for each campus along with all schedules, accounting policies and notes on accounts at the end of financial year and the consolidation and finalization of the financial statements at the end of FY.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Audit of a co-publisher’s books and records, once a year, solely as they relate to the Journals' Revenue proceeds of the previous year(s), at principal place of business, New Delhi. Note – At present audit for the years 2018, 2019 and 2020 are due to be carried out.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Other Annual Charges (including lodgings and boarding)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Total Annual Professional fee (1+2+3+4)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>GST @ 18%</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Grand Total</td>
<td></td>
</tr>
</tbody>
</table>

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)

Sub: Acceptance of Terms & Conditions of Tender
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://www.iasc.ac.in/About_IASC/Tender_Notices/

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 take 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