बिड संख्या/Bid Number: GEM/2026/B/8272293

दिनांक /Dated: 13-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	24-11-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-11-2026 16:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	40 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Assam University
कार्यालय का नाम/Office Name	Northeast788011
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :sudipta.aus@gov.in Buyer Email id: buycon40.au.as@gembuyer.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report, Financial Reporting Framework, Review of Financial Statements; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	25 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	5000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	25000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :
Finance Officer
Northeast788011, Department of Higher Education, Assam University, Ministry of Education
(Finance Officer)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and

Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company'sexistence as per ICAI certificate: Minimum Five (05) years.

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.: Must have conducted Internal Audit/compilation of annual accounts of at least one Central Autonomous Educational Institution/Central University/Public Sector Undertaking/Public Sector Banks during last five years, with annual income exceeding Rs. 5Cr

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: One of the Partner of the firm must be a member of the Institute of Chartered/Cost Accountants of India for not less than 5 years as on the last date of submission of this tender

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:NA

Number of XX fulltime CA's required and YY professional audit staff:•One qualified professional (CA/CMA with at least 3 (three) years post qualification experience),
•One Semi qualified (Inter CA/CMA with two/three years' experience), and
•One experienced Audit Assistant.

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Standard Format	100	55	View file	Yes

Total Minimum Passing Technical Marks: 55

Financial Audit Services - Audit Report, Financial Reporting Framework, Review Of Financial Statements; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , Financial Reporting Framework , Review of Financial Statements
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal control of financial , Audit of financial statements , Compliance with law & regulations , Risk Management , Investigating fraud , Review system & processes , Treasury operations , Deterring , Compliance with contracts , Reliability of financial reporting , Bank Transactions , Governance of company
Type of Industries/Functions	Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , Sales, Services and Revenue
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes

प्राचल/Parameter	मूल्य/Values
कोर / Core	2399994
एडऑन /Addon(s)	
Number of Months for which Post Audit Support is required	1

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Navajyoti Nath	788011,Assam University, Dargakona, Cachar, Assam, Pin-788011	Project / Lumpsum Based	• Number of Months for which Post Audit Support is required : 6

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

3. **Buyer Added Bid Specific Scope Of Work(SOW)**

   File Attachment Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All

representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Tender for Engagement of Internal Auditor Firm for FY 2026-27 and FY 2027-28

The details of the tender document are available on GEM portal. The corrigendum / addendum to this tender, if any, shall also be uploaded on the above website.

Contact Details:-
The Registrar,
Assam University,
Dorgakona, Silchar- 788011.
Dist.- Cachar, Assam, India
Email Id: registrar@aus.ac.in

SCOPE OF WORK & ADDITIONAL TERMS AND CONDITIONS FOR ENGAGEMENT OF INTERNAL AUDITOR FIRM FOR THE FINANCIAL YEAR 2026-27 & 2027-28

SECTION-I

Assam University, Silchar invites tenders through GeM through two bids system i.e. Part-I (Technical Bid) and Part-II (Financial Bid) on behalf of the Vice-Chancellor, Assam University for Engagement of Internal Auditor for the financial year 2026-27& 2027-28 as per scope of works attached to this bid document.

Brief Profile of the University

Assam University came into existence in 1994 after enactment of the Assam (Central) University Act, 1989. Through its pursuit, Assam University is in the process of making itself an institute of excellence. Assam University, Silchar is a Central autonomous public institution.

Assam University main campus is situated at Dargakona, about 20 kms away from Silchar. The University provides an ideal environment for the researchers, students and the people interested in academic excellence. The other campus of the university is situated at Diphu in the district of Karbi Anglong, Assam.

Being an affiliating University, the university has the territorial jurisdiction over the five districts of Assam viz., Cachar, Karimganj, Hailakandi, Dima Hasao (erstwhile North Cachar Hills) and Karbi Anglong.

Assam University being a central university hosts a national characteristics of unity in diversity. Faculties, staff and students hail from all over the country. International students also find this institution an ideal centre for pursuing their academic endeavour.

The University aims to be an internationally recognized centre of excellence grounded in Indian ethos and sustainability principles, fostering ethical leadership for economically and ecologically sustainable societies.

Assam University's multidisciplinary academic environment creates an ecosystem integrating cutting-edge business practices with environmental stewardship and regional development initiatives. Its pedagogy emphasizes case-based learning, global exposure, and industry collaboration.

Assam University, Silchar currently offers:

- Post Graduate Programmes: 1/2years duration.
- Under-Graduate Programmes: 4/3years duration.
- Integrated Programmes: 5-years duration.
- Doctoral Programme (PhD): 4-years research program.
- Diploma Programme: Various diploma programmes having different time schedule.

Assam University, Silchar follows Accrual Basis of Accounting in Double Entry Book Keeping System as per prescribed Indian Accounting Standards and generally accepted Accounting Principles (GAAP). The accounts of the University are prepared as per the prescribed Guidelines and Format for Financial Statement applicable to the institution, issued by Ministry of Education, Govt. of India with concurrence with the C&AG of India.

The Major Activities of the University leading to various financial transactions are given below:

Sl. No.	**Activities / Resources**	
A	Post-Graduation and Graduation Degree Program	
B	Staff Strength (Regular (Teaching and Non-teaching), Contractual and Manpower Agency)	
C	Total Gross Fixed Assets as at 31.03.2026	Rs. 475.65 crore
D	Total Inventory as at 31.03.2026	Rs. 0.33 crore
E	Total Income as at 31.03.2026	Rs. 230.31 crore
F	Total Expenditure as at 31.03.2026	Rs. 252.78 crore
G	Accounting Software used	Tally Prime

The major functions of the university related to accounts are furnished below:

Processing of all bills and vouchers by booking in proper heads of accounts, budgets and budgetary control – salary head, general head and capital head, reconciliation of grants from GoI, quarterly/half yearly/annual Accounts, compliance to GST and Income Tax, banking and treasury operations, fixed assets - capitalization/depreciation/disposal, payroll accounting, disbursements to vendors/suppliers, GPF, CPF, NPS, construction projects, repair, maintenance, capitalization, other statutory matters, etc. along with sponsored research projects and miscellaneous academic grants following applicable GoI rules and CVC guidelines.

SECTION-II

ELIGIBILITY CRITERIA

1. Terms of Reference (ToR):

For engagement of Internal Auditor Firm, the firms fulfilling the following eligibility criteria shall be eligible for opening of financial bid.

a) Must have its registered office/head office/principal place of business/ functional branch office in Silchar, Assam (Self-attested copy of Certificate issued by Institute of Chartered Accountants of India/The Institute of Cost Accountants of India indicating the registered office/principal place of business/branch is to be furnished). Otherwise, the bidder must submit an undertaking in a non-judicial stamp paper of worth Rs. 100/- that in case the firm is awarded the work, they will establish an office, in Silchar within 15 (fifteen) days from the date of award of work.

b) One of the Partner of the firm must be a member of the Institute of Chartered/Cost Accountants of India for not less than 5 years as on the last date of submission of this tender. (Self-Attested copy of Registration Certificate issued by Institute to be furnished).

c) Must be empanelled with Comptroller & Auditor General of India. (Self- Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished).

d) Must have conducted Internal Audit (full financial year)/compilation of annual accounts of at least one Central Autonomous Educational Institution/Central University/Public Sector Undertaking/Public Sector Banks during last five years i.e. from 2021-22 to 2025-26, with annual income exceeding Rs. 5 Crores. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders together with the satisfactory completion of work certificate is to be furnished).

e) Must be registered under Goods & Service Tax Act. (Self-Attested GST Registration Certificate to be furnished).

f) Must be having minimum Average Annual Income of Rs. 25 Lakh during the last 3 (three) Financial Years i.e. from 2023-24 to 2025-26. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached).

g) The internal auditor firm engaged, or any person employed by him shall not have any direct or indirect interest, whether pecuniary or otherwise, in any matter concerning to or related to the administration or functions of the University.

h) The successful bidder (L1) will be required to deposit performance security equivalent to 5 % of the awarded value of tender awarded before starting the execution of work.

i) In case the firm has already been appointed as the Internal Auditor for Assam University, Silchar in any of the previous financial years, the firm must produce a satisfactory completion of work certificate issued by the office of the Registrar, Assam University.

2.1 Scope of Work:

The firm shall be responsible for following works -

2.1.1 Review of Internal Control and Risk Management System:

i. Independently review and appraise the systems of internal controls and recommend improvements thereto.

ii. Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations.

iii. Ascertain compliance to orders issued by the University Grants Commission and Ministry of Education, Govt. of India, from time to time (including amendments thereto), instruction of C&AG, Standard Accounting Practices and Guidelines given by the Executive Council.

iv. Provide reassurance to management that their policies are being carried out with adequate control of the associated risks.

v. Facilitate good practice in managing risks effectively.

vi. Ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud.

vii. Department wise system/process audit and recommendation for best practice to improve the system.

Detailed Scope of Work:

Sl. No.	Area	Detailed Scope
1	Revenue	**i)**. Fee charging & collection, issue of fee receipts and fee reconciliation, **ii)**. Ensure that the fee circulars are as per the approved guidelines, **iii)**. Income from consultancy/courses/projects, **iv)**. Interest on Investments and Bank Interest, **v**. Grants from Ministry and compliance thereto, **vi)**. Internal Revenues/Recoveries such as license fee, rent, charges, etc. **vii)**. Any other income, **viii)**. Accounting treatment of Income and ensure adherence to the accounting policy on Income Recognition, **ix)**. Recommendations (if any) for better presentation, and **x)**. Any other issues as deemed appropriate.

2	Expenditure	**i)**. Ensure that the Goods and Services have been procured/ provided in compliance with GFRs 2017/applicable laws, **ii)**. Transactions are supported by proper authorised documents. **iii)**. 100% vouching of the transactions **iv)**. Review propriety of the transactions. **v)**. Ensure that the expenditure is accounted as per the acceptable accounting procedures and applicable accounting standards. **vi)**. Review the exiting procedures being followed by the University for accounting of expenditure and suggest improvements, **vii)**. Adherence to Budget Estimates, **viii)**. Recommendations (if any) for better presentation and control, and **ix)**. Any other issues as deemed appropriate.
3	Procurement of Goods & Services	**i)**. Tendering Processes & selection of the vendor/ contractor as per GFRs and related CVC guidelines, **ii)**. Compliance to Central Government Rules and Regulations/GFRs, **iii)**. Accounting Treatments for goods/services procured during the year, **iv)**. Store/material management, **v)**. Recommendations (if any), and vi. Any other issues as deemed appropriate.
4	Conducting Physical Verifications of Consumable Stock, Library Books & Journals and Fixed Assets	**i)**. Consumable Stock Verification on yearly basis, **ii)**. Fixed Assets verification on yearly basis, **iii)**. Verification of Library books & journals on yearly basis, **iv)**. Review of process for control over assets and stock by the University, and **v)**. Any other issues as deemed appropriate.
5	Investments	**i).** Verification of Income booked/accrued on Investments, **ii).**Verification of documents relating to investments, short term deposits made from time to time, **iii).** Accounting treatment of interest earned/accrued and reconciliation with Form 26AS, **iv)**. Physical verification of original FDRs/Investments documents, **v)**. Recommendations (if any), and **vi)**. Any other issues as deemed appropriate.

6	Statutory Compliances	**i)**. Compliances to Income Tax Act 2013, w.r.t to exemptions availed, TDS and filing of quarterly/annual tax returns, **ii).** Compliance to GST and other Indirect Taxes: • Review of monthly GST Returns with the books of accounts, • Annual GST Audit, reconciliation and certification, • Other compliances under the GST Act **iii)**. Compliance to Labor Laws, and **iv)**. Any other applicable laws.

7	Accounts	**i)**. Review of Account Payables and Receivables, **ii)**. Cash and Bank Management, **iii)**. Bank Reconciliation statements, **iv)**. Review the classification of expenditure between revenue and capital, **v)**. Ledger Scrutiny of Accounts and verification of all financial entries entered during the financial year, **vi).** Review the records/system of bill payment to various contractors/ suppliers in compliance to the contractual terms, **vii)**. Review the statutory/Internal audit comments of earlier years and compliances. **viii)**. Certification of Annual Accounts of the University as per extant guidelines and after due checking & verification of schedules and annexure thereto. **ix)**. Review of expenses on sponsored projects, consultancy projects and their accounting treatment, **x)**. Verification of cash, cheques on hand etc. as on 31st of March every year, **xi)**. Accounting of assets, Capitalization of Work-in progress and Depreciation calculations, **xii)**. Compliance to applicable accounting standards, adherence to the format prescribed by the Ministry of Education/ UGC in preparation of Annual Accounts, **xiii)**. Necessary information is disclosed in the Significant Accounting Policies and Notes on Accounts forming part of the Annual Accounts, so as to give a true and fair view of the state of affairs of the University, and. **xiv)**. Any other issues as deemed appropriate.
8	Payroll, Retirement Benefits & Pension	**i)**. Employees Payroll, disbursement and deductions are as per the applicable rules and guidelines. Also ensure that they have been authorized by the competent authority, **ii)**. Review/audit of Employee related claims like TA/DA, Medical Reimbursements, LTC, Children Education Allowance, Communication Allowance, etc, **iii)**. Review /audit of employee Loans and advances and their full & final settlement, **iv)**. GPF, CPF and NPS contribution calculation and compliances, **v)**. Review of the data submitted to the Actuaries for Actuarial Valuation of Accrued Earned Leave, Pension and Gratuity, **vi)**. Income Tax calculation on Salary and subsequent TDS deductions, and **vii)**. Any other issue as deemed appropriate.

9	Estate and Maintenance	**i)**. Review of contracts of works including various service and maintenance contracts, **ii)**. Review of capital works and status of work, **iii)**. Completion of Capital WIP and conversion to Assets, **iv)**. Physical verification of consumable stocks and dead stocks, **v)**. Receipts and issues of stores, **vi)**. Verification of log books of various plant & machinery, vehicles and advise on the optimum utilization, and **vii)**. Any other work related to Estate and Maintenance.
10	General Administration	**i)**. Insurance cover to safeguard assets, **ii)**. Leave entitlements of employees, and **iii)**. Audit of leave balance as on the last day of the financial year. The auditor certified leave balance will form the basis of submitting information to the Actuary for Actuarial valuation of accrued leave salary.
11	Pre-Audit	Pre-audit of certain specified transactions on case to case basis restricted to compliance vis-à- vis processes and procedures. The following areas to be covered under pre- audit: **i)**. Pre-audit of payments to the employees leaving University either on retirement (like Gratuity, Leave Salary, Commutation of Pension, etc.) **ii)**. Any other cases of financial transactions irrespective of value which the management thinks appropriate and hence may ask for pre-audit, and **iii)**. Internal Auditor Firm is required to submit the observation on pre-audit within the specified time frame.
12	Others	**i)**. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature, **ii)**. As and when required comments/ observation of the Internal Audit Firm will be taken on statutory matters on financial transactions, **iii)**. Report on risk management and internal control deficiencies identified by the auditor including recommendations for improvement, **iv)**. Suggestion for improvement of the existing system of accounting and internal control from time to time, **v)**. To give executive summary incorporating all points/ matters, which are of very important nature, and **vi)**. Any other Internal Audit related matters.

3. Audit Report:

Submission of -
i. Monthly Internal Audit Report ii. Audit/Review Report on Yearly Accounts.

4. Process of Audit:

i. Auditor's field personnel will segregate the audit observations and discuss the same with the concerned department/section head for having an in depth understanding of the issue and prepare the draft audit report accordingly.

ii. The draft audit report will be discussed by senior level personnel of the audit firm with the department heads of the University. If the auditor is satisfied, the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.

iii. All the documents received during the course of audit should be returned after completion of the audit and it shall be responsibility of the audit firm to ensure that all documents and information received from the University will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.

iv. In case any serious financial irregularity and points relating to grave concern/deficiencies, if found, the same may be communicated to the authority of the University immediately without waiting for the time of submission of the report.

v. As per requirements of the University, the auditors will also be asked to give presentation on finding in the Audit Reports to the authority of the University.

5. **Responsibilities of the Internal Auditor/Firm:**

Following are the responsibilities of the Internal Auditor/Firm –

i) Engage at least for 15 (fifteen) working days in a Month (on-site engagement at the University campuses):

- One qualified professional (CA/CMA with at least 3 (three) years post qualification experience),
- One Semi qualified (Inter CA/CMA with two/three years' experience), and
- One experienced Audit Assistant.

ii) Personnel deployed should ensure proper conduct in the university premises and should always carry their own Laptops.

iii) The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of the University. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed.

iv.) Shall submit their observations on monthly basis to the University and ensure necessary compliance along with rectifications/ corrections, if any, by the University within 15 days of receipt of audit observations.

6. **Timeline:**

The auditor/firm should submit internal audit reports within **15 (fifteen)** days on completion of the month for which the audit is conducted. The Audit/Review Report on Yearly Accounts should be submitted within **45 (forty five) days** of the close of the financial year.

7. **Payment & Price Validity:**

i. The Firm shall be paid on a quarterly basis an amount equal to **1/4th of annual audit fees** quoted by the Firm, as agreed by the University on submission of quarterly audit reports and attendance sheets as per point no. 5(i).

ii. The price as quoted by the Firm shall remain unchanged during the contract period (including renewals). The fees should be quoted inclusive of TA/DA/Boarding/Lodging, etc, iii. GST, shall be paid at the applicable rate.

8. Period of Engagement:

a) *The engagement shall be for a period of* ***02 (two) years*** *subject to fulfilment of terms & conditions.*

b) *The contract may be renewed for another* ***02 (two) years*** *on yearly basis on the same terms and conditions subject to satisfactory performance of the firm and with the mutual consent of both the parties.*

c) The auditor shall start providing services (actual engagement of personnel) within **15 (fifteen) days** of issue of Letter of Award/ Intimation/ Signing of Agreement.

9. Termination/ Suspension of Agreement:

a) "Any dispute, controversy, or claim arising out of or relating to this contract, including its validity, breach, or termination, shall first be referred to mutual discussions between the Registrar, Assam University, and the authorized partner of the Firm. If the dispute remains unresolved within thirty (30) days of formal written reference, it shall be referred to arbitration by a sole arbitrator appointed by the Vice-Chancellor, Assam University. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 (as amended). The seat and venue of arbitration shall be Silchar, Assam. And the award of the Arbitrator shall be final and binding upon the parties."

b) The University may terminate the contract at any time, without assigning reason, by serving thirty (30) days' prior written notice to the Firm. The University may terminate the contract forthwith without prior notice upon: i) gross professional misconduct or proven negligence; ii) unauthorised disclosure of confidential records; or iii) insolvency or bankruptcy of the Firm. Upon notice of termination, the Firm shall surrender and hand over all University audit files, working papers, reconciliations, draft reports, and electronic data extracts to the designated Finance Officer before the settlement of pending fees or the release of Performance Security.

10. Instructions to Bidders Contents of the Proposal:

a) The technical proposal in addition to proof of eligibility shall contain.

i) All the information, documents and clarifications as required under Annexure 1. ii) Copy of the BID Document signed on every page by the duly authorized Signatory.

11. Evaluation and Selection:

a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
b) The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.
c) For financial evaluation, Grand Total shall be taken into consideration.

12. Award of Contract:

a) The contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.
b) In case two or more technically qualified firms quote the same lowest price, the firm with the higher experience (in terms of date of membership registration with the Institute of Chartered Accountants of India/Institute of Cost Accountants of India) shall be awarded the contract.
c) Any effort by a firm to influence Assam University in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.
d) Any legal dispute arising out of this is subject to Jurisdiction of competent courts in *Silchar/ Guwahati only.*

13. Data Security:

a) The Firm shall use inputs provided by the Assam University solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by the Assam University in writing.
b) The Firm shall maintain strict confidentiality over all University information, payroll databases, employee records, GPF/CPF/ NPS ledgers, and vendor transactions. The Firm shall ensure processing of financial and personal data in strict compliance with the Digital Personal Data Protection Act, 2023.

14. Non-Solicitation:

During the term of the Agreement and for a period of one (1) year thereafter, neither Party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for the purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent engagement based on responses by employees to public advertisements on any media that are not specifically targeted at the other Party's employees.

15. Confidentiality:

Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging

to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

16. Force Majeure:

Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the Assam University's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

17. Special Conditions of Contract:

a) Assam University, Silchar may advise the firm to disengage any of its staff, with 24 hours prior intimation, in case the management of the University finds any negligence on the part of that particular staff.

b) The firm shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.

c) In case of any damage/ pilferage caused to the property of the University due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their bills.

d) The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract. e) The Management shall provide suitable place for sitting for the deployed persons.

f) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to the University with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The firm shall have the responsibility to furnish documentary evidence in support of the statutory compliance to Assam University, as and when sought for.

g) The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act & GST Act. Assam University shall provide TDS/GST certificate to the firm wherever applicable/feasible.

h) In case of non-performance, part performance or non- adherence of the statutory obligations due to negligence on part of the Firm, penalty would be imposed by the Assam University proportionate to the extent of default/ non- compliance.
i) The University shall not provide any conveyance facility to the staff of Firms during Internal Audit.
j) Firm shall, as part of their bid, submit\upload a written Authorization Letter if the signatory is other than Owner/Partner.
k) The Firm shall ensure that no conflict of interest arises from carrying out this assignment.
l) Firm shall not be under liquidation, court receivership or similar proceedings.
m) Bidding documents shall always remain the exclusive property of the Assam University.
n) Assam University, Silchar shall not be responsible for any expense incurred by Firms in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
o) Assam University, Silchar reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract, after recording clear reason(s) for the same, without thereby incurring any liability to the affected Firm or Firms or without any obligation to inform the affected Firm or Firms.
p) Canvassing in any form by the Firm or by any other agency on their behalf may lead to disqualification of their bid.
q) In case any Firm is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Firm will be debarred from bidding in future.
r) The Firm shall not sublet, transfer, or assign the contract or any part thereof to any other person / firm / consulting company/organization.
s) The Firm is expected to examine the Tender Document, including all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

18. Penalty Clause:

i. In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender and reserves the right to impose the penalty as detailed below

a) 2% of cost of order/ agreement per week, up to 2 weeks delay.
b) After 2 weeks delay, Assam University reserves the right to cancel the contract. The defaulting firm will be blacklisted for a period of 3 years.

ii. For any breach of contract, Assam University, Silchar shall impose a penalty to the extent of Rs. 5,000/- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of Assam University, Silchar.

iii. If the lapse is repeated, the extent of penalty will be doubled on each such occasion.

SECTION-III

Standard Format for Evaluation of Technical Proposal

Sl. No	Criteria	Max. Marks	Minimum score	Marks Obtained	Remarks
1	No. of years of Registration with the Institute of Chartered Accountants of India/ The Institute of Costs Accountants of India: • Between 5 to 7 years: 10 marks • Above 8 years, up to 12 years: 15 marks • Above 12 years: 20 marks	20	10		
2	No. of FCA Partners/Proprietor: a) 1 to 5 nos.: 5 marks b) Above 5 nos.: 10 marks	10	5		
3	Years of Experience in conducting Internal Audit of Central or State Autonomous Bodies or PSUs or Public Sector Banks: a) Between 3 to 5 years: 15 marks b) Above 5 years and up to 8 years: 25 marks c) Above 8 years: 30 marks	30	15		
4	Experience of Internal Audit/compilation of annual accounts in Central Autonomous bodies/Central University/PSU/Public Sector Banks during last five years (FY 2021-22 to 2025-26): a) 1 to 2 nos.: 20 marks b) 2 to 4 nos.: 25 marks c) Above 4 nos.: 30 marks	30	20		
5	Annual Income (last five Financial Years i.e. 2021-22 to 2025-26: a) Between Rs.20.00 Lakh to Rs.30 Lakh: 5 marks b) Above Rs.30.00 Lakh, up to Rs. 40.00 Lakh: 7marks c) Above Rs.40.00 Lakh: 10 marks	10	5		
	Total	**100**	**55**		

(Note: Out of 100 marks Bidder should obtain the minimum score in each category and a minimum score of 55 marks to be obtained overall by the bidder for technical qualification)

SECTION-IV

Price Bid shall be opened only for Firms technically qualified.

While quoting the price, the Firm shall consider all expenses including travel, Boarding, Loading, documentation, communication, conveyance & other miscellaneous and out of pocket expenditure including GST. No claim for expenditure other than the price quoted will be entertained by University on account of Scope of Work provided in tender.

Rate quoted should be firm & not be quoted with price variation / discount clause etc. The firm shall quote the price in Indian rupees for the entire scope of work.

Registrar
Assam University, Silchar

ANNEXURE 1

(To be furnished as the Technical Proposal Cover "A" on the Letter Head of the Firm)

Sl	Particulars	Details
01	Name, Registered Address and Contact details (Mobile no., landline no., email, website, Name of Owner/ Partners/ Authorised Signatories) of the Chartered/ Cost Accountants Firm	Name: Registered Address: Contact details- Mobile no.: Landline no.: Email: Website: Name of Owner/ Partners/ Authorised Signatories:
02	Date of Registration with Institute of Chartered Accountants of India/ Institute of Cost Accountants of India (Self- Attested copy of Registration Certificate issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India to be furnished.)	
03	Year of empanelment with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.), if any.	
04	No. of FCA Partners as on 1st April, 2026 (Self- Attested copy of latest Constitution Certificate from Institute of Chartered Accountants of India/ Institute of Cost Accountants of India to be furnished.)	
05	Proof of conducting Internal Audit (full financial year) /compilation of annual accounts of at least one Central Autonomous Educational Institution /Central University/PSU/Banks during last five i.e. from 2021-22 to 2025-26, with annual Income exceeding Rs. 5 Crores. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders together with the satisfactory completion of work certificate is to be furnished)	Separate sheet may be attached, if needed, comprising of the following details: 1. Name, address, contact details of client 2. Date of contract 3. Duration of engagement 4. Contract Value 5. Contract status (completed/ ongoing)
06	No. of Staff of the Firm (Self-Attested copy of documentary evidence in this respect to be furnished.)	

07	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be attached.)	
08	PAN no. (Self-Attested Certificate to be attached.)	
09	Must be having minimum Average Annual Income of Rs. 25 Lakh during the last 3 Financial Years i.e. from 2023-24 to 2025-26. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached.	F.Y. Income (Rs. In Lakh)
10	Firm's Bank Account Details	Bank Account no.: Bank name: Bank Branch Address: IFSC Code:
11	Firms Address	
12	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	

Note:

(i) Information may be furnished in separate sheet (s) wherever necessary.

(ii) In case of documents, they should be self-attested photocopies.

Undertaking:

- We hereby agree with all the terms and conditions of the tender, and we hereby undertake to abide by the same.
- We have never been debarred by any organization except…….
- All information furnished above are true to the best of our knowledge. Further, If any information is found to be incorrect at any stage/ time, then the award letter, if issued, may be canceled and action deem fit may be taken against the firm by Assam University.

Date:
Place:

Authorized Signatory
(Signature and seal of the authorized signatory)

SECTION-III

Standard Format for Evaluation of Technical Proposal

Sl. No	Criteria	Max. Marks	Minimum score	Marks Obtained	Remarks
1	No. of years of Registration with the Institute of Chartered Accountants of India/ The Institute of Costs Accountants of India: • Between 5 to 7 years: 10 marks • Above 8 years, up to 12 years: 15 marks • Above 12 years: 20 marks	20	10		
2	No. of FCA Partners/Proprietor: a) 1 to 5 nos.: 5 marks b) Above 5 nos.: 10 marks	10	5		
3	Years of Experience in conducting Internal Audit of Central or State Autonomous Bodies or PSUs or Public Sector Banks: a) Between 3 to 5 years: 15 marks b) Above 5 years and up to 8 years: 25 marks c) Above 8 years: 30 marks	30	15		
4	Experience of Internal Audit/compilation of annual accounts in Central Autonomous bodies/Central University/PSU/Public Sector Banks during last five years (FY 2021-22 to 2025-26): a) 1 to 2 nos.: 20 marks b) 2 to 4 nos.: 25 marks c) Above 4 nos.: 30 marks	30	20		
5	Annual Income (last five Financial Years i.e. 2021-22 to 2025-26: a) Between Rs.20.00 Lakh to Rs.30 Lakh: 5 marks b) Above Rs.30.00 Lakh, up to Rs. 40.00 Lakh: 7marks c) Above Rs.40.00 Lakh: 10 marks	10	5		
	Total	**100**	**55**		

(Note: Out of 100 marks Bidder should obtain the minimum score in each category and a minimum score of 55 marks to be obtained overall by the bidder for technical qualification)