

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-10-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	08-10-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (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	Indian Institute Of Management (iim)
कार्यालय का नाम/Office Name	Ahmedabad
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.iim.ambd@gembuyer.in Buyer Email id: buycon6.iim.adi@nic.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report, As per ATC and SOW; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
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
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),Additional Doc 4 (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 दस्तावेजों 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	3

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
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.
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	20000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी 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 :

CAO

Indian Institute of Management Ahmedabad , Sargam Marg , Vastrapur , Ahmedabad - 380015
(Indian Institute Of Management Ahmedabad)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per ATC and Scope of Work

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.:As per ATC and Scope of Work

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per ATC and Scope of Work

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per ATC and Scope of Work

Number of XX fulltime CA's required and YY professional audit staff:As per ATC and Scope of Work

This Bid is based on Quality & Cost Based Selection (QCBS) . The parameter wise qualification requirement is as under:-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per ATC	100	70	View File

Buyer Defined Total Qualifying Marks for Technical Qualification: 70

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:As per ATC

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
22-09-2026 11:00:00	IIM Ahmedabad

Financial Audit Services - Audit Report, As Per ATC And SOW; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , As per ATC and SOW
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal control of financial , Compliance with law & regulations , Governance of company , Risk Management , Review system & processes , Compliance with contracts , Bank Transactions , As per ATC and SOW
Type of Industries/Functions	As per ATC and SOW
Frequency of Progress Report	As per ATC and SOW
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per ATC and SOW
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	1062000

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Chauhan Vinay	380015,WING-5 IIMA MAIN CAMPUS VASTRAPUR ROAD, AHMEDABAD	Project / Lumpsum Based	N/A

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. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.

2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.

3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

3. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

4. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

6. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

7. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

ATC is attached Herewith

8. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

9. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

Scope of Work is attached herewith

10. 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 कार्यवाई 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---

Scope of work

1.1. Purpose & Scope of Internal Audit:

IIMA (referred as Institute here after) activities have expanded over the last decade. The revenue has grown to more than Rs.300 crore and Balance Sheet size exceeds Rs.2000 crore. The Institute's accounts are also audited by C&AG every year. IIMA is governed by the provisions of the Indian Institute of Management Act, 2017. IIMA intends to appoint an Internal Auditor.

Internal Auditors are expected to carry out the audit of various offices/ departments/ centres of the Institute for each of the four quarters as per the scope of audit mutually agreed upon and thereupon submit quarterly Internal audit reports. Such reports should reflect a comprehensive review on the processes of and controls adopted by the Institute and also provide suggestions/remedial actions to be taken for Process improvements. The sample scope of Internal audit, only for guidance/reference, is given hereunder. The Management may modify the scope of Internal audit every year, basis the need/ requirements.

1.2. Audit Team composition:

The successful bidder is supposed to provide sufficient & professionally qualified resources (audit team) to perform the scope of audit in professional manner. The audit team should consist of at least two chartered accountants. One of the chartered accountants should have a minimum of 5 years of experience, while the other should have a minimum of 2 years of experience. Either of chartered accountant should be a partner. IIMA has right to ask for alternate resource/s if the services are not found satisfactory.

1.3. Scope of Internal Audit:

Internal Auditors are expected to carry out the audit of various offices/ departments/ centres of the Institute for each of the four quarters as per the scope of audit mutually agreed upon and thereupon submit quarterly Internal audit reports. Such reports should reflect a comprehensive review on the processes of and controls adopted by the Institute and also provide suggestions/remedial actions to be taken for Process improvements. The sample scope of Internal audit, only for guidance/reference, is given hereunder. The Management may modify the scope of Internal audit every year, basis the need/ requirements.

1.4. Deliverables:

Audit firm should provide quarterly Internal audit reports. Such reports should reflect a comprehensive review on the processes of and controls adopted by the Institute and also provide suggestions/remedial actions to be taken for Process improvements. They are also expected to review and comment on the implementation of processes/remedial action taken suggested in their previous audit report/s. Audit firm is expected to submit the Internal audit report as per following timelines:

Quarter of Financial Year	Draft Internal audit report	Final Internal audit report
Q-1 of F.Y.	20 th July	Within 5 days after confirmation from auditee
Q-2 of F.Y.	20 th October	
Q-3 of F.Y.	20 th January	
Q-4 of F.Y.	20 th April	

1.5. Non-Disclosure Agreement:

Firms selected by IIMA shall maintain ethics of faith and the information provided by IIMA shall be kept 'Strictly Confidential'. The firm shall execute "Confidentiality Non-Disclosure Agreement" before commencement of the Internal Audit Assignment. Draft agreement is attached herewith at Annexure -1.

1.6. Payment terms & Price Validity

- a) No price variation would be allowed during the first year/completion of scope of services for first year.

Selection of internal auditor to provide Audit services to Indian Institute of Management Ahmedabad.

- b) Any changes in GST rates or imposition of new tax on this service during the contract period will be borne by the Institute.
- c) TDS under Income tax will be deducted at applicable rates.
- d) The Institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the IIMA will be the final and binding in this regard.
- e) The audit firm will raise the invoice after submission of final quarterly Internal audit report to the Management of the Institute.
- f) Boarding & Lodging, Transportation etc will not be provided by the Institute. The fees quoted should be inclusive of Travelling, Boarding, Lodging etc. if any.

1.7. Responsibilities of the Audit Firm:

The following are the responsibilities of the Firm.

- a) Engage adequate manpower to cover the scope of work provided but not less than 10 (Ten) days in a Quarter and having following team composition:
 - i. The audit team should consist of at least two chartered accountants. One of the chartered accountants should have a minimum of 5 years of experience, while the other should have a minimum of 2 years of experience. It is mandatory for a partner to visit once in a quarter for review and discussion with Director/CFO.
 - ii. Semi qualified Audit assistants (Inter CA with 3 (Three) years' experience)
 - iii. Experienced Audit Assistants
- b) Personnel deployed should ensure proper conduct of the deployed personnel in the office premises and should carry Laptops.
- c) Audit team should have technical team members i.e., civil professional and IT professional possess knowledge of SAP and cyber security. Audit team will be provided SAP and relevant access for audit purpose.
- d) The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of IIM Ahmedabad. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed.
- e) The audit report should be signed by a partner of the CA firm.

1.8. PROCESS OF AUDIT:

- a) The successful bidder has to liaise with the respective user department/concern person of the institute to get the required document/information for conducting audit as per the mentioned scope of audit.
- b) CA Firm should extract all the required data from SAP to carry out the audit for preparation of the audit report. Wherever required information / data is not available in SAP or available but not in desired format, the Institute will provide relevant documents readily available and on that basis, CA Firm shall carry out Audit and prepare the Audit report.
- c) Auditor's field personnel will segregate the audit observations and discuss the same with the concerned section in-charge for having an in depth understanding of the issue and prepare the draft audit report accordingly.
- d) The draft audit report will be discussed with the CFO of the Institute or the representative of the Institute. If the auditor is satisfied, the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.
- e) All the document receipt during the course of audit should be returned after completion of the audit and it shall be your responsibility to ensure that all documents and information received from the institute 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.
- f) In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the IIMA immediately without waiting for the time of submission of the report.
- g) As per the requirements of the Institute, the auditors will also be asked to give presentation on finding in the Audit Reports to the Finance Committee or to the Board of the Institute.

1.9. PENALTY CLAUSES:

Sr. No.	Particulars	Financial Implications
1.	Delay in the submission of audit report.	1. instance – 2 % of the Quarterly contract value. 2. instance – 5 % of the Quarterly contract Value. 3. instance – 10 % of the Quarterly contract Value. The above penalty shall be applicable irrespective of the number of days delay from the due date of submission of the final quarterly audit report.
2.	Non-deployment of total manpower mentioned in the contract as per the Schedule.	5% of Quarterly contract value.
3.	If the employee of Service Provider is found responsible for any leakage of information, lobbying, bribing, etc.	Termination of contract.
4.	If cumulative penalties reach 15% of the Quarterly contract value in any Quarter.	Termination of contract.

Note:

1. Any due amount for above mentioned penalty shall be recovered possible extend from the immediate due invoice or shall be recovered from the PSD amount.
 2. Internal auditor is not done within stipulated time frame due to any fault, IIMA has right to get the work done through some other agency, the risk and cost thus incurred shall be recovered from payment due or shall be adjusted against bill submitted by Agency/Contractor and penalty to be levied.
 3. In case of unanticipated/unforeseen delay because of the Institute's action, the Institute and the bidder may mutually agree to the period of delay and for the said period, penalty clause will not be applicable.
 4. If cumulative penalties exceed 10% of the total contract value, IIMA shall have the right to review and/or terminate the contract, and forfeit the bank guarantee and security deposit of the agency.
- Bidders are requested to note that the mentioned scope is issued only as an illustrative guideline and should be construed as a part of the internal audit exercise and should not be considered as exhaustive or restrictive in any manner.
- The successful bidder has to liaise with the respective user department/concern person of the institute to get the required document/information for conducting audit as per the scope of audit.

Internal Auditors are expected to carry out the audit of various offices/ departments/ centres of the Institute for each of the four quarters, as per the scope of audit mutually agreed upon and thereupon submit quarterly Internal audit reports. Such reports should reflect a comprehensive review on the processes of and controls adopted by the Institute. The indicative scope of Internal audit, only for guidance/ reference, is given at **Annexure-1**. The Management may modify the scope of Internal audit every year, basis the need/ requirements.

Selection of internal auditor to provide Audit services to Indian Institute of Management Ahmedabad.

Special Conditions of Contract:

- a) IIMA may advise the firm to disengage any of its staff from service, with 24 hours prior intimation, in case the Competent Authority of IIMA found any negligence on the part of that staff.
- b) The firm shall be fully responsible for the conduct of the personnel engaged for the service and the Institute shall not be responsible for their conduct at any point of time.
- c) In case of any damage/ pilferage caused to the property of IIMA due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their bill.
- 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 Institute shall provide necessary infrastructure for the deployed persons.
- f) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to IIMA 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 IIMA as and when sought for.
- g) The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and IIMA shall provide TDS certificate to the firm.
- 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 IIMA to the extent of default/ non- compliance.
- i) IIMA shall not be responsible for any financial loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or for payment towards any compensation.
- j) The Firm shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Firm.

Annexure-1

- The sample scope of audit is as follows:

Sr. No.	Area of Audit	Scope of Audit	Frequency of Audit
1	Campus Infrastructure and Facilities		
1.1	Audit and review of control on Capex Projects -from sanctioning to invoicing in SAP.	• 100% till audit date.	All quarters
1.2	Audit and review of control on civil, estate & electrical related repairs & maintenance works-from sanctioning to invoicing in SAP.	• 100% exceeding Rs 1 lakh. • 50% cases below Rs 1 lakh at random	Any one quarter
2	Information Technology		
2.1	Audit and review of control of all IT and ERP related procurements- from sanctioning to invoicing in SAP.	• 100% exceeding Rs 5 lakh. • 50% cases below Rs 5 lakh at random.	Any one quarter
2.2	Carry out independent review of security of existing IT Assets i.e., IT Infrastructure, IT administration & software application including Security Policy, Processes & Procedures		
2.3	Conduct comprehensive review of Cyber Security Controls and testing the strength of such controls.		
2.4	Conduct robust review of existing controls (Preventive, Detective, Corrective) by testing its strength, adequacy and safeguarding – either by manual testing or IT Security assessment tools		
3	ERP system		
3.1	Review of processes, control, effectiveness and reporting of SAP modules i.e., SLCM, FICO, HCM, MM.	• Each Module for each Quarter.	All Quarters
4	Human resources & Payroll		
4.1	Audit and review payroll processing in SAP and controls to ensure accuracy, compliance with tax regulations.	• One month	Any one quarter
4.2	Completeness of Service record books, which include leave updation, LTC, pension entitlement and other mandatory service book entries.	• 25 employees at random.	
4.3	Review of recruitment Process from Request to final recruitment.	• 100% for one Quarter.	
4.5	Final settlement calculation of Employee with reference to service book.	• 100% till audit date.	
4.6	Final settlement calculation of Research Associates & Academic Associates.	• 50% for one Quarter.	
4.7	Living certificate availability for pension payment.	• 100% till audit date.	

4.8	Checking of pay fixation on promotion.	100% till audit date.	
5	Procurement and Contract Management		
5.1	Review of existing processes till award of contract for works & Services.	100% exceeding Rs 5 lakh.	Any one quarter
5.2	Material purchase process from sanctioning to invoicing for capital items.	100% exceeding Rs 5 lakh. 50% cases below Rs 5 lakh at random.	
5.3	Material purchase process from sanctioning to invoicing for revenue items	100% exceeding Rs 5 lakh. 50% cases below Rs 5 lakh at random	
5.4	Phyiscal Verification of All Stores	100% for all Stock locations	
6	Finance & Accounts		
6.1	Direct Tax compliances- TDS other than TDS on salary, TDS on income (26AS)	100% for quarter	Any one quarter
6.2	In-direct Tax compliances	100% for quarter	
6.3	Bank Reconciliation Statement	100% for one Month	
6.4	Checking of Adherence of Investment policy	100% for one Month	
7	Executive Education		
7.1	Timely closure forms - query if not closed 1 month after the programme	Status as on the audit date.	Any one quarter
7.2	Follow up on outstanding	Status as on the audit date.	
7.3	Group discount, early bird discount	100% for any one month till audit.	
7.4	Audit and review of control on all Expenditures related to Ex Ed -from sanctioning to invoicing in SAP	100% for quarter.	
7.5	Audit and review of control on Income booking related to Ex Ed -from budgeting to invoicing in SAP	100% for quarter.	
8	MDC/IMDC/KLMDC Occupancy, reservation v/s actual and billing	100% for quarter	Any one quarter
9	Outlets / Lease out Spaces		
9.1	From Agreement to monthly recovery of Rent.	100% for quarter	100% till audit date.
10	MRO/Publication		
10.1	Purchase process from sanctioning to invoicing	100% exceeding Rs 5 lakh. 50% cases below Rs 5 lakh at random.	100% for one month.
11	Placement	Invoice and income booking.	100% till audit date
12	Audit of Academic department (PGP, PGPM, PhD, etc. offices)	100% for quarter	100% till audit date
13	Audit of Centers / Chairs / Research Project / Programme etc.	100% for quarter	Any one quarter



NOTICE INVITING TENDERS
INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Tender No. IIMA/Contracts/GEM-17/2026-27 Date: 16/09/2026

Name of the Service: Tender for selection of internal auditor to provide Audit services to Indian Institute of Management Ahmedabad.

Contents

1 Pre-Qualification Criteria:	2
2 Technical Bid:	4
3 Price Bid:	6
4 Bid Evaluation System:	7
5 Other terms and conditions:	9

1 Pre-Qualification Criteria:

The following documents are to be furnished by the tenderer along with **Pre-Qualification Bid** as per the tender document: -

Sr. No.	Eligibility Criteria	Documentary Proof must be attached as mentioned below
1	Organisation Type (The bidder shall be legal entity as per GOI regulations and laws of the land (Joint venture shall not be allowed)	Attach the Copy of Partnership Deed OR LLP Deed OR Registration certificate OR Latest constitution certificate/Firm card issued by ICAI
2	CA firms/ LLPs with at least 15 years of relevant experience as on 31.08.2026.	Latest constitution certificate/Firm card issued by ICAI.
3	CA firms/ LLPs with at least 5 partners having 7+ years of relevant experience as on 31.08.2026.	Latest constitution certificate/Firm card issued by ICAI.
4	Total strength of CA (Partners +Paid CA assistants) should not be less than 35.	Latest constitution certificate/Firm card issued by ICAI.
5	Gross annual revenue of Rs. 12 crore and above (Average of last three financial years 2023-24, 2024-25 & 2025-26).	CA certificate (IIMA may ask for audited P&L account statements also if required).
6	Experience in auditing/consulting of IIMs/ IITs/other higher educational institutions having Gross annual revenue of more than 50 crore for at least 3 years out of latest 5 years. OR Experience in auditing/consulting of corporates having Gross annual revenue of more than 500 crore for at least 3 years out of latest 5 years.	Bidders to provide Work Order or Work Completion Certificate as per Annexure-C .
7	Head Office/ fully operational branch office in Ahmedabad having strength of Chartered Accountants at Ahmedabad office not less than 10.	Self-declaration containing office location and list of Chartered accountants may be submitted as Documentary evidence.
8	Not associated with IIMA for Statutory or Pre-audit or Internal audit work for the financial year 2025-26.	An undertaking letter for the same on Company Letterhead.
9	Other mandatory documents as per PQ Criteria. (Scanned documents duly signed and stamped on Company's Letter head)	• GSTIN (Registration certificate) Copy self-attested. • PAN Copy (self-attested). • Annexure-A (Bidder's Details) • Annexure-B (Tender acceptance letter, Price bid undertaking and Bidder details) • Annexure- C (List of Work orders and Completion Certificates) • Annexure-D (CA Turnover & Profit-Loss Certificate)

		• Annexure-E (Undertaking regarding blacklisting / non-debarment) • Annexure-F (Bid Security Declaration) • Annexure-G (Near relative declaration) • Annexure-I (Certificate for No Deviation)
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- **Submission of documents to assess pre-qualification criteria:**

Bidders must submit documentary proof in support of meeting the pre-qualification criteria. Merely an undertaking signed by the bidder for any item of the criteria shall not suffice.

- **Expenses to be borne by bidder:**

All expenses in preparation and submission of the tender and visits to the office or any place in connection with the preparation of the tender shall be borne by the applicant. IIMA, in no case shall be responsible or liable for these costs regardless of the outcome of the tender process.

2 Technical Bid:

The bidders are requested to prepare their own technical proposal. The technical bid shall contain all the relevant information which forms part of the technical bid. All the information should be organized in logically structured form and submitted as technical bid with an index. Bidder is free to add any information that can help in assessing the technical quality of the solutions proposed and which touches upon the parameters/attributes for technical assessment.

All the prequalified bidders shall be invited for a technical presentation for technical evaluation on the following parameters and the items offered in the bid.

The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of product being proposed by the bidder. However, the information/documents which has already been provided with Pre-qualification bid need not be submitted again with Technical Bid.

Technical evaluation will depend on the information provided herein. Technical bid score, out of 100, will be arrived based on the following Parameters/Attributes/Dimensions:

Sr. No.	Parameters	Max Marks	Allocation of marks	
1	CA firms/ LLPs with at least 15 years of relevant experience as on 31.08.2026	10	Years	Marks
			15-20	05
			21-25	08
			Above 25	10
2	Experience in auditing/consulting of IIMs/IITs/other Higher educational institutions having Gross annual revenue of more than 50 crore for at least 3 years out of latest 5 years. OR Experience in auditing/consulting of corporates having Gross annual revenue of more than 500 crore for at least 3 years out of latest 5 years.	15	Years	Marks
			3	10
			4	12
			5	15
3	CA firms/ LLPs with at least 5 partners having 7+ years of relevant experience as on 31.03.2026.	15	Partners	Marks
			7-15	5
			16-20	10
			Above 20	15
4	Total strength of CA (Partners +Paid CA assistants) should not be less than 35	10	CA strength	Marks
			35-50	5
			50-100	7
			Above 100	10
5	Gross annual revenue of Rs.12 crore and above (Average of last three financial years 2023-24, 2024-25 & 2025-26)	10	Turnover	Marks
			12-50	5
			51-75	7
			Above 75	10
6	Profile of Audit Services offered by the firm for the Internal audit of IIMA	10	Based on documentary evidence submitted	
7	Details of clients served (maintaining accounts in SAP) for audit work	10	Based on documentary evidence submitted	
8	Recognition/Accolades won during last 3 years	10	Based on documentary evidence	

Sr. No.	Parameters	Max Marks	Allocation of marks
			submitted
9	Details of technical team members i.e., CIVIL Professional and IT professional having knowledge of SAP and cyber security	10	Based on documentary evidence submitted
	Total	100	

Note: Bidders getting 70 marks or above will be considered for opening of their Part-III-Price Bid. The decision of IIMA will be final and binding to all for interpretation of any ambiguity.

3 Price Bid:

Price Bid of only technically qualified bidders shall be opened at a later date in the presence of the Institute's Officials. Technically qualified bidders shall be intimated by web notification or auto generated email through GEM portal. The date and time of opening the price bid shall be communicated to the eligible bidders through web-notification at GEM website <https://gem.gov.in/>

- The bidders have to e-submit the price bid only as per the price schedule available on GEM portal. Any other format for e-submission of price bid shall be out rightly rejected without any further reference to the bidders.
- Do not quote price in the Pre-Qualification, Technical bid or elsewhere, it would lead to your bid getting disqualified without any further reference to the bidders.
- The bid price must be inclusive of all the applicable taxes and duties, fees, GST, and any other charges.
- IIMA reserves the right to negotiate the quoted price with the successful bidder.
- The quoted rates shall remain firm throughout the contract's duration and no revision is permissible for any reason.

4 Bid Evaluation System:

Stage-1: Pre-qualification Bid

Those who qualify as per Pre-qualification criteria will be eligible for Technical Qualification.

Stage-2: Evaluation of Technical Bid

Firms/ LLPs meeting the pre-qualification criteria may be asked to make a presentation to the Evaluation Committee at IIMA. The Evaluation committee will assess the competency of the firm, their ability in understanding the needs, experience, and sensitivity to provide services to IIMA. Emphasis will be given to the ability and competency of the firm / LLP to provide high quality services according to the time schedule and in close co- ordination with IIMA.

Based on the details provided to the Institute and the presentation to the Evaluation Committee, Firms/ LLPs will be assigned a technical score.

At the end of this stage, each firm will have technical score (out of 100) associated with it. Bidders getting less than 70 score in the technical bid will not be considered for opening the price bid. Price bids will be opened for the bidders getting score 70 and above.

The QCBS weightage for technical bid and price bid will be 70:30.

Stage-3: Opening of Part-III - Price bids will be opened for the bidders who qualify in Part-II – Technical Evaluation. Bidders getting 70 and above marks in Technical Qualification shall be considered for opening of their Part-III-Price Bid.

- A. **Technical bid and price bid together will be used to choose “techno- commercially” highest bidder. Under QCBS selection process, the technical proposals will be allotted weightage of 70% (Seventy per cent) while the financial proposals will be allotted weightages of 30% (Thirty per cent).**

B. **Technical bid score**

Step -1: Bidders getting less than 70 in the technical bid will not be considered for the price bid.

Step - 2 (for techno-commercial evaluation): Bidders getting highest technical score will be considered as 70 and others will be adjusted on pro rata rate basis. This will become Technical Evaluation Score = X,

$$X = \text{Technical Evaluation Score} = \frac{70 * (\text{Technical score of an agency})}{(\text{Marks of Highest scored agency})}$$

C. **Price bid score “Y” shall be as per below,**

Proposal with the lowest cost may be given a financial score of 30 (Thirty) and other proposals given financial scores that are inversely proportional to their prices w.r.t. the lowest offer.

$$Y = \text{Score of Price bid} = \frac{30 * (\text{Price quoted by lowest agency})}{(\text{Price quoted by an agency})}$$

Formula to calculate total score of an agency:

$$\text{Total Score} = X + Y$$

1. The proposal securing the highest combined marks and ranked H-1 will be invited for clarification, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1.
2. IIMA reserves the right to negotiate the rates with highest Techno-Commercial Scorer.
3. The decision of IIMA Officials will be final and binding to all for interpretation of any ambiguity.
4. Canvassing by the bidders in any form, unsolicited letters or emails may result in suspension of bidder being eligible for bidding from any tender at IIMA. IIMA reserves the right to accept or reject any or all tenders received by it without assigning any reason whatsoever. IIMA may also withdraw or cancel the tender in part or in full to its sole discretion. IIMA also does not bind itself to accept the lowest bid.

IIMA reserves the right to ask the bidder to submit the price justification sheet including resources, efforts etc.

5 Other terms and conditions:**1. Contract Period:**

The initial Contract will be for a period of one (1) year from the date of award of service and on satisfactory completion of one year, the Contract may be extended for a further period up to Two (2) years on yearly basis on satisfactory and successful execution of service.

The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing. Further, the Contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same in preference to anyone else.

2. Earnest Money Deposit (EMD):

₹ 20,000/- (Twenty Thousand only) through DD/Pay Order/NEFT/RTGS from Scheduled Commercial banks payable at Ahmedabad in favor of Indian Institute of Management, Ahmedabad OR through online payment (Link for online payment: <https://web.iima.ac.in/web/127>). Bidders must send EMD (hard copy) to General Manager-Contracts, Main Campus, Indian Institute of Management Ahmedabad, Vastrapur, Ahmedabad – 380015 to reach on or before the tender submission date and time or up to any other extension provided by IIMA. (In case of online payment, no need to submit physical copy of EMD payment) No hard copies of the bid or any documents in any form, except the EMD amount shall be accepted by IIMA as part of this bidding process.

All applicable bank charges shall be borne by the applicant. Tender submitted without EMD is liable to be rejected. However, MSMEs only with UDYAM/NSIC registered units are exempted from the payment towards cost of EMD on e- submitting valid relevant documents along with Bid security declaration. The required certificate for claiming exemption shall be attached. The decision of IIMA Officials will be final and binding to all for interpretation of any ambiguity.

3. Release of EMD:

EMD of unsuccessful Bidders shall be returned within 30 days of publishing the technical evaluation result. EMD of successful Bidder shall be returned after deposit of the performance security deposit.

4. Fees:

Minimum fees to be quoted for Internal audit for the first year is Rs.10,62,000/- (including GST) for FY 27-28. In case of extension of the contract the rates shall be decided mutually between the successful bidder and IIMA every year keeping in mind the inflation.

5. Pre-Bid Detail(s):

Pre-Bid Date and Time	Pre-Bid Venue
22-09-2026 at 11:00 AM	Main Campus, Vastrapur, IIMA

6. Contact person for any clarification:

For Technical Queries:	Name -Mr. Nishant Joshi, (Manager- IAW) Email: manager-iaw@iima.ac.in Phone: 079-7152 4154 Name- Mr. Vishal Jhaveri, (AGM-F&A) Email: agm-accts@iima.ac.in Phone: 079-7152 4183
For Contractual Queries:	Name- Mr. Vinay Chauhan, (GM-Contracts) Email: gm-contracts@iima.ac.in Phone No. 079-7152 4542/4543

7. Bid Validity:

The bid submitted by the bidder shall remain valid for a period of **SIX (6)** Months from the date of opening of the Price bid. During this period, the bidder shall not be entitled to revoke or vary the content of the Bid or any term thereof. In case of making any variation subsequent to submission of bid at their own, the offer shall be treated as **“REJECTED”** and the Bidder shall be suspended from being eligible for bidding and EMD shall be forfeited without any reference to the Bidder. The Bidder shall be suspended from being eligible for bidding if the bidder prematurely withdraws his bid or the successful Tenderer fails to take up the Work or fails to deposit the performance guarantee.

8. Payment Terms:

The payment of Audit Fees as fixed will be made only after completion of Audit Work and submission of Audit Report for every quarter on a pro rata basis. Completion of Audit includes conduct of audit, submission and discussion of report with IIMA. IIMA will not pay any advance to the selected audit firm under any circumstances.

Bill for Audit Fees will be submitted to the IIMA on quarterly basis. IIMA shall cause payment to the Audit Firm upon receipt of the bill along with supporting documents. The payment schedule will be as per below:

Sr. No.	Milestone	% of Total of Annual price
1.	Completion of first quarter audit.	25%
2.	Completion of second quarter audit.	25%
3.	Completion of third quarter audit.	25%
4.	Completion of fourth quarter audit.	25%

Payment will be made based on the certification of IIMA Officials on part OR full completion of work. No Advance Payment will be made. Payments will be made within 30 working days after submission of corrected copy of the bills.

Payment will be made by E-payment/NEFT/RTGS after deducting the TDS as applicable. Final Payments will be made within 45 working days after submission of corrected copy of the bills.

Payment of Final invoice shall be done only after IIMA verification on GST portal for payment of GST for the invoice.

“IIMA will be able to settle the invoice in full, only after the invoice appears correctly (without discrepancy as against the physical invoice issued) in its GSTR-2B. GSTR2B is a static statement generated after the last date of filing of GSTR1, i.e., 11th of the subsequent month. Only invoices uploaded in Form GSTR1 by due date will appear in our GSTR2B which will be considered by us for matching in that month. Any delay in filing of GSTR1 will automatically result in postponement of matching and availment of ITC in respect of invoices uploaded in such GSTR1 to the next month. This would result in delay in availment of ITC at our end as also a delay in release of payment of invoice amounts to you”.

9. Performance Security Deposit (PSD):

9.1. Performance Security Deposit Amount: The Contractor shall provide a performance deposit in the form of a bank guarantee/account payee demand draft/ fixed deposit from a scheduled commercial bank. The amount of the performance deposit shall be **05% (Five Percentage)** of the total contract amount, as specified in the tender documents and subsequent contract agreement.

9.2. Performance Deposit Submission: The Contractor shall submit the performance deposit to the Institute within 30 days from the date of Letter of Intent (LOI)/Work Order (WO) or before

commencement of the work/services. The performance security deposit shall be submitted in favor of "Indian Institute of Management Ahmedabad", payable in the currency specified in the tender documents and subsequent contract agreement. **The validity of PSD must be up to two months beyond expiry of the contract period.** Contractor shall provide extended PSD if the contract period is extended. PSD will be released on completion of contract period plus two months to the satisfaction of IIMA official.

9.3. Purpose and Intent: The purpose of this performance deposit clause is to ensure the commitment and performance of the successful tenderer (hereinafter referred to as "the Contractor") in executing the awarded contract. The Contractor shall provide a performance security deposit as a form of security to protect the interests of the tendering party (hereinafter referred to as "the Institute") in case of non-performance, default, or breach of contractual obligations by the Contractor.

9.4. Non/late-Submission of PSD: In the event that the Contractor fails to submit the required performance security deposit within 30 calendar days from the date of the Letter of Intent (LOI)/workorder by the Institute, it shall be considered a material breach of the contract and shall be dealt with accordingly. In case of unavoidable circumstances, the contractor may approach the institute in advance for availing an extension on submission of PSD without any penal liability. It shall be prerogative of the institute to grant such extension on being satisfied by the reason provided.

9.5. Penalty for Non/late-Submission: The Contractor shall be liable to pay a penalty for the non-submission of the performance deposit within the specified timeframe of 30 days. Beyond 30 days for delay in submission of PSD, the penalty amount for non-submission shall be calculated as follows:

Sr. No	Delay in No. of days. (beyond allowable 30 days)	Penalty imposed*
1.	Beyond 30 days	Rs. 1,000/- per day
2.	Beyond 40th days (10 days beyond the allowable 30 days)	Rs. 1000/- per day and the Institute has right to terminate the Contract.

***Penalty shall be imposed/payable over and above the Performance Deposit.**

9.6. In case where the contractor fails to submit the Performance Deposit after 40 days of award of LOI/WORK ORDER, the Institute shall have right to terminate the Contract, and shall also have an option to 'blacklist' the contractor for a minimum term of 3 years.

9.7. Any such amount due for payment shall be received from either EMD amount or the contractor's immediate invoice. **(Proforma for bank guarantee attached as Annexure-H)**

10. Taxes, Labour laws and other regulations:

The bidder/service provider will be exclusively responsible to meet and comply with all legal requirements related to the service. The bidder/service provider shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done, or service rendered pursuant thereto. The bidder/service provider/firm shall be responsible to abide by legal and labour provisions prescribed by the Government of India which shall include Income tax, Insurance, Accident, ESI, PF, Minimum Wages, Contract Labour R&A Act, etc. The minimum wages shall be as of GUJARAT State labour laws.

The Bidder/service provider shall be responsible for issuing of Tax Invoices, filing of statutory return and deposit of statutory taxes within the time limit as prescribed in law. Any interest/Penalty/taxes (non-availing Input tax credit due to mismatch to GSTRN) which is required to be paid by IIMA due to default by the Bidder/service provider to comply with the above-mentioned activity/provisions as prescribed in laws, rules and regulations shall be recovered from the Bidder/Service provider and adjustment shall be made when mismatch is attended and solved, and credit is extended to IIMA.

Apart from compliance mentioned at above para, in the event of nonpayment/default in payment of taxes and duties and any other statutory compliances, under any other Local/State/Union

Government Statute, IIMA reserves the right to withhold the dues/payment and make payment to Local/State/Union Government authorities or to Labourers, as may be applicable.

11. Confidentiality

- (i) The parties agree to maintain secrecy and confidentiality of all confidential information exchanged or to be exchanged between them in relation to scope of service of this Tender.
- (ii) Both parties agree to restrict access and disclosures of confidential information to such of their employees, agents, vendors and parties to this RFQ. Agency shall not use the brand mark and/or logo of IIMA in any other future activity where IIMA is not involved.
- (iii) For purposes of this RFQ, "Confidential Information" means any data or information that is proprietary to the Disclosing Party and not generally known to the public, whether in tangible or intangible form, in whatever medium provided, whether unmodified or modified by Receiving Party or its Representatives, whenever and however disclosed, including, but not limited to: (a) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the Disclosing Party; and (f) any information generated by the Receiving Party or by its Representatives that contains, reflects, or is derived from any of the foregoing. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information. The Receiving Party acknowledges that the Confidential Information is proprietary to the Disclosing Party, has been developed and obtained through great efforts by the Disclosing Party and that Disclosing Party regards all of its Confidential Information as trade secrets.
- (iv) Notwithstanding anything in the foregoing to the contrary, Confidential Information shall not include information which: a) was lawfully possessed, as evidenced by the Receiving Party's records, by the Receiving Party prior to receiving the Confidential Information from the Disclosing Party; (b) becomes rightfully known by the Receiving Party from a third-party source not under an obligation to Disclosing Party to maintain confidentiality; (c) is generally known by the public through no fault of or failure to act by the Receiving Party inconsistent with its obligations under this RFQ; (d) is required to be disclosed in a judicial or administrative proceeding, or is otherwise requested or required to be disclosed by law or regulation, and (e) is or has been independently developed by employees, consultants or agents of the Receiving Party without violation of the terms of this RFQ, as evidenced by the Receiving Party's records, and without reference or access to any Confidential Information.
- (v) For the purpose of this clause Confidential Information shall mean to include information exchanged between the Parties including:
 - Intellectual property information;
 - Technical or business information or material not covered in (i); the publicly provided information released;
 - Proprietary or internal information;
 - Any & all derivative works, reports, database or document called by any name whatsoever, created using information provided by IIMA
 - Information disclosed pursuant to this tender;
 - All such other information – which by its nature or the circumstances of its disclosure is confidential and all such information of whatever nature and exchanged between the parties hereto and which by mutual tenders to be treated as confidential;
 - This tender and its terms and conditions.

- (vi) Confidential information shall at all times remain the sole and exclusive property of the disclosing Party. Upon request of the disclosing party, the information shall be destroyed or returned as requested followed by a written confirmation. The party in possession of confidential information shall be responsible for the destruction and/or return of information to other party as needed. Any consequential events arising out of non-destruction/non-return of information shall be the responsibility of the party retaining the information subject to duty of confidentiality being maintained at all times.

12. Termination:

12.1. Termination due to Audit firm's Default

If the contractor is in default under any of the provisions of this Contract including but not limited to:

- a. failure to proceed with all or any part of the Contract or Contract Work with due diligence,
- b. failure to execute all or any part of the Contract or to perform any other obligations in accordance with the Contract.
- c. refusal or neglect to make good defective Work or after being instructed to do so by IIMA.
- d. going into liquidation (other than a voluntary liquidation for the purpose of reconstruction) or having a receiver appointed for all or part of its undertaking.
- e. delay in executing the Contract such that Liquidated Damages are due under the terms of the Contract.
- f. abandoning the Contract.
- g. assigning or subletting any part of the Contract Scope of Work without the prior written approval of IIMA.
- h. failure to comply with any Applicable Law.
- i. failure to submit PSD (performance security deposit) as per PSD clause.

then, and in any such event and without prejudice to any other rights or remedies that IIMA may have, IIMA may issue contractor written notice describing the default. If contractor does not commence remedy of the default within (10) Ten days after receipt of the notice, IIMA may terminate all or any part of the Contract Work under this Contract and may then complete or have others complete all such terminated Work at the contractor's sole risk and cost. In case of such termination, contractor shall not be entitled to receive further payment, until the terminated Work is completed and accepted by IIMA. If the costs incurred by IIMA, including costs incurred in performing additional services to complete the Contract Scope of Work and IIMA's overheads in this regard, exceed the unpaid balance of the Contract Price, the contractor shall reimburse IIMA such excess within (10) ten days after receipt of an invoice thereof. The rights and remedies provided in this article are in addition to the rights and remedies provided to IIMA by law, equity, or under any other Article in this Contract. Such termination will not relieve the contractor of its responsibility to its laborers, suppliers, or any other creditors, including IIMA.

In the event of a termination under above clause 12.01, IIMA may use all or part of contractor's drawings, documents, and facilities at Site, in the performance of the Contract Scope of Work, without payment to contractor otherwise than by the extent such use of contractor's items causes a reduction of cost of completing the Contract Scope of Work.

12.2. Termination for Convenience

IIMA may, at its opinion, terminate for convenience the Contract Scope of Work in whole or in part, at any time by written notice to contractor. Such notice shall specify the extent to which the performance of Work is terminated and the effective date of such termination. Upon receipt of such notice, contractor shall:

- a) Immediately discontinue the Contract Scope of Work on the effective date or date of receipt of notice from IIMA, whichever is the latest and to the extent specified in the notice and place no further orders or sub-Contracts for services, other than as may be required for completion of such portion of the Contract Scope of Work that is not terminated.
- b) Promptly obtain cancellation upon terms satisfactory to IIMA of all purchase orders, sub-Contracts, rentals, or any other agreements existing for the performance of the terminated Work or assign those agreements to IIMA as instructed.
- c) Complete performance of the Contract Scope of Work that is not terminated.

Upon any such termination for convenience, IIMA shall have no liability towards contractor for any damages, including loss of anticipated profits. As its sole right and remedy, contractor shall be paid for

- a) The Work, which has been satisfactorily performed till date of such term termination. The Contractor shall have the responsibility to submit the Scope of Work that had carried out prior to the termination date with sufficient documentation within 7 days from date of the receipt of the termination notice. All such Scope of Work shall be properly protected and handed over to IIMA.
- b) All amounts due and not previously paid to contractor for Contract Scope of Work completed in accordance with the Contract prior to such notice of termination, and for Work thereafter completed as specified in such notice.

The termination of the Contract shall not relieve the Contractor of any continuing rights, obligations, and liabilities under the Contract.

12.3. Termination without cause:

Notwithstanding any of the above terms, this contract can be terminated by IIMA without assigning any reason by giving the other party thirty (30) days written notice of termination.

The termination of the Contract shall not relieve the Contractor of any continuing rights, obligations, and liabilities under the Contract.

Further, after termination of contract the work done by the vendor up to the date of cancellation of contract will remain the property of IIMA and the vendor cannot claim his right on the same.

While terminating this contract due to the reason as mentioned in 11.01 & 11.02 above, it is agreed that IIMA will make payments to the vendor on pro rata basis for delivered service and other actual costs incurred by service provider which is duly certified by authorized officer of IIMA made up to the day of cancellation of the Contract excluding the taxes.

13. Conflict of Interest among bidders:

Conflict of Interest is defined as:

If the bidding firm or their partner or audit team to be deployed at IIMA have relationships or financial or business transactions with any official of the Institute who are directly or indirectly related to tendering process or execution process of tender; or improper use of information obtained by the (prospective) bidder from the IIMA with an intent to gain unfair advantage in the tendering process or for personal gain or in any other ways.

Conditions & remedies for conflict of interest:

- 1) The Bidder will take all appropriate steps to ensure that bidding firm is not in a position where there is or may be a conflict of the financial or personal interests of the bidding firm and the institute.
- 2) Any breach of this Clause will result in cancellation eligibility for tendering.
- 3) A conflict of interest may arise in situations including but not limited to where a member of the Bidder or any of its affiliates:
 - is related to IIMA who both form part of the same team performing the work/services under the respective tender.
 - has a business interest with IIMA who is part of the same team is performing the work/services under the respective tender.
 - has been provided with, or had access to, information which would give the Bidder an unfair advantage in a further competition procedure.
- 4) Where the Bidder identifies a risk of a conflict or potential conflict, they will (at the time of bidding) inform the IIMA officials of such conflicts of interest and how they plan to mitigate the risk. Details of such mitigation arrangements are to be sent to the IIMA as soon as possible during bidding process. On receiving this notification, the IIMA will, at its sole discretion, notify the Bidder if the mitigation arrangements are acceptable or whether the risk or conflict remains a Breach.
- 5) The IIMA reserves the right to terminate the bidder from tendering process immediately by notice in writing and/or to take such other steps it deems necessary where, in the reasonable

opinion of the IIMA, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the bidder and the duties owed to the IIMA under the provisions of the tender. The actions of the IIMA pursuant to this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the IIMA.

The rights and remedies provided in this clause will supersede any rights and remedies provided under any other Article in this tender, in which matter the decision of IIMA official shall be final.

14. Invoice:

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

15. Dispute Resolution:

If any dispute, difference, controversies or claims of any kind whatsoever shall arise between IIMA and the successful bidder, they shall seek to resolve any such dispute or difference by amicable mutual consultation and deliberation in good faith within 21 days from the date of intimation of such dispute, difference, controversies, or claims by referring it to the Director of IIMA.

If IIMA and successful bidder fail to resolve such dispute or difference, controversy, or claim by mutual consultation, then either Party may give the other, a formal notice in writing that the dispute, difference, controversy, or claim exist specifying its nature, the point(s) in issue and its intention to refer such disputes, differences, controversies, or claims to arbitration under the Arbitration and Conciliation Act, 1996. The sole arbitrator shall be appointed mutually having requisite technical expertise to adjudicate such nature of disputes. The decision of sole arbitrator shall be binding on both the parties. Arbitration shall be held in Ahmedabad; India and the arbitration proceedings shall be conducted in the English language. The arbitrator will be requested to give their award in 60 days' time. The award shall be a reasoned award and the same shall be final and binding on the Parties. The award shall be entered in the courts at Ahmedabad and such courts may order enforcement of the award against the Parties and their respective successors and permitted assignees. The costs and expenses of the arbitration shall be borne equally by both the parties. The courts in Ahmedabad shall have the exclusive jurisdiction.

16. Assignment and sub-contracting:

The successful bidder shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of unavoidable circumstances, the successful bidder shall be able to do it with approval of the IIMA officials. However, the job shall be sublet only to the party approved by IIMA officials.

17. Authorization:

Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, IIMA may, without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.

18. Conditional Bids: Not Accepted

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

19. Force Majeure:

If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including but not limited to delays due to floods, fires, accidents, earthquakes, pandemic, epidemic, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the

Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance. However, there will not be any additional cost implications towards IIMA for such delay in performance, and the successful bidder agrees to complete scope of service & meet his obligations under contract for the cost agreed in LOI/ Work order.

20. Insurance:

The successful bidder has to obtain adequate insurance cover for its personnel deputed at the IIMA. IIMA will not have any liability towards any of such personnel.

The successful bidder has to declare on his letterhead within 15 days from the date of award of work order /LOI that he has taken sufficient insurance coverage. IIMA will not have any liability towards any of Audit firm's personnel or in any Insurance related matter.

21. Escalation / De-Escalation of Rates:

The rates shall be firm till the contract period of one year. In the case of extension of contract (if any) beyond one year the price may escalate maximum up to 10%, which will be mutually decided keeping in mind the inflation and modifications in scope of work.

22. Limitation of liability:

The aggregate total liability of the service provider to IIMA under the Contract shall not exceed the total Contract Price, except that this Clause shall not limit the liability of the Contractor for following:

- a) In the event of breach of any Applicable Law.
- b) In the event of fraud, willful misconduct or illegal or unlawful acts, or gross negligence of the Contractor or any person acting on behalf of the service provider; or
- c) In the event of acts or omissions of the service provider which are contrary to the most elementary rules of diligence which a conscientious service provider would have followed in similar circumstances; or
- d) In the event of any claim or loss or damage arising out of infringement of Intellectual Property; or
- e) For any damage to any third party, including death or injury of any third party caused by the service provider or any person or firm acting on behalf of the Contractor in executing the Works.

Neither Party shall be liable to the other Party for any kind of indirect or consequential loss or damage like, loss of use, loss of profit, loss of production or business interruption which is connected with any claim arising under the Contract.

23. Interpretation:

The Special conditions of Contract shall be read in conjunction with all other documents forming of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

24. Indemnity:

The contractor shall indemnify and keep indemnified to the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, servicemen Compensation Act, GST, Royalty, Excise Duty, Octroi, services Contract etc. and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or by laws. The contractor shall not employ child labour. Payment to servicers must be according to the Minimum wages act. The Agency acknowledges that monetary damages alone would not be an adequate remedy for any breach of the provisions of this Contract. Accordingly, in addition to all other remedies available at law or in equity or any other relief, which may be available to IIMA, IIMA shall be entitled to seek equitable relief of any kind including but not limited to injunctive relief and the right to seek specific performance against Agency. The Contractor at all times should indemnify IIMA against all claims, damages, or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act,

1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Shops and Establishment Act or any modification thereof or any other law relating thereto, and rules made thereunder from time to time. IIMA will not own any responsibility in this regard.

25. Compliance with IIMA's rules and regulations:

The Contractor shall comply with all norms stipulated by the IIMA such as Gate Passes, security, maintenance of cleanliness, discipline & decency at and around the work site, safety precautions and safety regulations.

26. Jurisdiction:

In case of any dispute during tendering (Pre/post award) legal proceedings shall be held in Ahmedabad, India and the legal proceedings shall be conducted in the English language.

27. Prices/taxes duties:

The Bidder should quote firm prices/ rates inclusive of all Taxes like Duties, Levies, Personal Tax, Corporate Tax, worker welfare cess, Labour welfare Cess etc. and all other expenditure required to be incurred by him/her for providing required construction work etc. during the contract period as indicated under this tender and after wards no variation on any account unless otherwise specifically mentioned will be allowed. (The contractor will indemnify IIMA against all statutory liabilities present and future, arising out of this contract.)

28. Error in Tender submission:

IIMA does not take any responsibility for the tender being wrongly submitted in the GEM Portal and malfunction of the system at bidder's end or not received in the portal by the stipulated date and time.

29. Compliance of statutory obligations:

The bidder will be required to comply with all statutory obligations from time to time applicable to this contract. In the event of violation of any contractual or statutory obligations by the bidder, the bidder shall be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against IIMA by any individual, agency, or government authority due to the acts of the bidder, the bidder shall be liable to make good / compensate such claims or damages to the IIMA. As a result of the acts of the bidder, if IIMA is required to pay any damages to any individual, agency or government authority, the bidder would be required to reimburse to IIMA such amount along with other expenses incurred by IIMA or IIMA reserves the right to recover such amount from the payment(s) due to the bidder while settling its bills.

30. Non-compliance:

Tenders, where prices are quoted in any other way, shall be rejected as nonresponsive.

31. Vacation of the premises:

The Contractor shall give vacant possession of the facilities/premises made available to the Contractor by IIMA and return all furniture, fixture, equipment, and other items made available by IIMA in good condition after the contractual period is over or if the contract is earlier terminated. Handing over of the vacant possession of the premises and equipment etc. shall be effected within 15 days of the completion of the period of contract or termination of the contract. If the Contractor fails to do so, the Owner shall be free to take possession of the premises by opening lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the Contractor's bill(s) or security deposit, any item found to be missing at the replacement cost of the material/equipment, furniture etc. given to the Contractor by IIMA.

32. Safety and Security:

Contractor shall abide by the safety code provisions, EHS provisions as per safety code framed from time to time by the government/statutory authorities.

Annexure-A
Bidder's Detail

Sr. No	Description	Document required	Details	Attached Yes/No	Page No.
1	Name of the Agency				
2	Registered Address				
3	Phone/Mobile Nos.				
4	E Mail ID		-		-
5	Organization Type (The bidder shall be legal entity as per GOI regulations and laws of the land (Joint venture shall not be allowed)	Attach the Copy of Partnership Deed OR LLP Deed OR Registration certificate OR Latest constitution certificate/Firm card issued by ICAI			
6	CA firms/ LLPs with at least 15 years of relevant experience as on 31.08.2026.	Latest constitution certificate/Firm card issued by ICAI.			
7	CA firms/ LLPs with at least 5 partners having 7+ years of relevant experience as on 31.08.2026.	Latest constitution certificate/Firm card issued by ICAI.			
8	Total strength of CA (Partners +Paid CA assistants) should not be less than 35.	Latest constitution certificate/Firm card issued by ICAI.			
9	Head Office/ fully operational branch office in Ahmedabad having strength of Chartered Accountants at Ahmedabad office not less than 10.	Self-declaration containing office location and list of Chartered accountants may be submitted as Documentary evidence.			

Sr. No	Description	Document required	Details	Attached Yes/No	Page No.
10	Experience in auditing/consulting of IIMs/ IITs/other higher educational institutions having Gross annual revenue of more than 50 crore for at least 3 years out of latest 5 years. OR Experience in auditing/consulting of corporates having Gross annual revenue of more than 500 crore for at least 3 years out of latest 5 years.	Attach the work order and work completion certificate. (As per Annexure – C)			
11	Gross annual revenue of Rs. 12 crore and above (Average of last three financial years 2023-24, 2024-25 & 2025-26).	Attach CA's certificate as per Annexure-D (IIMA may ask for audited P&L account statements also if required).			
		FY 2023-24			
		FY 2024-25			
		FY 2025-26			
		Average			
12	Not associated with IIMA for Statutory or Pre-audit or Internal audit work for the financial year 2025-26.	An undertaking letter for the same on Company Letterhead.			
13	Other mandatory documents as per PQ Criteria. (Scanned documents duly signed and stamped on Company's	GSTIN (Registration certificate) Copy self-attested.			
		PAN Copy (Self attested)			

Sr. No	Description	Document required	Details	Attached Yes/No	Page No.
	Letter head)	Annexure-A			
		Annexure-B			
		Annexure- C			
		Annexure-D			
		Annexure-E			
		Annexure-F			
		Annexure-G			
		Annexure-I			
136	EMD	EMD payment detail OR Certificate for exemption (Udyam/NSIC) + Bid Security Declaration	EMD Payment detail: 1. Mode of Payment: 2. Transaction No.: 3. Date of Transaction: OR Certificate for exemption: 4. Type of certificate: 5. Validity of the certificate: 6. Bid Security Declaration		
14	Other Details (IF ANY)				

Annexure-B
Part - I

Tender acceptance letter & Price bid undertaking
(To be given on Company Letter Head)

To,
Indian Institute of Management Ahmedabad
Vastrapur, Ahmedabad 380 015

Sub: Acceptance of Terms and Conditions of Tender & Price bid undertaking. Tender Reference No:
IIMA/Contracts/GEM-017/2026-27.

Dear Sir,

We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://gem.gov.in/>

Name of Tender: _____ as per your advertisement, given in the above-mentioned website(s). We hereby certify that:

1. We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by IIMA too have also been taken into consideration in its totality / entirety, while submitting this acceptance letter.
3. We offer to work at the rates as indicated in the Price Bid, inclusive of all applicable taxes except GST component and GST if applicable will be paid extra as mentioned in separate column of Price bid format.
4. We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking and there has been no litigation with any Government department on account of these services.

We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then IIMA shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-B
Part – II
PARTICULARS OF BIDDER

1. Name of the bidder _____
 (a) Trade Name (in Block letters) _____
 (b) Status of the Bidder _____
 (Proprietorship/Partnership/LLP/Limited Co.) (in Block letters)
 (c) Name of Proprietor/Partners/CEO/Directors _____
 (in Block letters) _____
 (d) Date of Establishment _____
2. Postal Address _____
3. Telephone/Mobile No. _____
4. E-mail / Website address (if available) _____
5. Bank Draft No, date, Bank name and amount
 (if applicable)/ MSME or NSIC Regn. No. _____
 (a) MSME/NSIC Regn. No. (if applicable) _____
 (Enclose self-attested photocopy)
6. Name of the Banker, Branch Name & address
 (in Block letters) (for e-payment purpose) _____
 A/c No.: _____
 A/c Type: Branch Code: _____
 IFSC Code: _____
7. PAN (Enclose self-attested photocopy) _____
8. GST Registration No. _____
 (Enclose self-attested photocopy) _____
9. Any other Relevant Information _____
 (e.g., Number of Years of Experience in similar line of Business / Turnover for last financial year)
10. Lab. License / EPF / ESIC Reg. No. (if applicable) _____ (Enclose self-attested photocopy)
11. Any other relevant information e.g., Number of years of experience in similar line of business and must be profit making organization in any two years out of last three consecutive financial years as on 31.3.2026. Please enclose copies of audited balance sheet and profit & loss account of last three consecutive years ended 31.3.2025 by a Chartered Accountant must be uploaded.
 I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No. **IIMA/CONTRACTS/GEM-017/2026-27**. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “(name of the work or supply)”

Signature _____

Name of the bidder _____

Date _____

Official seal of bidder _____

✓ **NOTE: Please upload all the above-mentioned supporting documents with seal and signature for verification.**

Annexure-C**List of Work orders and Work Completion Certificates**

Sr. No.	Department/ Company Name	Work Description	Contract Value (Rs.)	Contract start Date	Contract Completion Date	Work order attached YES or NO	Completion Certificate attached YES or NO	Page No. on submitted document
1								
2								
3								
4								
5								

Company Name: _____

Name of Authorized Person: _____

Authorized Signatory: _____

Date: _____

Annexure-D**CA Turnover Certificate**

(Format of the CA Certificate to be submitted by the Firm)

Dear Sir/ Ma'am,

This is to certify that M/s _____ having office at _____ are in the business of for completed years (considered up to 31-March of last Financial Year). Their Turnover in each Financial Year during the preceding years (years in words) are as given below:

SR. NO.	FINANCIAL YEAR	ANNUAL TURN OVER IN INR
1	2023-2024	
2	2024-2025	
3	2025-2026	

This is further certified that the above Turnover is in line with the Turnover declared by the Business in their Income Tax Returns filed under PAN No:

[UDIN] _____

For _____, Chartered Accountants

Partner, M. No/ FRN No. _____

Date: _____

Place: _____

Annexure-E

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH
REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Dear Sir/ Ma'am,

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last years.

For _____

Authorized Stamp and Signatory

Date:

Annexure-F**Form of Bid Security Declaration**

Date: [insert date]

Tender No.:[insert Tender number]

To,

Indian Institute of Management, Ahmedabad
 Vastrapur,
 Ahmedabad -380015

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration. We accept that we may automatically be suspended from being eligible for bidding in any contract with you, Indian Institute of Management, Ahmedabad (IIMA), if we are in breach of our obligation(s) under the bid conditions, more specifically, if we:

- withdraw or modify our Bid after deadline for submission of bids, during the period of bid validity specified in the tender document (hereinafter “the tender document”); or
- having been notified during the period of bid validity specified in the tender document, about the acceptance of our Bid by you,
 - fail or refuse to execute the Contract Agreement within the time period specified in the tender document,
 - fail or refuse to furnish the performance security, in accordance with the tender clause within the time period specified in the tender documents,
- not accept the correction of arithmetical errors in price bid; or
- breach a provision of the Code of Integrity.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty days after the expiration of our Bid.

Signed: _____ [insert signature of person whose name and capacity are shown]

Name: _____ [insert complete name of person signing the Bid-Securing Declaration]

In the capacity of: _____ [insert legal capacity of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: _____

[insert complete name and address of the Bidder] Dated on _____ day of _____, 2026 [insert date of signing]

Corporate Seal _____ [affix corporate seal of the bidder]

Annexure-G
Declaration (On Company Letter Head)

It is certified that I/We_____ do not have any relation either personal/professional/legal/commercial with any of the employees /staff / consultant of IIMA as specified in the tender documents. In case at any stage, it is found that the information given by me is false /incorrect, IIMA shall have the absolute right to take any action or to terminate the contract as deemed fit without any prior intimation to me.

OR

Below mentioned person is/are working with us either who is near relative of the employee/ staff/ consultant of IIMA.

Sr. No.	Name of the employee of the Tenderer	Name & designation of the Officer of the IIMA

OR

Below mentioned person is/are in our relation, who is either working in IIMA or has relation with the person working in IIMA.

Sr. No.	Name of the relation of the Tenderer	Name & designation of the Officer of the IIMA

Date:

Tenderer's Signature & Seal

Place:

Annexure-H**PROFORMA OF BANK GUARANTEE FOR PERFORMANCE
SECURITY**

(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

To,

The Chief Administrative Officer,

INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Vastrapur, Ahmedabad – 380015

In consideration of INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD an institute having office at Vastrapur, Ahmedabad-380015(hereinafter referred to as the “Institute” which expression shall unless repugnant to the context include its successors in interest and assigns) having entered into a contract dated _____(hereinafter called the “CONTRACT” which expression shall include all the amendments and modifications thereto) at with _____ (hereinafter referred to as the “CONTRACTOR” (which expression unless repugnant to the context or meaning thereof, shall include its successors, administrators, executors and assigns) and such contract having been signed and accepted by the Contractor for the total sum of at _____

AND WHEREAS under the terms of the said Contract, the Contractor is required to submit a PERFORMANCE Guarantee for the due, punctual, satisfactory and faithful PERFORMANCE of the entire Contract to the context of ____ % of the Contract Sum.

We (BANK NAME AND ADDRESS) (hereinafter referred to as the “Bank”) hereby unconditionally and irrevocably agree, guarantee and undertake that we shall forthwith, immediately upon receipt of written demand from INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD addressed to us, pay to INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD without any deduction, reservation, protest, demur, delay or reference to _____(Name of Agency) the aforesaid sum of _____. The payment shall be made irrespective of and not withstanding any dispute, claim or demand to contrary raised or made by the Contract.

1. We further undertake and agree that we shall make payment to you of the aforesaid amount of ₹_____ immediately upon demand being made, as aforesaid, without in any manner referring to, or seeking consent of or instructions from the Contractor and without in any manner, explicitly or by conduct, issuing notice of our intent to honor our commitment under this guarantee or on the issue of any instructions to the contrary issued by the Contractor. Any such demand made by the Institute on the Bank shall be conclusive and binding notwithstanding any difference between the Institute and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority or any instructions, letter contrarily issued by the Contractor. We agree that Guarantee herein contained shall be irrevocable and shall continue to be in force and enforceable till it is specifically discharged by the Institute by issuance of a letter/certificate to such effect or until DD/MM/YYYY date of claim expiry . No periodic renewal by the bank shall be necessary.

2. The Institute shall have the fullest liberty, from time to time, without in any way affecting the liability of the Bank under this Guarantee to extend the time for PERFORMANCE of the Contract by the Contractor or vary the terms of the Contract. The Institute shall have the fullest liberty without affecting this Guarantee to postpone, from time to time, the exercise of power vested in them or of any right which they might have against the Contractor and to seek compliance with any covenants contained or implied in the Contract between the Institute and the Contractor or any other course or

remedy or security available to the Institute. Notwithstanding any such extension or variation of the contract terms, the Bank shall not be released from its obligations under this Guarantee due to the exercise by the Institute of any such liberty. Nor shall the Bank's obligations be affected by any act of forbearance, indulgence, or other action by the Institute towards the Contractor. We agree that, irrespective of such extension of time or variation in contract, our liability to pay the aforesaid amount of ₹ _____ on demand, without demur, objection shall continue to remain unaltered, enforceable, and valid.

3. The Bank further agrees that the Institute shall, at its sole discretion, be entitled to invoke and enforce this Guarantee without first initiating any proceedings against the Contractor or making any prior demand for payment from the Contractor. This right of enforcement shall apply notwithstanding the existence of any other security, guarantee, or collateral that the Institute may hold with respect to the Contractor's liabilities, whether related to this agreement or otherwise. Accordingly, the Bank's obligation to make an unconditional payment on demand by the Institute shall not be affected, reduced, or diluted in any way and shall remain valid, enforceable, and unaltered.

4. We further agree that for the purpose of this Guarantee any notice issued to us by the Institute and the amount claimed in such notice as being payable by the Contractor to the Institute shall be deemed to be correct and shall not be disputed or questioned by us. The amount so claimed shall be paid forthwith and without delay in the manner stated herein. We further agree that this guarantee shall not be affected by any change in our constitution or that of the Contractor. We hereby undertake not to revoke this Guarantee during its period of validity, i.e., until the Institute discharges us in writing, notwithstanding any dispute or difference between the Contractor and ourselves. Furthermore, we confirm that our banker's lien, whether general or particular, in relation to the Contractor shall not extend to or affect the amount guaranteed under this Guarantee.

5. The Claim Demand in Original under this Bank Guarantee is to be submitted at the Branch located in Ahmedabad.

Notwithstanding anything contained herein

- a) Our liability under this Bank Guarantee shall not exceed **Rs.** _____
- b) This Bank Guarantee shall be valid up to _____ and
- c) We are liable to pay guarantee amount or any part thereof under this Bank Guarantee only and Only if you serve upon us a written claim or demand on or before _____ (date of expiry of Guarantee)" +
- d) On expiry this Bank Guarantee should be returned to us duly discharges)

Dated this the _____ day of _____ 2025, at _____.

Annexure-I

Certificate For No Deviation

Declaration (On Company Letter Head)

This is with reference to Tender enquiry No.: _____

for Indian institute management Ahmedabad.

I, _____, _____ Of M/s. _____

Hereby certify that there is no deviation from the Tender conditions, either technical or commercial and I am agreeing to all the terms and conditions mentioned in the tender.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid tender reference.

Date:

Bidder Signature & Seal

Place: