INDIAN INSTITUTE OF MANAGEMENT UDAIPUR
(An Autonomous Institute under Ministry of Education, Govt. of India)

E-TENDER DOCUMENT

FOR

ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM/LLP FOR CONCURRENT REVIEW SERVICES AT IIM UDAIPUR



IIMU/Tender/Accts/2026/01 Dated: 02/11/2026

Indian Institute of Management Udaipur
Balicha, Udaipur-313001, Rajasthan
Website: www.iimu.ac.in

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NOTICE INVITING LIMITED TENDER (NIT) FOR CONCURRENT REVIEW AT IIM UDAIPUR

Indian Institute of Management Udaipur (hereinafter referred to as "IIMU" or "IIM Udaipur") is an Autonomous Institute under the Ministry of Education, Government of India. IIM Udaipur is recognized as a premier management institution in the country.

IIMU invites online bids through Limited Tender Enquiry, in terms of Rule 201(i) of the General Financial Rules (GFR), 2017, from the Partnership firms/LLPs of Chartered Accountants to whom this tender enquiry is addressed (hereinafter referred to as "Firm/LLP" or "Bidder" or "Reviewer" or "Tenderer") under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for providing Concurrent review Services at IIMU.

The schedule and other details of the Tender are as under:

Tender Name	Engagement of Chartered Accountant Firm/LLP for concurrent review services at IIM Udaipur
Tender No.	IIMU/Tender/Accts/2026/01
Estimated Cost	Rs. 2,19,000/- (Rupees Two Lakh Nineteen Thousand only) per annum plus GST
Published Date	04-11-2026 at 1200 hrs
Bid Document download start date	04-11-2026 at 1200 hrs
Bid Document download end date	25-11-2026 at 1200 hrs
Last date for receipt of Bid	25-11-2026 at 1200 hrs
Date of Opening of Technical Bid	25-11-2026 at 1300 hrs
Date of Opening of Financial Bid	Would be indicated later on the CPP portal
EMD (Earnest Money Deposit)	Rs. 10,950/- (Rupees Ten Thousand Nine Hundred Fifty only)
Security Deposit	EMD of the successful Bidder will be converted into Security Deposit

This tender document containing eligibility criteria, the scope of work, terms and conditions, specifications, and other documents can be downloaded at/from the Central Public Procurement(CPP) Portal https://eprocure.gov.in/cppp/ or Indian Institute of Management Udaipur website:www.iimu.ac.in.

The tenderer shall sign and stamp each page of this tender document as a token of having read, understood, and complied with the Tender's terms and conditions.

Manual bid/tender will not be accepted under any circumstances. Incomplete bids/documents shall be rejected without giving any reason.

Tenders will be submitted through online mode under the e-procurement system. **The bidders have to apply online through the E-Procurement portal https://eprocure.gov.in/cppp/ only**. The original EMD instrument(s) are to be submitted in a sealed envelope superscribed with this tender name & the name of your firm/LLP and must reach the Address below before the last date & time for receipt of the Bid.

The Chief of Administration
IIM Udaipur,
Balicha, Udaipur-313001,
Rajasthan

Chief of Administration

Concurrent Review Services at IIM Udaipur

PART-I: TECHNICAL BID

Annexure – I

Scope of Work & Other Conditions

(1) The Firm/LLP is expected to review on a concurrent basis the vouchers as per the scope and frequency decided by the Institute. The scope of service shall include reviewing & verifying Accounting Vouchers/Payment vouchers having a value of more than Rs. 4,00,000/- (Rupees Four Lakh only) before they are processed for payment. In addition, the Firm/LLP shall also review any other vouchers, irrespective of value, that are referred to it separately by the Institute for checking.

To perform the task as per the scope, the firm/LLP shall review/verify/examine/check the voucher for the following compliance: -

A. Documentation & Approvals

(a) The voucher is supported by all relevant documents such as requisitions, quotations/bids, comparative statements, recommendation notes, purchase/work/service orders, contracts/agreements, delivery challans, Goods Receipt Notes/Inspection reports, completion/satisfaction certificates, invoices, etc.
(b) The voucher is duly approved/sanctioned by the competent authority as per the Delegation of Financial Powers/Authority Matrix and IIMU's policies.
(c) The procurement has followed the prescribed mode under GFR 2017 and IIMU Procurement Manual (GeM/e-procurement/CPPP, limited/open tender, etc.), including Public Procurement (Preference to Make in India) Order and Public Procurement Policy for MSEs, wherever applicable.
(d) The payment is in accordance with the terms of the PO/contract (rates, quantity, milestones, advance adjustment, Liquidated Damages, penalty, retention, security deposit/Performance Bank Guarantee validity).

B. Statutory Compliance

(e) Compliance with applicable statutes, rules and regulations, including GFR 2017, CGST/IGST/SGST Acts, GST-TDS, GST under Reverse Charge Mechanism, Income-tax Act, 2025 (TDS/TCS), BOCW Cess, Labour Codes (PF/ESIC/minimum wages for manpower contracts), and other laws applicable to IIMU.
(f) Correctness of GST calculation, including applicable rates, HSN/SAC, place of supply, and validity of vendor's GSTIN/PAN; e-invoice (IRN/QR code) compliance where applicable.
(g) Eligible GST input tax credit is availed and matched with GSTR-2B; ineligible/blocked credit is not claimed.
(h) Correct deduction and timely deposit of TDS/TCS (Income-tax and GST) at applicable rates, including lower/nil deduction certificates.
(i) Any certificate required by the Institute shall be provided by the Firm/LLP on a separate charge basis.

C. Accounting & Budget

(j) The expenditure is within the sanctioned budget head and correctly booked under the appropriate ledger/account head and cost centre/project.

(k) Correct classification between Revenue and Capital expenditure.

(l) Correct classification of goods as Assets or Consumables, and entry in the Fixed Asset/Stock Register.
(m) Arithmetical accuracy of the voucher and checks against duplicate/double payment.
(n) Vendor bank details are verified against the vendor master, and payments are made only to the contracted party.
(o) The voucher complies with the guidelines issued by the Ministry of Education, Government of India, and the IIM Act, 2017, along with rules made thereunder.

D. Advisory & Reporting
(p) Give observations/suggestions to address process gaps with adequate internal controls.
(q) The Concurrent Reviewer shall duly fill the Voucher Tracker Sheet at each visit.
(r) Submit a monthly report of observations, with category-wise exceptions and their status of compliance, to the Chief of Administration/designated authority. Follow up on pending observations till closure.

Note: The above list of checks is inclusive/indicative only. The reviewer shall perform any other checks as may be requested by IIMU from time to time.

(2) Reviewer shall submit the report in the format approved/specified by the IIMU, mentioning the details and number of vouchers checked by him/her. The report shall include the type of checks performed as per scope with his observation/ comments/shortfall/recommendations.

(3) The reviewer shall be a qualified Chartered Accountant having an active membership number from the Institute of Chartered Accountants of India.

(a) The firm/LLP shall obtain prior approval on the profile of a Chartered Accountant before deploying him/her as a reviewer at IIMU. In such cases, IIMU shall have the exclusive right to either approve or reject the profile of the Chartered Accountant without assigning any reason thereof.
(b) The firm/LLP shall not deploy any person as a reviewer who is not a qualified Chartered Accountant unless prior approval is obtained by the firm/LLP from IIMU.
(c) IIMU shall have the right to demand to change the reviewer at any time after his/her deployment at IIMU. In such case, the firm/LLP shall change the reviewer immediately and obtain prior approval of the profile of such new reviewer.

(4) The reviewer shall be present at IIMU once every week on a day convenient to IIMU authorities. However, IIMU shall have the right to change/increase/decrease the frequency of visits by the reviewer based on the number and criticality of vouchers.

Annexure – II

General Terms and Conditions of Contract

(1) ***Preparation and submission of Tender:*** The Tender should be submitted in two parts, i.e., Technical Bid and Financial Bid. For submission of bids, all interested bidders have to register online on the e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on https://eprocure.gov.in/cppp/ duly signed and sealed on each page of the Tender. For details, kindly see the annexure of this Tender: Instructions for Online Bid Submission.

(2) ***Bid Evaluation:***

a) The Bid will be opened online on the CPP portal.
b) Technical Bid will be opened of only those bidders whose original EMD (or valid MSE exemption certificate) have reached IIMU before the last date & time for receipt of Bid.
c) Financial Bid will be opened of only those bidders who qualify in the technical evaluation.
d) The successful Bidder will be the tenderer that quotes the lowest rates. Negotiations, if any, shall be held only with the L-1 (Lowest) Bidder and only in exceptional circumstances, in accordance with the CVC guidelines and GFR 2017. The decision of the Institute will be final in all respects.
e) In case the successful Bidder (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.
f) In case of first lowest (L1) is more than one, then it would be at the discretion of the Institute to award the contract to any one firm/LLP out of these lowest bidders by giving preference to the firm/LLP that has completed the longest period from its date of registration up to the last date of submission of the Tender.

(3) ***Period of Contract:*** The contract period will initially be for Two year. The contract may be extended subject to satisfactory performance at the sole discretion of IIMU on an annual basis for a further period of three years. In case the performance of the firm/LLP is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the Tender, then the contract may be terminated by IIMU even before the scheduled time by giving advance notice of one month to this effect. In the event of premature contract termination for reasons mentioned above, the Security deposit shall be absolutely forfeited.

(4) **Exit Clause:** Notwithstanding anything contained in any other clause of this Tender, the contract can be terminated by IIMU by giving one-month notice without giving any reason and by the firm/LLP by giving three months' notice.

(5) **Contract Agreement:** The successful Bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.500/-(Rupees Five Hundred only). IIMU reserves the right to amend the terms & conditions of the contract by mutual discussions, and such amendments shall be in writing. The amended terms and conditions will form part of the agreement. The Bidder shall bear

the entire cost of the stamp paper and agreement.

(6) ***Earnest Money Deposit (EMD):*** The tenderer shall deposit Earnest Money of **Rs. 10,950/- (Rupees Ten Thousand Nine Hundred Fifty only), being 5% of the estimated contract value for one year, in terms of Rule 170 of GFR 2017,** through Demand Draft drawn in favor of "Indian Institute of Management Udaipur" payable at Udaipur. The Earnest Money Deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose Bid is accepted will be kept as a security deposit for a period up to the validity of the contract plus additional three months. **Micro and Small Enterprises (MSEs) registered with Udyam/NSIC for the relevant services are exempted from payment of EMD in terms of the Public Procurement Policy for MSEs Order, 2012, subject to uploading a valid registration certificate with the Technical Bid.**

(7) In the event of Bidder backing out before the actual award or execution of the agreement, IIMU will have the right to forfeit the EMD. In case the successful tenderer (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.

(8) **Sub-Contracting**: The firm/LLP shall not directly or indirectly assign, sub-contract, or sublet the whole or any part of the contract in any manner except with the specific approval of IIMU.

(9) IIMU shall not have any liability in respect of matters connected with the employment of the reviewer deputed/deployed by the firm/LLP. The reviewer deputed/deployed by the firm/LLP shall have no right whatsoever to claim employment or other rights from the Institute.

(10) None of the reviewers of the firm/LLP shall enter into/practice/engage in any kind of private work within the campus of IIMU. Non-compliance with this condition will be deemed to violate the terms/conditions of the contract by inviting penalty/cancellation of the contract.

(11) There should be no case pending with the police against the Firm/LLP/Partner/Director/employee and should not be blacklisted by any Govt agency. An undertaking to this effect on the firm/LLP's letterhead should be attached.

(12) The firm/LLP shall ensure that the reviewer deployed by it is disciplined and does not participate in any activity prejudicial to the interest of the IIMU / Govt. of India / any State or Union Territory.

(13) **Interpretation**: All the terms and conditions of the contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary to every part and shall be read with and into the contract.

(14) **Bid Validity:** The quoted rates must be valid for a period of 90 (ninety) days from the date of closing of the Tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the Bidder quoted the validity shorter than the required period, the same would be treated as unresponsive, and it may be rejected.

(15) In case the tenderer withdraws, modifies, or changes his offer during the validity period, the Bid is liable to be rejected, and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without

changing any terms, conditions, etc. of their original Tender.

(16) In exceptional circumstances, the IIMU may request the Bidder's consent to extend the bid validity period. A bidder shall, however, be at liberty to refuse the request without risking the forfeiture of his earnest money. A bidder agreeing to extend the validity of the Bid will not be allowed to modify his Bid.

(17) Any one or more of the following acts/ commissions/ omissions are liable to cause summary rejection of Tender:

- Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time.
- Any conditional bid or a bid offering rebate.
- Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.
- Any effort by a bidder to influence the IIMU in the bid evaluation, bid comparison, or contract award decision

(18) **Authority of the person signing the document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on inquiry, it appears that the person, so signing had no authority to do so, the IIMU may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

(19) **Payment of Bills:** The payment for services under this agreement shall be made on a monthly basis on satisfactory completion of services as per the scope and approval of the report by the IIMU. The mode of payment may be through online (NEFT/RTGS/IMPS) in favor of the firm. The final payment shall, however, be made only after adjusting all the dues/claims of the IIMU. TDS, as applicable at the prevailing rate, will be deducted at the source.

(20) **Out-of-Pocket Expenses:** The fee quoted by the Bidder shall be all-inclusive (exclusive of GST only) and shall cover all costs and expenses associated with the assignment, including travel, conveyance, boarding, lodging, communication, stationery, printing, and any other out-of-pocket expenses. No out-of-pocket expenses or any other reimbursement, over and above the quoted fee, shall be payable by IIMU under any circumstances.

(21) **ARBITRATION:**

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement, or matter whatsoever shall, before/after completion or abandonment of work or during the extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by mutual consent of the parties, failing which in accordance with Section 11 of the Arbitration and Conciliation Act, 1996.

If the Arbitrator to whom the matter is referred initially dies or refuses to act or resigns/withdraws for any reason from the position of arbitration, another person shall be appointed to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which his predecessor left it if both the parties consent to this effect, failing which the Arbitrator

shall be entitled to proceed de novo.
It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to the Arbitrator at the time of invocation of arbitration under this clause. It is also the term of the contract that the parties themselves shall bear the cost of arbitration.

The venue of arbitration shall invariably be at Udaipur.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

(22) FORCE MAJEURE:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restrictions or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within seven days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the IIMU as to whether the operation has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

(23) PENALTY

Penalty for complaint, non-adherence of terms & conditions specified in tender document, indiscipline & unsatisfactory operation of the services and the incidence given in the various clauses of this document for the purpose, may be levied up to Rs. 10,000/- on each occasion as per IIMU discretion which will be deducted/adjusted in subsequent monthly bill/security deposit.

(24) IIMU reserves the right to reject the Tender in whole or part without assigning any reasons thereof.

(25) IIMU reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if necessary to benefit IIMU.

(26) All exhibits/certificates/statements/supporting documents should be indexed and serially numbered.

(27) The decision of the Director of IIMU will be final in all respect and will be acceptable to all the tenderers.

(28) **Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Udaipur only.

Annexure – III

Firm/LLP Details

I Details of Tenderer/Bidder

Sl No.	Particulars	Details
1	Name of Tendering Firm/LLP	
2	Name of the Owner/ Partner and ICAI membership number	
3	Full Address of registered office with pin code, Telephone Number	
4	Email ID of the firm/LLP	
5	Website of the firm/LLP, if any	
6	Telephone No. (Office) of top two officials with names, designation and Email ID	
7	Name and designation of the authorized person with telephone/mobile number. (authorization letter to be enclosed)	

II Registration & Other Statutory requirement details:

The firm/LLP should have the following statutory requirements:

SL. No.	Particulars	Number / Other Details	Page No. of Supporting Documents Enclosed
1	Registration as a Partnership firm/LLP (please specify)		
2	Registration number of the firm/LLP of Chartered Accountants and date of registration along with the copy of the registration certificate and firm card. (self-attested)		
3	Total number of Partners in the firm, their names, date of admission as partners, and membership number with ICAI.		
4	Permanent Account Number (attach self-attested copy)		
5	GST Registration No., if applicable (attach self-attested copy)		
6	Any other registration which is mandatory for such firm/LLP stipulated by the concerned public Authorities (if any) (attach self-attested copy)		

Certified that all above information's are correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place :
Date :

(Signature of the Bidder with seal)

Annexure – IV

Eligibility Criteria

Only firms/LLPs meeting the following minimum criteria will be considered for opening the financial Bids. Supporting documents/annexures should be attached with this and must be serially numbered. An Index must be made for this to facilitate quick reference to the relevant page number.

(1) The firm/LLP must be a registered Partnership firm/LLP of Chartered Accountants, and such Partnership firm/LLP must have existed for a minimum period of five years or more on the last date of submission of the Tender.
Proper documents/certificates issued by appropriate authorities must be enclosed to support this, along with the format given below.

SL No	Registration Certificate Number	Registration Certificate Issued By	Registration Validity From (DD/MM/YYYY)	Registration Validity To (DD/MM/YYYY)	*Total period of registration (Years, Months, days)	Page No. of Copy of the certificate attached

*Must not be less than five years

(2) The firm/LLP must have a minimum of two Chartered Accountants who have been associated with the firm/LLP for a minimum of five years in the capacity of Active Partners as of the last date of submission of the Tender.

Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this, along with the format given below.

SL No	#Name of the Partner	Date of CA qualification	Date of Joining the firm/LLP as an active partner after CA qualification	Partner's Membership number of ICAI	^Total period of association of CA as a partner with the firm/LLP (Years, Months, Days)	Page No. of Copy of the certificate attached

^Must not be less than five years
Must not be less than two partners

(3) The firm/LLP shall submit the original EMD in a sealed envelope superscribing this tender name & the name of the firm/LLP and must reach IIMU before the last date & time for receipt of the Bid. Photocopy of the same EMD should be enclosed to support this, along with the format given below.

S No.	Particulars	Details
1	Earnest Money Deposit (EMD)	DD No._____of Rs. **10,950/- (Rupees Ten Thousand Nine Hundred Fifty only**) of Dated_____ drawn on Bank_____ Branch_____

DD will be made in favor of the "Indian Institute of Management Udaipur," payable at Udaipur.

(4) The firm/LLP must have a valid Permanent Account Number (PAN) as per the details given below: -

Sl No	Name	PAN No.	Copy attached	Remarks

(5) The average annual turnover from audit services and concurrent review/audit services during the last three financial years ending on 31.03.2026 must be equal to or more than 100% of the annual estimated cost of this tender, i.e., Rs. 2,19,000/- (Rupees Two Lakh Nineteen Thousand only), Please provide details in the following format:

Year	Total Turnover (for information only) in **Rupees** (in words and figures)	Turnover from audit services and concurrent review/audit services in Rupees (in words and figures)
2023-24		
2024-25		
2025-26		

(6) The firm/LLP must have Statutory Audit, Internal Audit or Concurrent Audit experience for educational institutions (other than schools) providing degree courses recognized by law during any of the past three financial years ended on 31 March 2026 (Please attach a separate sheet, if necessary).

Year	@Name of the Educational Institution	Type of Audit	Name of Degree courses offered by the educational institution	Page number of the Copy of Engagement/appointment letter and work completion certificate duly issued by the auditee educational institution
2023-24				
2024-25				
2025-26				

@ Must not be less than one educational institution (other than schools)

(7) The firm/LLP should possess all mandatory statutory requirements mentioned in 'Annexure-III Firm/LLP Details,' including its Sections 'I- Details of the tenderer/bidder' and 'II – Registration & Other Statutory requirement details' in this tender document.

No price should be specified in the technical Bid. Including such information will entail rejection of the Bid.

NOTE: All third-party certificates should be duly signed and stamped by the bidding firm/LLP.

Certified that all above information's are correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place:

Date:

(Signature of the Bidder with seal)

Annexure – V

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at http://eprocure.gov.in/eprocure/app

1. Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the agencies/bidders on the e-Procurement/ e-tender portal is a prerequisite for e-tendering.

2. Bidder should do the enrolment in the e-Procurement site using the "Online Bidder Enrolment" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the firm/LLP/bidder through email id provided.

3. Bidders need to login to the site through their user ID/ password chosen during enrolment/registration.

4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card, should be registered.

5. The DSC that is registered only should be used by the Bidder and should ensure safety of the same.

6. Firm/LLP/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.

7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise Bid will be rejected.

8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.

9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.

10. Bidder selects the Tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.

11. From my tender folder, he selects the Tender to view all the details indicated.

12. It is construed that the Bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the Bid will be rejected.

13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.

14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.

15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

16. Bidder should submit the EMD as specified in the Tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the Tender or as indicated in the Tender. Scanned copy of the instrument should be uploaded as part of the offer.

17. While submitting the bids online, the Bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.

18. The Bidder has to select the payment option as offline to pay the EMD as applicable and enter details of the instruments.

19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted Bid will not be acceptable or liable for rejection.

20. The Bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

21. The Bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the Bid will be rejected.

22. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the Bidder; else the Bid submitted is liable to be rejected for this Tender.

23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System

Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of Bid online by the bidders at the eleventh hour.

24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the Bidder and kept as a record of evidence for online submission of Bid for the particular Tender and will also act as an entry pass to participate in the bid opening date.

25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by anyone until the time of bid opening.

27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

28. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.

29. The Bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallelly for any further queries, the bidders are asked to send a mail over to cppp-nic@nic.in.

Annexure – VI

TENDER ACCEPTANCE LETTER
(To be given on Firm/LLP Letter Head)

Date:

To,

Director, IIM Udaipur, Balicha, Udaipur, Rajasthan-313001.

Sub.: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: IIMU/Tender/Accts/2026/01 **dated 02-11-2026**
Name of Tender/Work: Engagement of Chartered Accountant Firm/LLP for concurrent review services at IIM Udaipur
Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:_____ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.___to___(including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide by with the terms/conditions /clauses contained therein.

3. The corrigendum(s) issued from time to time by IIM Udaipur have also been taken into consideration while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this Tender are found violated, then IIMU shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid, including the forfeiture of the entire earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official S

Annexure-VII

(to be provided on letter head of the Firm/LLP)

Declaration regarding Blacklisting

To,
Director,
IIM Udaipur,
Balicha, Udaipur 313001

Tender Reference No.: IIMU/Tender/Accts/2026/01 **dated 02-11-2026**

Name of Tender/Work: Engagement of Chartered Accountant Firm/LLP for concurrent review services at IIM Udaipur

I hereby certify that our firm/LLP(name).. has never been blacklisted or debarred in the past by any Central/State Government/Public Undertaking/Autonomous Institute from taking part in tenders nor any criminal case is registered/pending against the firm/LLP or its owner/partners anywhere in India.

I also certify that the above information is true and correct in every respect, and in any case, at a later date, it is found that any details provided above are incorrect, any contract given to our firm/LLP (name) may be summarily terminated, and the firm/LLP blacklisted.

Date : ***Firm/LLP Name:***

Place: **Name of the authorized person:**

Designation:

(Authorized Signatory with seal)