



Indian Institute of Information Technology Vadodara
Block No. 09, c/o Government Engineering College Campus,
Sector 28, Gandhinagar, Gujarat.
Phone No.: 079 - 23977 519 | www.iitvadodara.ac.in

No.: IIITV/PUR/TENDER/INTERNAL AUDIT/26-27/02

15th May 2026

NOTICE INVITING TENDER FOR APPOINTMENT OF INTERNAL AUDITOR OF IIITV FOR FINANCIAL YEAR 2026-27 (FROM 01.04.2026 TO 31.03.2027)

Dear Bidder,

The Institute invites sealed tender for 'Appointment of Internal Auditor of IIITV Financial Year 2026-27 on Quarterly basis for a period of One year, which can be extended for one more year on the basis of satisfactory performance at same terms and conditions.

1	Type of Tender	Indigenous Open Tender (Two Bid System)
2	Earnest Money Deposit (EMD)	₹50,000/- (Rupees Fifty Thousand Only) in form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee [including e-Bank Guarantee] from any of the Commercial Banks or payment online in an acceptable form, in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.
3	Security Deposit / Performance Security	The successful bidder is required to submit security deposit of ₹50,000/- (Rupees Fifty Thousand Only) in form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee [including e-Bank Guarantee] from any of the Commercial Banks or payment online in an acceptable form in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat. The Performance Security shall remain valid for a period of sixty (60) days beyond completion of all contractual obligations.
4	Pre - Bid Meeting	21 May 2026 at 1500 hours at the Conference Hall at the Institute's Gandhinagar Campus.
5	Last Date & Time for seeking Clarification	28 May 2026 up to 1700 hours by an email on <purchase_section@iitvadodara.ac.in> OR an ink signed copy at the Institute.
6	Closing Date & Time of Bid submission (Technical and Financial Bid)	05 June 2026 up to 1500 hours.
7	Technical Bid opening Date & Time	05 June 2026 at 1530 hours.
8	Financial Bid Opening Date & Time	Bidder would be informed by email/phone
9	Bid Validity	180 days from the due date of submission of bid
10	Correspondence Address	PIC Purchase, Indian Institute of Information Technology Vadodara Block No. 09, c/o Government Engineering College Campus, Sector 28, Gandhinagar, Gujarat – 382028 Contact No – 079-23977519



[Handwritten Signature]
15/05/2026

A. BACKGROUND OF THE INSTITUTE:

Indian Institute of Information Technology Vadodara (IIIT-V) was established in the year 2013 by the Ministry of Education, Government of India, under the Public-Private Partnership (PPP) model and has been declared an Institute of National Importance. The Institute has been set up with the participation of the Government of India, Government of Gujarat, Gujarat State Fertilizers and Chemicals, and Tata Consultancy Services as its industry and institutional partners.

At present, the Institute is functioning from its temporary campus located at Government Engineering College Gandhinagar, pending operationalization of its permanent campus at Vadodara, Gujarat. The Government of Gujarat has extended support to the Institute by allotting approximately 50 acres of land at Dumad, Vadodara, and by providing academic infrastructure at GEC Gandhinagar.

The Institute also operates a satellite campus known as Indian Institute of Information Technology Vadodara International Campus Diu (IIITV-ICD), established at the Education Hub, Kevdi-Diu, in collaboration with the Government of Dadra & Nagar Haveli and Daman & Diu (UT Administration of DNH & DD).

The Institute maintains its accounts using the Tally accounting software. The expenditure of the Institute is broadly classified under two categories, namely Recurring and Non-Recurring expenditure. Most payments relating to salaries, reimbursements, scholarships, and similar disbursements are made directly through electronic transfer to the respective bank accounts of employees and students. Payments to vendors and contractors are generally made through cheque or electronic fund transfer modes.

Any further clarification relating to the scope of work or tender conditions may be sought during the pre-bid meeting.

B. GENERAL TERMS AND CONDITIONS:

1. The tender documents to be downloaded from the Institute's website (www.iiitvadodara.ac.in). Any Corrigendum / Amendments / Corrections / clarification / modification, if any, pertaining to this tender shall be published only on the Institute's website and bidders are advised to regularly visit the same for updates.
2. The tender should be submitted in two parts namely Technical Bid and Financial Bid and each should be kept in a separate sealed cover. Proof for EMD be kept along with technical bid (**BID WILL NOT BE CONSIDERED WITHOUT EMD**). All the covers should be kept in another sealed cover address to the PIC Purchase, Indian Institute of Information Technology Vadodara. The inner covers should be super scribed with subject of tender whether the cover containing 'Technical Bid or 'Financial Bid'. The outer cover envelope containing should bear the full address and contact details of tenderer. The outer cover should be superscribed with '**TENDER FOR APPOINTMENT OF INTERNAL AUDITOR OF IIIT VADODARA FOR FINANCIAL YEAR 2026-27**'.
3. The tender completed in all respect must be dropped in the Office of the PIC Purchase, Indian Institute of Information Technology Vadodara, Block 09, c/o Government Engineering College Campus, Sector 28, Gandhinagar – 382 028, Gujarat by due date and time as indicated in Table - 1. The tender received after the scheduled date and time will be rejected. The Institute will not be responsible for any postal delay. **FAX AND EMAIL QUOTATION WILL NOT BE ACCEPTED.**
4. The EMD of unsuccessful bidder will be returned without any interest within 30 days after awarding the offer.
5. The EMD of successful bidder will be returned without any interest after submission of security deposit.



6. The security deposit must be submitted within 15 days from the date of notification of award of contract.
7. The tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates then the tender is liable for rejection.
8. The contract shall be awarded to the bidder obtaining the highest combined score under the Quality and Cost Based Selection (QCBS) evaluation methodology as prescribed in the tender document.
9. The tenderer should sign and affix firm stamp at each page of the tender documents as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENTS.**
10. The financial bid should be submitted in the form given in **Annexure - IV**. The financial bids of those tenderers who are found technically responsive, will be opened on a specified date and time to be intimated to the respective tenderer.
11. The evaluation of the tender documents will be made on the basis of technical information furnished. The financial bid of only those firms will be opened who will qualify the evaluation criteria.
12. The Institute reserves all rights to reject tender not fulfilling the criteria mentioned in the tender documents, without communicating any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Director of the Institute shall be final and binding.
13. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderer bid.
14. The tenderer is at liberty either himself or authorise, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter authority from the tenderer and proof of identification and will mark his attendance before opening of the tender.
15. In case of breach of any of terms and conditions mentioned above, the Institute will have the right to cancel the contract without any reason thereof and nothing will be payable by the Institute in that case.
16. The tenderer shall not assign or sublet the work or any part of it to any other person or party without the written permission of the Institute. **THE TENDER IS NON-TRANSFERABLE.**
17. The firm should not be statutory auditor, consultant, or service provider having conflict of interest in relation to the assignment if:
 - It is providing consultancy/services that may result in conflict with the internal audit function; or
 - Any situation exists which may impair the independence and objectivity of the audit process.
18. The agency shall be paid on Quarterly basis. No payment shall be made in advance and loan from bank or financial institution shall not be recommended on the basis of the order of award of work. Hence, the agency shall submit the Quarterly bills.
19. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.



[Handwritten Signature]
15/05/2024

20. The place of arbitration will be Gandhinagar, Gujarat and will be governed by provisions of the Indian Arbitration & Reconciliation Act.
21. The procurement process shall be governed by GFR 2017 and procurement policies issued by Government of India from time to time.
22. The contract can be terminated by giving at least **03-months written notice from either side**.
23. The Institute shall deduct Income Tax at source as per the applicable provisions, as amended from time to time.
24. The Institute shall deduct GST TDS as per the CGST & SGST Act 2017, as amended from time to time.



[Handwritten Signature]
15/05/26

C. PRE - QUALIFICATION CRITERIA:

Interested CA/CWA firms are advised to carefully read and understand the eligibility criteria mentioned below before submitting their bids. The firms are also required to submit the relevant supporting documents, as specified in **Annexure-III and at clause C of the tender document**, against each eligibility criterion:

1. **EMPANELLMENT WITH C&AG:** The CA/CWA firm must have been empanelled with the Comptroller and Auditor General of India (C&AG) in at least one of the immediately preceding three financial years.
2. **EXPERIENCE:** The CA/CWA firm must possess a minimum experience of four (04) years from the date of registration of the firm, as on the date of opening of the technical bid.
3. **EXPERIENCE IN STATUTORY / INTERNAL AUDIT:** The CA/CWA firm must have conducted either statutory audits or internal audits for at least one Autonomous Body, Statutory Body, Educational Institution, or PSU having a minimum annual turnover of ₹10 Crore in any of the immediately preceding three financial years. The annual turnover of such Autonomous Bodies, Statutory Bodies, Educational Institutions, or PSUs shall be considered based on their audited financial statements for the respective financial year.
4. **ANNUAL TURNOVER OF THE FIRM:** The interested CA/CWA firm should have an average annual turnover of not less than ₹12 lakhs during the immediately preceding three financial years.
5. **LOCATION OF THE OFFICE:** The CA/CWA firm must have its registered/head office located in Ahmedabad, Gandhinagar, Vadodara, or Diu. In case the firm does not have its registered/head office in the aforementioned locations, it must have a branch office in Ahmedabad or Gandhinagar.

D. DOCUMENTS REQUIRED FOR PRE-ELIGIBILITY CRITERIA:

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the eligibility criteria should be provided:

Sr. No.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	REMARKS
1.	EMPANELLMENT WITH C&AG:	Self-Certified copy of empanelment letter issued by C&AG is to be submitted.	
2.	TAXPAYER INFORMATION	1. Income Tax Registration (PAN No/TAN No.) 2. GSTIN Registration, if applicable	
3.	REGISTRATION: With the ICAI / ICWAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India.	
4.	NO. OF PARTNERS	Copy of Firm Registration Certificate (FRC) as mentioned at Sl. No. c above and Membership number issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India of each partner/member as on 1 st April 2026.	
5.	NO. OF QUALIFIED CA's/CWA's	Certified copy of relevant documents from ICAI/ICWAI is required	
6.	EXPERIENCE OF NO. OF STATUTORY AUDIT /INTERNAL AUDIT: as stated in	Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Auditee	



Handwritten signature and date: 15/05/26

	Pre-eligibility Criteria	organization.	
7.	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for immediately preceding three financial years	Copy of audited/ CA certified Balance Sheet, Profit & Loss Account and Income tax return along with income computation for the immediately preceding three financial years	
8.	LOCATION OF CA/CWA FIRM'S OFFICE	Proof of having Office in Ahmedabad/ Gandhinagar/ Vadodara/ Diu	
9.	INFORMATION SHEET	As per Annexure I	
10.	EARNEST MONEY DEPOSIT	Supporting Document, and Annexure - VI	
11.	TECHNICAL BID DOCUMENTS	As per Annexure II	
12.	TENDER ACCEPTANCE & NON-BLACKLISTING CERTIFICATE	As Prescribed in Annexure IV	
13.	FINANCIAL / PRICE BID	As per Annexure III	
14.	DECLARATION REGARDING DEBARMENT FROM BIDDING	As per Annexure V	
All supporting documents to be submitted should be self-attested by the bidder			

E. SPECIAL TERMS AND CONDITIONS:

1. The appointment of the Internal Auditor for Indian Institute of Information Technology Vadodara shall initially be for one financial year, i.e., FY 2026–27. Based on satisfactory performance, the Institute may extend the engagement for up to two additional financial years with an annual escalation of 5% in professional fees. All other terms and conditions shall remain unchanged during the extended period. Such extension shall be considered separately for each financial year and shall be solely at the discretion of the Institute. In no case shall the total tenure exceed three years.
2. All supporting documents submitted with the bid must be duly signed by the bidder on each page.
3. The tender must be submitted only in the prescribed/official tender document format. Submission in any other format shall render the bid liable for rejection.
4. The tender documents must be neatly and legibly filled in and should be free from overwriting, erasures, or corrections. If, during verification or evaluation, any information furnished by the bidder is found to be false or misleading, the bid shall be summarily rejected, and no further correspondence in this regard shall be entertained.
5. Indian Institute of Information Technology Vadodara reserves the right to seek clarifications from bidders, wherever considered necessary. However, such clarifications shall not entitle the bidder to alter the substance of the bid or the quoted price.
6. The technical bids shall be evaluated in accordance with the eligibility criteria and other terms and conditions specified in this tender document.
7. The Institute reserves the right to issue corrigenda / amendments to the tender document, whenever required, which shall form an integral part of the tender. Any corrigendum shall be published on the Institute's website and / or the relevant procurement portal.



8. Indian Institute of Information Technology Vadodara reserves the right to cancel the tender process at any stage, without assigning any reason, prior to the selection of the CA/CWA Firm. The bidders shall not be entitled to claim any compensation or damages on account of such cancellation.
9. The tender process and any disputes arising therefrom shall be subject to the exclusive jurisdiction of the competent courts at Ahmedabad/Gandhinagar, Gujarat.
10. Bids submitted in violation of the prescribed bid submission process, including submission of technical and financial bids together shall be rejected.
11. The Institute shall not entertain any claim other than the professional fees/charges specifically quoted in the financial bid.
12. The CA/CWA Firm should not have any ongoing disputes with its clients. If any such dispute comes to the notice of the Institute at any stage, the services of the concerned firm may be terminated. Any bid not conforming to the stipulated terms and conditions may be rejected.
13. The contract shall be executed solely between Indian Institute of Information Technology Vadodara and the selected CA/CWA Firm, based on the terms and conditions contained in this tender document. The selected firm must accept the contract within one week from the date of issue failing which their EMD shall be forfeited.
14. The terms and conditions contained in the contract shall constitute the entire agreement between the parties. Any amendment or modification shall be valid only if made in writing and duly signed by authorized representatives of both parties.
15. Any dispute arising out of or in connection with the contract shall be referred to sole arbitration by an arbitrator appointed by the Institute. The decision of the arbitrator shall be final and binding on both parties.
16. The selected CA/CWA Firm shall ensure commencement and completion of the audit work within the timelines prescribed in the tender document. In the event of delay in submission of audit reports or non-compliance with prescribed timelines attributable to the Auditor, the Institute may impose a penalty at the rate of 0.2% of the quarterly payable professional fees (excluding GST) per day of delay, subject to a maximum of 10% of the respective quarterly payable amount. If the delay exceeds thirty (30) days, the Institute reserves the right to terminate the contract and get the work executed through alternate sources at the risk and cost of the defaulting firm.
17. The bid submitted by the bidder shall remain valid for a period of 180 days from the date of opening of the technical bid.
18. Subletting or outsourcing of the assigned work shall not be permitted.
19. Indian Institute of Information Technology Vadodara reserves the right to terminate the contract under the following circumstances:
 - 19.1 The CA/CWA Firm fails to comply with the terms and conditions of the contract.
 - 19.2 Failure to provide services within the stipulated timelines.
 - 19.3 Insolvency, bankruptcy, or liquidation of the CA/CWA Firm.
20. Upon receipt of a termination notice, the CA/CWA Firm shall immediately discontinue the services and take necessary steps for closure of all related activities.
21. In the event of Force Majeure occurring during the contract period, the timeline for completion of the internal audit assignment may be extended by the Institute upon receipt of a written request from the CA/CWA Firm, subject to approval by the competent authority.



Shree
15/10/26

F. TECHNICAL INFORMATIONS AND UNDERTAKING:

1. Name of the tenderer: (i.e. Sole proprietor or partnership firm or a company) (attach documentary evidence).
2. Address (with phone and email)
3. PAN & GST No. of tenderer (attested copy should be attached)
4. Whether each page of tender documents have been signed and stamped: (YES/NO)
5. Proof of average annual turnover for immediately preceding three financial years: (YES/NO)
6. Any other information important in the opinion of the tenderer.

G. UNDERTAKING:

1. I / We hereby undertake that I / We have carefully read and understood all the terms and conditions of the tender, including the scope and requirements of the proposed work of the Institute, and agree to abide by the same.
2. I / We further undertake that I / We have thoroughly understood the parameters and technical specifications prescribed for execution of the work as detailed in the tender document, and shall carry out the work strictly in accordance with the prescribed specifications and requirements.
3. I / We hereby declare and undertake that the information furnished in this tender document is true, correct, and complete to the best of my / our knowledge and belief, and I / We shall be fully responsible for the authenticity of the same.
4. I / We hereby undertake and certify that the firm is neither involved in any pending court case or police complaint, nor has it been blacklisted/debarred by any Government Department, Government-aided Institution, or Autonomous Institution.
5. I / We hereby undertake and certify that no criminal case has been registered against the agency/firm or any of its partners/directors/proprietors.



H. EVALUATION OF TECHNICAL BID (RATING SHEET):

The bids received from eligible bidders shall be evaluated on the basis of the following parameters. Marks shall be awarded to the bidders in accordance with the criteria specified below:

Sl.no.	Particular	Max point	Basis for awarding of Points
1.	Experience of the Firm	14	6 marks shall be awarded for the minimum qualifying experience of 4 years, with an additional 0.5 mark for each additional year of registration beyond 4 years, subject to a maximum of 14 marks.
2.	Number of Qualified Partners	14	2 marks shall be awarded for each Associate Member and 3 marks for each Fellow Member.
3.	Number of Qualified CA/CWA Employees	14	2 marks shall be awarded for each Associate Member and 3 marks for each Fellow Member employed with the firm.
4.	Annual Turnover of the Bidder Firm	14	Firms having an annual turnover of at least ₹12 lakhs shall be awarded 5 marks. An additional 2.5 marks shall be awarded for every additional ₹6 lakhs in turnover, subject to a maximum of 14 marks.
5.	Number of Statutory / Internal Audits of Autonomous Bodies / Statutory Bodies / Educational Institutions / PSUs having a minimum annual turnover of ₹10 Crores each during the specified period	14	<ul style="list-style-type: none">• Up to 4 assignment – 6 marks• 5 to 9 assignments – 10 marks• 10 or more assignments – 14 marks
Total		70	

Note:

1. Bidders who do not satisfy any of the prescribed pre-qualification criteria are advised not to submit their bids, as such bids shall be summarily rejected.
2. Firms securing a minimum of 50% marks in the technical evaluation shall be considered technically qualified and eligible for opening of the financial bid.

I. FINAL COMBINED EVALUATION PROCESS OF BID

Only those bidders who qualify in the Technical Evaluation shall be considered for opening and evaluation of the Financial Bids. The final evaluation shall be carried out in accordance with the provisions of the General Financial Rules (GFR), based on a combined assessment of Technical and Financial scores.

The weightage assigned for evaluation shall be as, **Technical Bid: 70%, Financial Bid: 30%.**



Handwritten signature and date: 15/05/26

- (i) **Technical Bid Evaluation Criteria** - All technically qualified bids shall be evaluated based on the scoring criteria specified under **Point H: Evaluation of Technical Bid (Rating Sheet)**. It shall be assigned out of a maximum of 70 points.
- (ii) **Financial (Price) Bid Evaluation Criteria** - Financial Bids of technically qualified bidders shall be opened and evaluated. The lowest financial bid (FP) shall be assigned a Financial Score (FS) of 30 points. Financial scores of other bidders shall be calculated as.

$$FS = 30 \times (FP / F)$$

Where:

FP = Lowest Financial Bid

F = Financial Bid of the bidder

- (iii) **Combined and Final Evaluation**- The Consolidated Score (CS) shall be calculated as:

$$CS = TS + FS$$

The bidder securing the highest Consolidated Score shall be ranked first and declared successful.

- (iv) **Scoring Methodology**-

- 70% weightage will be awarded for Technical Evaluation and 30% weightage will be awarded for Financial Evaluation.
- Technical Bid will be assigned a technical score (Ts) out of a maximum of 70 points, as per the Scoring Model provided in the previous section.
- The Price bid would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

- (v) **Tie-breaking Criteria** - In case of a tie in Consolidated Score:

- Bidder with higher Technical Score shall be ranked higher.
- If tie persists, bidder with lower Financial Bid shall be ranked higher.



J. SCOPE OF WORK:

The scope of work for the Internal Auditor shall include, but not be limited to, the following:

1. Examination and evaluation of the adequacy and effectiveness of the internal control systems and risk management framework governing various operations and activities of Indian Institute of Information Technology Vadodara.
2. Review and assessment of the accuracy, completeness, and reliability of the accounting records and financial statements/reports maintained by the Institute.
3. Verification and examination of financial transactions as well as the effectiveness of internal control procedures implemented across various departments/offices of the Institute.
4. Assessment of compliance with applicable statutory, legal, and regulatory requirements, as well as adherence to approved policies, rules, and procedures of the Institute.
5. Evaluation of the effectiveness and adequacy of the existing policies and procedures, along with recommendations for improvement and strengthening of the same.
6. Identification of opportunities for cost reduction and operational efficiency, and submission of suitable recommendations for achieving cost optimization.
7. Examination of whether the Institute's resources are procured economically, utilized efficiently, and adequately safeguarded against loss or misuse.
8. Suggestion of appropriate measures to enhance value addition, strengthen internal controls, improve operational efficiency, and mitigate risks.
9. Verification of all receipts, payment vouchers, and journal vouchers on a 100% basis.
10. Assistance to the management in finalization of accounts and ensuring compliance with statutory audit requirements.
11. Attendance and participation in meetings, whenever required by the Institute, in connection with matters relating to internal audit.
12. The Internal Auditor shall conduct audit, review, evaluation, and appraisal of the following functional and operational areas of Indian Institute of Information Technology Vadodara:

Sr. No.	AREA	BROAD SCOPE OF AUDIT COVERAGE
1.	Finance & Accounts	<ol style="list-style-type: none">1. Review of cash and bank management systems,2. Verification of fixed assets management practices.3. Examination of fund management processes.4. Review of payable management systems.5. Verification of loans and advances.6. Review of budgeting processes and controls.7. Scrutiny of expense ledgers and accounting records.8. Verification of investments such as Fixed Deposits, Bonds, and other investments.9. Review of insurance-related records and compliance



Handwritten signature and date:
15/05/26

2.	Income Accounts	<ol style="list-style-type: none"> 1. Verification of fee collections from students. 2. Verification of admission fees and confirmation that refundable amounts are properly reflected under liabilities. 3. Reconciliation of fees received with receipts issued to students. 4. Verification of levy and collection of late fee penalties, wherever applicable. 5. Review of approvals relating to fee concessions and waivers. 6. Verification of accounting treatment of income earned from investments, including interest and dividends. 7. Review of accounting treatment of donations and government grants, including compliance with applicable accounting standards such as AS-12. 8. Verification and proper vouching of donation receipt counterfoils.
3.	Expenses Accounts	<ol style="list-style-type: none"> 1. Verification and vouching of all expenditure transactions. 2. Examination and verification of salary registers and payroll records. 3. Verification of approvals and authorizations for expenditure incurred on prize distribution, sports activities, library resources, sports equipment, and similar activities.
4.	Human Resources & Administration	<ol style="list-style-type: none"> 1. Review of employee entitlement management relating to loans, advances, medical reimbursement, LTC, uniforms, accommodation, and other benefits. 2. Review of engagement and management of outsourced agencies such as security service providers. 3. Examination of administrative services including guest house, school, hospital, and related facilities. 4. Review of retirement benefit administration and compliance.
5.	Legal Matters	<ol style="list-style-type: none"> 1. Review of appointment procedures for advocates/legal consultants and fixation of professional fees. 2. Monitoring and verification of legal expenses incurred by the Institute.
6.	Workshop & Maintenance	<ol style="list-style-type: none"> 1. Review of procedures for hiring of vehicles and equipment. 2. Examination of utilization records of vehicles and equipment. 3. Review of disposal procedures for vehicles and equipment. 4. Evaluation of performance and maintenance management systems for vehicles and equipment.
7.	Contract & Work Order Management	<ol style="list-style-type: none"> 1. Review of adequacy and effectiveness of systems and procedures governing contracts and work orders. 2. Verification of compliance with management directives, delegation of powers, statutory provisions, rules, and circulars. 3. Review of adequacy and accuracy of estimates. 4. Verification that contracts are awarded at the most economical and competitive rates.



15/05/26

		<ol style="list-style-type: none"> 5. Verification that contracts/work orders are awarded to competent and eligible parties. 6. Review of adequacy of contractual terms and conditions to safeguard the interests of the Institute. 7. Verification of compliance with contractual provisions relating to advance payments, issue of materials, and related obligations. 8. Review of adequacy of insurance coverage under contracts. 9. Verification of accuracy and reliability of related accounting records. 10. Review of systems for recovery and adjustment of materials, scrap items, and related assets.
8.	Tendering Process	<ol style="list-style-type: none"> 1. Review of procedures relating to receipt and opening of tenders. 2. Review of tender evaluation systems and processes. 3. Examination of comparative statement preparation and negotiation processes with contractors/vendors. 4. Review of procedures adopted for award of contracts.
9.	Processing and passing of Running Bills	<ol style="list-style-type: none"> 1. Review of sanction and approval mechanisms for contractor/vendor bills. 2. Verification of adjustments relating to materials issued, advances paid, and related recoveries. 3. Verification of statutory deductions such as TDS and work contract taxes. 4. Review of processes relating to levy, recovery, or waiver of liquidated damages. 5. Examination of procedures for settlement of deviations, including variations in scope and quantity. 6. Verification of compliance with contractual terms and conditions, including insurance requirements. 7. Review of reconciliation procedures and controls.
10.	Final settlement Contractor Payments	<ol style="list-style-type: none"> 1. Review of procedures for release of final payments to contractors/vendors. 2. Verification of sanction and approval mechanisms. 3. Review of claim settlement procedures. 4. Verification of release and adjustment of security deposits.
11.	Documents and Records for Review, Evaluation & Appraisal	<ol style="list-style-type: none"> 5. Examination of contract/work order files. 6. Review of minutes of meetings of tender opening committees, evaluation committees, and related committees. 7. Verification of tender receipt/opening registers. 8. Review of Institute circulars, notifications, and policy documents. 9. Examination of bids/offers submitted by vendors or contractors. 10. Verification of EMD registers. 11. Review of copies of contracts/work orders.



Handwritten signature and date:
 15/05/26

		<ol style="list-style-type: none"> 12. Verification of ledger accounts of contractors/vendors. 13. Examination of budgets and annual plans. 14. Review of insurance policies submitted by contractors. 15. Verification of material consumption registers. 16. Review of contractor running bills and measurement book abstracts. 17. Verification of statutory records such as provident fund challans, returns, wage registers, and related records.
12.	Procurement Management	<ol style="list-style-type: none"> 1. Review of adequacy and effectiveness of procurement systems and procedures. 2. Verification of quotation, bid, and offer management systems. 3. Review of adequacy of estimates and purchase requisitions with respect to quantity, pricing, and necessity. 4. Verification of compliance with delegation of power matrices, procurement manuals, procurement policies, and purchase order terms and conditions. 5. Verification that procurement is carried out economically and from competent suppliers/vendors. 6. Review of whether procurement activities are aligned with actual requirements. 7. Assessment of timeliness of procurement and measures adopted to reduce lead time.
13.	Store Management	<ol style="list-style-type: none"> 1. Evaluation of inventory management systems and controls. 2. Review of receipt and issue procedures for stores and materials. 3. Verification of physical inventory control systems. 4. Examination of accuracy and reliability of material accounting records. 5. Review of disposal procedures for scrap materials. 6. Verification of adequacy and reliability of inventory-related records and documentation. 7. Review of systems for monitoring moving, slow-moving, and non-moving inventory. 8. Evaluation of procedures governing returnable materials/items.
14.	Review of fixed Assets	<ol style="list-style-type: none"> 1. Verification and review of the Fixed Assets Register. 2. Review of department-wise maintenance of Fixed Assets Registers. 3. Examination of physical verification reports relating to assets and stores. 4. Verification of Asset Identification Numbers (AIN). 5. Review of methods adopted for charging depreciation. 6. Verification of title deeds of land and original invoices/supporting documents for fixed assets.



K. PERIODICITY AND TIMELINES OF AUDIT:

1. The Internal Auditor of Indian Institute of Information Technology Vadodara shall conduct internal audits on a quarterly basis for the following periods:
 - a) 1st April to 30th June
 - b) 1st July to 30th September
 - c) 1st October to 31st December
 - d) 1st January to 31st March
2. In addition to the quarterly internal audits, the Auditor shall also be responsible for preparation, consolidation, and finalization of the annual accounts of the Institute for FY 2026–27 and for subsequent years, if the engagement is extended
3. **Timelines for conducting the Audit:** The Auditor shall strictly adhere to the following timelines:

Sr. No.	Description of Audit	Timeline
1.	Commencement of Internal Audit of each Quarter	The audit shall commence from the 10 th day of the month immediately following the end of the respective quarter for all campuses and the Head Office of the Institute.
2.	Submission of Final Internal Audit Report	The final Internal Audit Report for each campus, along with the consolidated report after discussion with the Institute management, shall be submitted within 30 days from the commencement date of the audit.
3.	Preparation and Consolidation of Annual Accounts	4. Annual Accounts of Campuses – by 07 th May 5. Annual Accounts of Head Office – by 15 th May 6. Consolidated Annual Accounts – by 31 st May



Handwritten signature and date: 15/05/26

L. DUTIES AND RESPONSIBILITIES OF AUDITOR:

1. The Auditor shall conduct quarterly internal audits for all campuses and the Head Office of Indian Institute of Information Technology Vadodara and submit the final Internal Audit Reports to the Assistant Registrar (Finance & Accounts).
2. The Auditor shall undertake detailed assessments of any specific internal systems, procedures, or operational areas of the Institute, as may be directed by the Director of the Institute, and submit reports accordingly.
3. The Auditor shall submit a detailed audit schedule / plan at least seven (7) days prior to the end of each quarter, specifying the major areas proposed to be covered during the audit across all campuses and the Head Office.
4. **Deployment of Audit Team: The Auditor shall deploy audit personnel in the following manner:**

Sr. No.	Description	Minimum No of Employees to be present	Minimum No of days for which the team should be present
1.	Internal Audit for each Campus / Head Office	At least one CA / CWA with minimum 5 years' experience, one CA / CWA Intermediate / IPCC-qualified personnel, and one audit assistant	Minimum one week per quarter at each campus / Head Office
2.	Internal Audit for the Last Quarter and Consolidation / Finalization of Financial Statements for each Campus	At least one CA / CWA with minimum 5 years' experience and two CA / CWA Intermediate / IPCC-qualified personnel	Minimum two weeks at each campus
3.	Internal Audit for the Last Quarter and Consolidation / Finalization of Financial Statements for the Head Office	At least one CA/CWA with minimum 10 years' experience, one CA / CWA with minimum 5 years' experience, and three CA / CWA Intermediate / IPCC-qualified personnel	Minimum four weeks at the Head Office

5. Prior to finalization of the quarterly audit reports, the Auditor shall discuss the audit observations with the concerned officials of the respective campuses and Head Office. The Auditor shall obtain responses / comments from the concerned authorities, including the Director wherever required, and incorporate the same in the final reports. This process may require approximately 4–5 working days.
6. For consolidation of accounts, the Auditor shall be responsible for standardization of accounting heads, coding structures, and formats for preparation of uniform financial statements across all campuses and the Head Office.
 - 6.1 The Auditor shall be responsible for consolidation and finalization of year-end financial statements of all campuses and the Head Office within the prescribed timelines. The finalized accounts shall be duly signed and sealed by the appointed CA / CWA Firm.
 - 6.2 The Internal Audit Report for each quarter for every campus and the Head Office shall consist of the following three parts:



- ❖ **Part I:** Management Summary and Recommendations;
 - ❖ **Part II:** Detailed Internal Audit Report for the Current Quarter;
 - ❖ **Part III:** Follow-up and Action Taken Report on Previous Audit Observations.
7. In addition, the Auditor shall submit a consolidated management summary for all campuses and the Head Office for each quarter to the Head Office.
 8. The Auditor shall also be responsible for monitoring corrective actions taken against audit observations and incorporating the status of compliance/action taken in the consolidated management summary to be placed before the Finance & Accounts Committee (F&AC) and the Board of Governors (BoG).
 9. The Senior Partner of the appointed CA/CWA Firm shall present the consolidated management summary of quarterly internal audit reports in presentation format before the Finance & Accounts Committee (F&AC) and the Board of Governors (BoG). The Senior Partner shall also present the consolidated annual accounts before these bodies as and when required. No separate boarding, lodging, or incidental expenses shall be payable for attending such meetings.
 10. For all matters relating to the internal audit assignment, the Auditor shall coordinate with the Assistant Registrar (Finance & Accounts) and the concerned officials of the Institute at Gandhinagar.
 11. The selected CA/CWA Firm and its personnel shall maintain strict confidentiality of all records, documents, information, data, and reports obtained during the course of the assignment. Such information shall not be disclosed to any third party without prior written approval of the Institute, except where disclosure is required under applicable law. This obligation shall survive even after completion or termination of the contract.
 12. The Auditor shall maintain proper audit working papers, records, and supporting documents relating to the assignment for a minimum period of eight (08) years from completion of the assignment or such period as prescribed under applicable law, and shall produce the same before the Institute or any regulatory/statutory authority whenever required.

M. PAYMENT SCHEDULE: The payment of professional fees shall be released as per the following terms:

1. **Payment for Internal Audit:** Seventy-five percent (75%) of the professional fees for quarterly internal audit work shall be released upon submission of bills, subject to timely submission of:
 - a) Quarterly Internal Audit Reports for each campus and Head Office;
 - b) Consolidated Executive Summary; and;
 - c) Action Taken Report

The remaining twenty-five percent (25%) shall be released after approval of the reports by the Finance & Accounts Committee (F&AC) of Indian Institute of Information Technology Vadodara.



Handwritten signature and date:
15/05/26

2. Payment for Consolidation and Finalization of Annual Accounts:

- a) Seventy-five percent (75%) of the professional fees for consolidation and finalization of annual accounts shall be released upon submission of bills along with duly signed and sealed consolidated annual accounts.
- b) The balance twenty-five percent (25%) shall be released after approval of the annual accounts by the Finance & Accounts Committee (F&AC) and the Board of Governors (BoG).



Handwritten signature
15/05/26

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

- 1) Name of the Firm
- 2) Incorporated as in year at
- 3) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.
- 4) Registered Office Address:
- 5) Name of the Nodal Partner & Designation:
- 6) Telephone Numbers & Fax Numbers:
- 7) E-mail & Mobile No.
- 8) Registration details with Statutory Bodies: (enclose attested photocopy of documents):
 - a) Goods & Service Tax Registration No.:
 - b) Income Tax No. (PAN):
 - c) C&AG Registration No.:

9) Details of Partners of the Firm:

Sr. No.	Name	Qualification	Associated with Firm Since

10) Details of Full Time Chartered Accountants in the Firm:

Sr. No.	Name	Qualification	Associated with Firm Since

11) Total Staff Strength of the Firm:

Particulars	Declaration certificate.	Date

12) EMD Details:

13) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:

14) Name of Clients (PSU's / Autonomous Bodies) of which Statutory audit was assigned through C&AG's office and conducted in any of the last 5 years.

15) Any other information Firm would like to furnish:



Sr. No.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	PAGE NO.
1.	Empanelment with C&AG	Certified copy of the empanelment letter issued by the Comptroller and Auditor General (C&AG) of India	
2.	Taxpayer Information	Copy of PAN/TAN Registration and GST Registration Certificate	
3.	Registration with ICAI / ICWAI	Copy of Firm Registration Certificate (FRC) issued by ICAI/ICWAI and Certificates of Practice of all partners/members	
4.	Number of Partners	Copy of Firm Registration Certificate and Membership Numbers issued by ICAI/ICWAI for each partner/member	
5.	Number of Qualified CAs/CWAs	Certified copies of relevant supporting documents issued by ICAI/ICWAI	
6.	Experience in Statutory/Internal Audit Assignments	Certified copies of appointment/work orders issued by client organizations along with documentary proof of turnover of the auditee organizations	
7.	Annual Turnover of the Firm	Audited Balance Sheets, Profit & Loss Statements, and Income Tax Returns with computation sheets for the immediately preceding three financial years	
8.	Location of Firm's Office	Documentary proof of office located in Ahmedabad/Gandhinagar/Vadodara/Diu	
9.	Information Sheet	As per Annexure – I	
10.	Technical Bid Information	As per Annexure – II	
11.	Financial Bid	To be submitted online in the prescribed format as per Annexure – III	
12.	Tender Acceptance & Non-Blacklisting Declaration	As per Annexure – IV	
13.	Declaration regarding Debarment from Bidding	As per Annexure – V	
14.	Bid Security Declaration Form	As per Annexure – VI	
All supporting documents to be submitted should be self-attested by the bidder.			

1. Documents/certificates shall be arranged in the same order as mentioned above.
2. The bidder shall ensure that all information furnished is true and correct. A declaration to this effect shall be submitted along with the bid

Signature of Nodal Partner
Name of Firm & Official Stamp

21



Chauhan
15/05/26

FINANCIAL BID

The interested CA/CWA firms are required to quote their professional fees (in the following format:

Sl. No.	Particulars	Amount in ₹
1.	Annual Professional Fees for conducting Internal Audit (Quarterly Basis) for the Financial Year 2026–27 for all campuses and Head Office including lodging, boarding, and incidental expenses	
2.	Annual Professional Fees for consolidation and finalization of Financial Statements for FY 2026–27 for each campus, including schedules, accounting policies, notes to accounts, and consolidated financial statements for Head Office and all campuses including lodging, boarding, and incidental expenses	
3.	Total Professional Fees (1 + 2)	
4.	GST @ Applicable Rate	
5.	Grand Total	

Grand Total Professional Fees in words

.....

Signature of Nodal Partner with firm name and seal

Note: In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words shall prevail.



[Handwritten Signature]
15/05/26

Declaration regarding Debarment from Bidding

(To be submitted on the bidder's Letterhead)

To,
Indian Institute of Information Technology, Vadodara

Tender Reference No:

Name of Work:

Sir/Madam

I/We hereby submit our acceptance of the terms and conditions of the above-mentioned tender and declare as under:

- 1) The bidder hereby declares and undertakes that neither the bidder nor any of its proprietors/partners/directors/authorized signatories has been debarred or blacklisted by any Ministry/Department of Government of India, State Government, PSU, Autonomous Body, or any other Government Organization from participating in Government procurements as on the date of submission of the bid.
- 2) The bidder further certifies that it has not been convicted of any offence under the provisions of the Prevention of Corruption Act, 1988, the Bhartiya Nyaya Sanhita (BNS), 2023, or any other law for the time being in force for causing any loss of life or property or posing a threat to public health during execution of any public procurement contract.
- 3) The bidder also confirms that it has not breached the Code of Integrity for Public Procurement as prescribed under Rule 175 of the General Financial Rules (GFR), 2017 and related guidelines issued by the Government of India from time to time.
- 4) In case the above declaration is found to be false or incorrect at any stage, the bid submitted by the bidder shall be liable for rejection/cancellation, and the Institute reserves the right to take appropriate action as deemed fit, including debarment from participation in future tenders/contracts.

Date: _____

Place: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of the Bidder/Firm: _____

Seal of the Firm/Company: _____



Bid Security Declaration Form

(To be submitted on the bidder's Letterhead)

To,
Indian Institute of Information Technology, Vadodara
Tender Reference No:
Name of Work:
Sir/Madam

I/We, the undersigned, hereby declare that:

1. I/We understand that, as per the conditions of the tender, the bid is required to be supported by a Bid Security Declaration along with the prescribed Earnest Money Deposit (EMD), wherever applicable.
2. The details of the Earnest Money Deposit (EMD) submitted by us are as under:

Particulars	Details
Amount of EMD	₹
Mode of Payment	
Transaction / UTR / Reference No.	
Date of Payment	
Bank Name	

3. I/We further understand and accept that, if I/We fail to comply with any of the obligations under the bid conditions, I/We may be suspended/debarred from participating in any tender/procurement process of the purchaser for a period of one year from the date of such default.
4. Such default shall include, but not be limited to, the following actions during the validity period of the bid:
 - Withdrawal, modification, amendment, impairment, or derogation of the bid submitted by me/us; or
 - Failure or refusal to execute the contract upon acceptance of the bid, if required; or
 - Failure or refusal to furnish the required Performance Security in accordance with the tender conditions and Instructions to Bidders.
5. I/We understand that this Bid Security Declaration shall remain valid up to the period of 45 days beyond the final bid validity period and shall cease to be applicable upon:
 - Notification of the successful bidder by the purchaser; or
 - Expiry of the bid validity period, whichever is earlier.

Signature: _____

Name of Authorized Signatory: _____

Designation: _____

For and on behalf of: _____

Date: _____

Place: _____

(Seal/Stamp of the Bidder)



Handwritten signature and date:
 15/05/26