



IITM

भारतीय उष्णदेशीय मौसम विज्ञान संस्थान  
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)  
डॉ. होमी भाभा मार्ग पाषाण, पुणे- ४११ ००८

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)  
Dr. Homi Bhabha Road, Pashan, Pune - 411 008. India



RFP No.: IITM ACC/1/2022-23

Date :

सेवामें / To,

**Subject: Engagement of Statutory Auditor for conducting the audit of the Institute for the F.Y. 2022-23 Qty. 01 Job**

प्रिय महोदय / Dear Sir,

यह संस्थान उपर्युक्त विषयानुसार सामग्री/ सेवाएँ की खरीद करना चाहता है। इसलिए, इच्छुक बोलीदाताओं से अनुरोध है कि अपनी तकनीकी तथा कीमत बोली निम्नलिखित निर्देशानुसार प्रस्तुत करें:

This Institute wishes to procure goods/services as per subject cited above. Therefore, interested bidders are requested to submit their Technical and Price bids as per the instructions given below: -

बोली प्रस्तुत करने की अंतिम तिथि है। **08<sup>th</sup> फ़रवरी, 2023** तक 12:00 बजे तक।

The last date of submission of bids **08<sup>th</sup> February, 2023** up to 12:00 hrs.

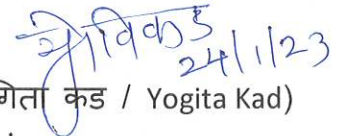
तकनीकी बोली उसी दिन **12:30 बजे** खोली जाएगी।

Technical Bids will be opened on the same day at **12:30 hrs.**

NIT has also been published on this Institute's Website: <http://www.tropmet.res.in> which may also be referred for more details.

धन्यवाद/Thanking you,

भवदीय/Yours faithfully

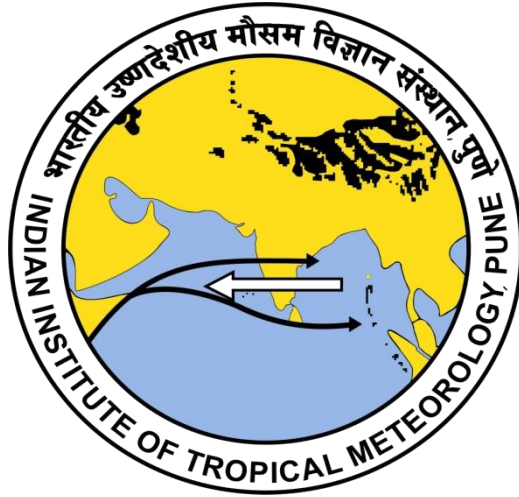


(योगिता कड / Yogita Kad)

उप प्रबंधक / Deputy Manager

कृते निदेशक / for Director

[psu.iitm@tropmet.res.in](mailto:psu.iitm@tropmet.res.in)



**Request for Proposal (RFP)**

**FOR**

**Engagement of Statutory Auditor for conducting the audit of  
the Institute for the F.Y. 2022-23**

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**INDIAN INSTITUTE OF TROPICAL METEOROLOGY  
(AN AUTONOMOUS INSTITUTE OF MINISTRY OF  
EARTH SCIENCES, GOVERNMENT OF INDIA)  
DR. HOMI BHABHA ROAD, PASHAN, PUNE 411 008  
MAHARASHTRA, INDIA**



**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
(AN AUTONOMOUS INSTITUTE OF MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA)  
DR. HOMI BHABHA ROAD, PASHAN, PUNE 411 008 MAHARASHTRA, INDIA  
Tel #: 00 91 20 2590 4200  
Fax #: 00 91 20 2586-5142  
Email: psu.iitm@tropmet.res.in  
Website: www.tropmet.res.in  
**Invitation for Bids through Offline Mode**

**Date: 24/01/2023**

The Indian Institute of Tropical Meteorology (IITM), Pune an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India. IITM is country's premiere research Institute to generate scientific knowledge in the field of meteorology and atmospheric sciences that has potential application in various fields such as agriculture, economics, health, water resources, transportation, communications, etc. It functions as a national centre for basic and applied research in monsoon meteorology. The Director, IITM would like to procure the following Audit Services. The Scope of the audit, Allied requirements and Eligibility Criteria are given on page no. 4 herewith.

Sr. No.	Tender / RFP No.	Brief Description of Goods / Services	Quantity	Single / Two Bid
1	IITM ACC/1/2022-23	Engagement of Statutory Auditor for conducting the audit of the Institute for the F.Y. 2022-23	01 Job.	Two

1. The bid has to be submitted offline to this Institute as per the address as provided below :
2. The address for submission of technical bids & price bids and for obtaining further information:  
(Kind Attention : Deputy Manager, Purchase Section)  
The Director,  
Indian Institute of Tropical Meteorology,  
Dr.Homi Bhabha Road, Pashan,  
Pune - 411008 (India)

3. The Bid prepared by the Bidder shall include the following:-

i) **Bid Security Rs. 1,200/- (Rs. One Thousand Two Hundred only)**

4. All bids must be accompanied by a Bid Security as specified above and must be delivered to the above office before the date and time indicated below. In the event of the date specified for bid receipt is declared as a closed holiday, the due date for submission of bids will be the following working day at the appointed time.
5. The Schedule for Submission of Bids is as follows:-

	Date	Time in hours (IST)	Submit to / Venue
Submission of Bids	08 <sup>th</sup> February, 2023	Upto 1200 hrs.	As detailed at Sr. No.1
Opening of Technical Bids	08 <sup>th</sup> February, 2023	1230 hrs	

6. The Director, **The Indian Institute of Tropical Meteorology (IITM), Pune** reserves the right to accept or reject any or all tenders / offers either in part or in full or to split the order without assigning any reasons there for. NIT has also been published on this Institute's Website: <http://www.tropmet.res.in> which may also be referred for more details.

## **RFP for Engaging Statutory Auditor for the FY 2022-23**

RFP No. IITM ACC/1/2022-23.

**RFPs are invited only from CAG Empaneled Chartered Accountant (CA) firms with firm station Pune** for engagement as the Statutory Auditor for the Financial Year 2022-23 at the Indian Institute of Tropical Meteorology, Pune, hereinafter termed as 'Institute.' The Statutory Auditor will be required to conduct the statutory audit at the institute for the period 1<sup>st</sup> Apr 2022 to 31<sup>st</sup> March 2023.

Interested CAG-empaneled CA firms with firm station Pune may submit their bids in the prescribed format provided herein. All prospective bidders may download the RFP document *free of cost* from the institute's website @ <https://tropmet.res.in/Tenders>.

**SEALED BIDS** may be submitted in **TWO ENVELOPES SYSTEM** super-scribing the envelope as "RFP for Engaging Statutory Auditor for the FY 2022-23 vide RFP No. \_\_\_\_\_" containing sealed and signed RFP document, technical & financial bids and other supporting documents towards eligibility in a single envelope duly sealed and sent to the:

Deputy Manager (Purchase Section)  
Indian Institute of Tropical Meteorology (IITM),  
Dr. Homi Bhabha Road, Pashan,  
Pune – 411 008 (Maharashtra, India)

**through Post/ Courier/ by Hand on or before 08/02/2023 till 12:00 PM. Bids received by Fax/ Email or any other mode will not be accepted.**

The Technical bids will be opened on 08/02/2023 at 12:30 PM, in the presence of the bidders who wish to be present at IITM, Pune (Purchase Section). Interested CA firms are advised to read carefully the entire RFP document before submitting their bid/ proposal and the bids not received in the prescribed format and/or are found to be incomplete in any respect will be summarily rejected.

**The prospective bidders are requested to submit their pre-bid queries, if any, through email id [psu.iitm@tropmet.res.in](mailto:psu.iitm@tropmet.res.in) by 01/02/2023. Any query received after this date will not be entertained further. Reply to valid pre-bid queries will be given in the email.**

Amendment/ Corrigendum, if any, will be notified on the above websites only. No press notification will be issued in this regard. Bidders are therefore requested to regularly visit the above websites for updates.

## 1. Minimum Eligibility Criteria:

- i. The firm must be empanelled with the CAG for the year 2022-23 for the FIRM STATION Pune only. Valid empanelment letter for the year 2022-23 issued by the CAG should be submitted.
- ii. The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. Valid registration letter having particulars of partners, year of establishment, addresses of HO and Branch etc., issued by the ICAI should be submitted.
- iii. The firm should have an Average Annual Financial Turnover of ₹20,00,000.00 (Rs. Twenty Lakhs only) or more from related services over the last three financial years; ending on 31<sup>st</sup> March 2022. Copy of Audited Profit & Loss Account statements, Balance Sheets and ITRs of above FYs must be enclosed as proof in support of this.
- iv. **The firm running a regular office in Pune only should apply; outstation firms who are not having regular office in Pune should not apply.** Proof in support of a full-fledged regular office in Pune should be submitted.
- v. The firm should have minimum two (02) full time partners. Valid registration letter issued by the ICAI should be submitted.
- vi. The firm should have experience of completing minimum five (05) Statutory Audit/ Internal Audit in any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Public Sector Banks, Autonomous Bodies, Institutions of National Importance like IIMs/ IITs/ NITs/ Central Universities or any other CFTIs and Commercial/ Industrial Organizations of repute during past five years from the last date of submission of RFP. The order/agreement should be in the name of the bidder/firm only. Copy of work order/ contract agreement / successful completion certificate of contract in any of the above organizations should be submitted as proof.

## 2. Terms and conditions:

- i. The initial period of appointment shall be for conducting statutory audit for financial year 2022-23. However, considering satisfactory performance, the appointment may be extended for another **two financial years** on the same professional fee and terms and conditions.
- ii. Institute reserves the right to terminate the appointment on account of unsatisfactory performance.
- iii. Institute reserves the right to accept and/or reject any offer without assigning any reasons thereof.
- iv. Each page of the RFP is required to be signed by a Partner of CA firm. The documents/ certificates in supporting along with the tender shall also be signed by a Partner.
- v. RFP shall be submitted as per the prescribed format only (i.e. in Annexure-I to Annexure-III). If submitted in any other form, the same shall be summarily rejected.
- vi. Institute will not accept any claim other than professional fee/ charges etc. specified in financial proposal (i.e. in Annexure-IV).
- vii. Technical and Financial evaluation shall be carried out by a duly constituted committee of the institute.
- viii. The service provider shall not sublet the contract or transfer the contract to any other service provider or person in any manner.
- ix. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his tender.
- x. EMD amount of the unsuccessful bidders will be returned back as per rules.

### 3. Scope of Work:

#### **Audit of Books of accounts and ancillary records of the Institute (including Pension Fund and General Provident Fund [GPF]) in the following area:**

- i. Verification of day to day transactions details.
- ii. Vouching. Audit of transactions which involves examination of supporting documents, Concurrence and approval of the competent authority.
- iii. Checking of expenditures incurred with reference to the laid down procedures, delegation of powers and budgetary provisions.
- iv. Scrutiny of all ledger accounts including cash books and Bank Reconciliation Statements.
- v. Compliance and confirmation in writing quarterly of all statutory obligations like Income Tax TDS, GST, TDS on GST, Provident Fund/NPS & Professional Tax etc.
- vi. Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal / year end entries wherever necessary.
- vii. Verification of detailed schedule of interests received on FD investments and calculations of accrued interest.
- viii. Preparation and certification of financial statements / schedules to the Balance Sheet, Income and Expenditure Statement and Receipt & Payment Accounts as per the prescribed format by the Ministry of Earth Sciences, Govt. of India / Ministry of Finance, Govt. of India for the Annual Accounts of the Autonomous Bodies.
- ix. Supervising for preparing balance Sheet with necessary schedules and certification of the annual accounts for the period under audit.
- x. Any other work needed for Accounts finalization and certification.
- xi. Issue of audit report/ certificate in form 10B/10BB under Income Tax Act, 1961 if required.
- xii. All the activities & program of the Institute including students' activities and research projects, sponsored/funded projects, consultancies etc. will be covered in the audit.
- x. Providing opinion on the financial/statutory matter relating to the financial service, Company Act, Statutory Body as and when required in the dealing of IITM, Pune.

The auditor shall review the existence and effectiveness of control system(s) and report on the adequacy of those controls, as well as, deficiencies, if any. The primary focus shall be on propriety aspect in addition to authorization, internal control, reconciliation, recording, safeguarding and valuation aspects.

The key objective of the statutory audit is to ensure the following at IITM:

- orderly and efficient conduct of Institute's working in terms of financial transactions.
- the transactions and decisions taken by the authorized persons reflect the highest sense of propriety and governance,
- the prevention and detection of frauds and errors,
- the accuracy and completeness of the accounting records and statutory compliances,
- the timely preparation of reliable financial information.

The audit report shall be submitted within one month from the close of the respective period.

### 4. Minimum Audit Fee:

Minimum audit fee for statutory audit of the institute including all scope of work stipulated above in terms of notification of the Institute of Chartered Accountants of India (Guideline No. 1-CA (7)/03/2016 dated 7<sup>th</sup> April 2016 and any amendment thereof) shall be Rs.40,000/- (Rupees Forty Thousand) plus applicable GST at prevailing rate (fee shall be inclusive of food/boarding/lodging expenses) for Financial Year 2022-23.

Note: Besides the financial proposal, number of statutory audit completion certificates and other aspects as per the decision of the tender committee will be taken into account for selection of the statutory auditor.

## 5. Submission of bid :

5.1. The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

### **'PART-A' Envelope should contain (Technical Bid) :**

1. EMD of Rs.1,200/- should be submitted through Demand Draft / Banker's Cheque /
  - i. Bid Forwarding Letter as per Annexure - I.
  - ii. Self-declaration towards Not Blacklisting as per Annexure - II.
  - iii. Particulars filled in the 'Technical Bid' as per Annexure - III.
  - iv. Documents in support of Pre-Qualification Criteria / Eligibility Criteria.
  - v. Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the Letterhead of the bidder).
  - vi. Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.

Seal the envelope with superscription 'Technical Bid for Engagement of Statutory Auditor for IITM, Pune: Part - A'.

### **'PART-B' Envelope should contain only the Financial Bid.**

This is to be filled in prescribed format as per Annexure - IV and sealed in a separate envelope with superscription 'Financial Bid for Engagement of Statutory Auditor for IITM, Pune: Part - B'. The financial bid submitted in any other format will be treated as non-responsive and not considered for tabulation and comparison.

GST, if any, should be indicated separately in the Financial Bid. The Bidder shall not modify the financial bid format in any manner. In case if the same is found to be modified in any manner, bid will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with IITM, Pune as decided by the competent authority.

All the pages of the tender document including Annexures, copy of certificates/documents and financial bids should be signed by the authorized person of the Firm along with seal of the firm. Both Technical bid and Financial Bid envelopes should be kept in a third envelope and seal it. Third envelope should be superscripted as 'Tender for Engagement of Statutory Auditor for IITM, Pune.

The sealed bid must reach by post/ courier at the address given below by dt. 08<sup>th</sup> February, 2023 up to 12:00 p.m.

To,  
The Director,  
(Kind Attention : Deputy Manager, Purchase Section)  
Indian Institute of Tropical Meteorology,  
Dr. Homi Bhabha Road, Pashan,  
Pune – 411 008 (Maharashtra, India)  
Contact No : 020-25904483 / 210

5.2. Tender by any other mode will not be accepted. Under no circumstances tender documents will be received after the above date/ time. The institute shall not be responsible for postal delays.

5.3. If the last date of receiving/ opening of the tenders coincides with a holiday, then the next working day shall be the receiving/ opening date.

5.4. There should not be any overwriting. The financial bid should be expressed both in words and figures. If any discrepancy is found between the figure and in words in the financial bid, the value in words shall prevail. The committee shall correct error, if any and sign the same.

5.5. The bidder is expected to examine all instructions, forms, annexures, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.

5.6. Bidder shall quote in Indian Rupees only.

5.7. No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be rejected.

5.8. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.

5.9. Conditional bids shall be rejected.

## **6. Acceptance of bids & Withdrawals:**

The right of final acceptance of the tender is entirely vested with the Director, IITM, Pune who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of Director to communicate with rejected/ unsuccessful bidders.

After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

## **7. Opening and Evaluation of Bids:**

In the first instances, only technical bids will be opened by the Quotation Opening Committee as per below schedule :

**Date of opening of the technical bids : 08<sup>th</sup> February, 2023**

**Time: 12:30 PM.**

**Bids received late will not be considered for opening.**

The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid, if required. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected. Bidder who meets the PQ/ Eligibility Criteria shall be shortlisted as the technically responsive bidders for evaluation purpose.

### **Evaluation Criteria :**

**I.** The appointment methodology comprises a two-stage process (Quality and Cost Based Selection [QCBS]), involving technical and financial bidding, with separate evaluation for the two stages and a qualifying criterion in the technical evaluation.

**II.** The first stage will be evaluation of the Technical bids. The scheme for awarding marks to applicant firms in evaluating the technical bids is as below:

<b>Evaluation of technical bids</b>		<b>Marks</b>	
		<b>Range</b>	<b>Max.</b>
1	a) Year of Establishment of the Audit Firm	1 Point / marks per year beyond 5 years	<b>5</b>



	b) Average Turnover	1 Point / marks for every Rs. 5 lakhs turnover (not in part) beyond Rs.20 lakhs	<b>10</b>
2	Full Time Fellow Chartered Accountant (FCA) Partners		<b>15</b>
	2 to 4	10	
	Above 4	15	
3	Association with the same firm - No. of Partners		<b>10</b>
	None	0	
	One partner associated for 5 years or more	5	
	More than one partner associated for 5 years or more	10	
4	Key professional staff - Full time CA employees		<b>15</b>
	2 to 3 CAs	5	
	4 to 5 CAs	10	
	More than 5 CAs	15	
5	Semi-Skilled Staff - Qualified in both Groups I & II of IPCC - No. of Staff		<b>15</b>
	Less than 4	0	
	4 to 6	5	
	7 to 10	10	
	More than 10	15	
6	Experience of the firm in Central Govt. / State Govt. / Statutory Bodies / Autonomous Bodies / Central Funded Technical Institutes / Research Institutes audits		<b>10</b>
	(a) As Statutory Auditor / Internal Auditor		
	5 to 10 years	5	
	More than 10 years	10	
	Experience of the firm in audits of Organizations / Institutions <b>other than</b> Central Govt. / State Govt. / Statutory Bodies / Autonomous Bodies / Central Funded Technical Institutes / Research Institutes.		<b>10</b>
	(b) As Statutory Auditor / Internal Auditor / Concurrent Auditor.		
	Less than 5 years	0	
	5 to 10 years	5	
	More than 10 years	10	
7	DISA/DISSA/CISA qualified partner	5 Point per Partner	<b>10</b>

Note :

Abbreviation	Name of the Qualification	Professional Institute
DISA	Diploma in Information System Audit	The Institute of Chartered Accountants of India
DISSA	Diploma in Information System Security Audit	The Institute of Cost Accountants of India
CISA	Certified Information Systems Auditor	Information Systems Audit and Control Association- ISA CA

**III. The firms securing 70 or more marks** (out of 100) in technical bidding will only be eligible for the next stage of financial evaluation. The Scheme for evaluation of financial bids of the eligible firms is as below:

Sl. No.	Particulars of the Bid	Marks
1	L-1(Lowest Bid)	100
2	L-2	90
3	L-3	80
4	L-4	70
5	L-5	60
6	Above L-5	0

IV. The final evaluation will be done by combining the marks secured in the technical and financial evaluation in the ratio of **70:30**, respectively, with the bidder obtaining the highest total marks becoming eligible for appointment.

#### 8. Selection of Successful Bidder:

The bidder obtaining the highest total marks will be declared as the successful service provider. In case of tie, the final selection of successful bidder shall be made in the following manner: -

- a) The one with the highest audit experience in educational institutions / autonomous institutions during the last five years put together;
- b) If more than one bid having the same total audit experience at clause (a), then the one having highest turnover during the last 3 years put together;
- c) If more than one bidder having the same turnover at clause (b), then it would be resolved by giving additional weightage to the firm that has higher number of years of experience, or more number of FCA partners, or longer association of partners with the firms, or more number of key professional staff/skilled staff or more number of years of experience in the educational institutions / autonomous bodies audits, with these parameters been sequentially considered in order of which they have been listed out under the technical evaluation criteria.

#### 9. Award of Contract:

- i. After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder and the successful bidder shall within fourteen (14) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
- ii. The successful bidder will be required to execute a contract agreement on a Non-Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred Only) within a period of fourteen (14) days from the date of issue of Letter of Award. The cost of the stamp paper and stamp duty should be borne by the successful bidder issued with the LOA.

#### 10. Performance Security Deposit

- a) An amount @ 5% of total value of the contract in shape of FDR/ TDR/ DD/ BG as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 14 (fourteen) days from the date of issue of Letter of Award (LoA) by the Institute. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall

be forfeited.

b) Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of the contract. No interest will be payable on SD.

c) In case of breach of contract by the service provider, the SD shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

#### **11. Duration of Contract**

The firm will be required to provide the desired services initially for a period of one year i.e. for the FY 2022-23 and which may be renewed up to two (2) years on yearly basis on same terms and conditions with the mutual consent and satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory with one-month notice.

#### **12. Support and Inputs to the firm**

The Institute shall provide office space to the firm to perform its services. In terms of hardware the Institute will provide computers and printers to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the 'Scope of Work'.

#### **13. Payment of fee**

The payment of 'Annual Lump-sum Fee' shall be made against the services provided by firm as per the 'Scope of Work', subject to the following terms and conditions:

a) The payment during the entire contract period shall be made in accordance with the 'Annual Lump-sum Fee' quoted by the selected bidder in its financial bid and accepted by the institute. No price variation would be allowed during the contract period.

b) GST will be borne by the institute as applicable.

c) TDS under Income tax will be deducted at applicable rates.

d) NO expenses towards accommodation, food, TA, DA or any other expenses will be paid to the service provider other than agreed "Annual Lump-sum Fee'.

e) The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

14. The service provider shall not sublet the contract or transfer the contract to any other service provider or person in any manner.

15. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his tender.

#### **16. Dispute Resolution**

In the event of any dispute or differences arising under this contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, the decision of the Director, Indian Institute of Tropical Meteorology, Pune shall be final and binding on both the parties.

#### **17. Applicable Law**

The Court of Jurisdiction shall be Pune for all such purposes.

**BID FORWARDING LETTER**

(To be submitted on the letterhead of the bidder)

Date : \_\_\_\_\_

To  
The Director,  
Indian Institute of Tropical Meteorology,  
(Purchase Section)  
Dr. Homi Bhabha Road, Pashan,  
Pune – 411 008 (Maharashtra, India).

**Subject: Bid Forwarding Letter.**

**Ref: RFP No.**

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the RFP document therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the RFP.

I/ We also keep the offer open for 120 (One Hundred Twenty) days from the end date of RFP or any amendment thereon.

Yours faithfully,

(Name & signature with stamp of the bidder)

**Self-declaration about Non-Blacklisting**  
(To be submitted on the letterhead of the bidder)

Date : \_\_\_\_\_

To  
The Director,  
Indian Institute of Tropical Meteorology,  
(Purchase Section)  
Dr. Homi Bhabha Road, Pashan,  
Pune – 411 008 (Maharashtra, India).

**Subject: Self-declaration about Non-Blacklisting.**

**Ref: RFP No.**

Sir,

In response to your RFP under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past five years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the RFP if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

**Technical Proposal Checklist**  
(To be submitted on the letterhead of the bidder)

Ref: RFP No.

Sl. No.	Particulars	Supporting Documents Submitted (Yes / No)	Remarks, if any
1	The firm must be empanelled with the CAG for the year 2022-23 for the firm station <u>Pune</u> only. Valid empanelment letter for the year 2022-23 issued by the CAG should be submitted.		
2	The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. Valid registration letter having particulars of partners, year of establishment, addresses of HO and Branch etc., issued by the ICAI should be submitted.		
3	The firm should have Average Annual Financial Turnover from related services during the last three financial years, ending on 31st March 2022 should be ₹20.00 Lakh (Rupees Twenty Lakhs only). Copy of Audited Profit & Loss Account statements, Balance Sheets and ITRs of above FYs must be enclosed as proof in support of this.		
4	The firm running a regular office in <u>Pune</u> only should apply; outstation firms who are not having regular office in <u>Pune</u> should not apply. Proof in support of a regular office in <u>Pune</u> should be submitted.		
5	The firm should have minimum two (02) full time partners. Valid registration letter issued by the ICAI should be submitted.		
6	The firm should have experience of completing minimum five (05) Statutory Audit/ Internal Audit in any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Public Sector Banks, Autonomous Bodies, Institutions of National Importance like IIMs/ IITs/ NITs/ Central Universities or any other CFTIs and Commercial/ Industrial Organizations of repute during past five years from the last date of submission of RFP. The order/agreement should be in the name of the bidder/firm only. Copy of work order/ contract agreement / successful completion certificate of contract in any of the above organizations should be submitted as proof.		
7	Forwarding Letter as per the format in Annexure - I		
8	Self-declaration about Non-Blacklisting as per the format Annexure-II		

9	A declaration on the letterhead duly signed by an authorized partner of the firm stating that No partner of the firm has been found guilty of professional/ other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Company Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.		
10	A declaration on the letterhead duly signed by an authorized partner of the firm verifying that the applicant is independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial or close business relationship with the entity during the period(s) covered by the audit.		
11	Power of Attorney/ Authorization Letter, if RFP is submitted by the authorized partner/ representative of the firm (on the letterhead of the bidder)		
12	Duly signed and stamped of the entire RFP document along with its addendum/ corrigendum, if any		

**Declaration**

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of ..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place: (Name & signature with stamp of the bidder)

Date:

**Bidder Information Form**  
**(To be submitted along with Technical Bid only)**

1. [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date : [Insert date (as day, month and year) of Bid Submission]

Tender No : [Insert number from Invitation for bids]

01.	Bidder's Legal Name [insert Bidder's legal name]
02.	In case of JV, legal name of each party: [insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [insert actual or Intended Country of Registration]
04.	Bidder's Year of Registration: [insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [insert Bidder's legal address in country of registration]
06.	Bidder's Authorized Representative Information  Name: [insert Authorized Representative's name]  Address: [insert Authorized Representative's Address]  Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers]  Email Address: [insert Authorized Representative's email address]
07.	Attached are copies of original documents of:  Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_



**FINANCIAL BID**

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid :	
Ref: RFP for Engaging Statutory Auditor for the FY 2022-23	
RFP No.:	
Name of the Agency:	
Correspondence Address:	
Tel/ Mob No.:	
Email Id:	

*(Amount in INR)*

Sl. No.	Particulars	Amount (in Figures)	Amount (in Words)
1.	Annual Professional fee for Statutory Audit (Institute's books of accounts including Pension and GPF books of accounts) for the Financial Year 2022-23, including expenses to be incurred for boarding/lodging of staff for providing Statutory Audit services to <u>IITM, Pune</u> .		
	<b>Grand Total</b>		

**Note:**

- GST shall be paid extra as applicable.
- Payment shall be released after statutory deductions as per extant rules of Govt. of India.
- Institute will not accept any claim other than professional fee/charges etc. specified in financial bid.
- The professional fee will remain unchanged throughout the period of contract.

**Declaration**

I/ We..... (Name of the Partner/s or the Authorized Representative of Bidder) of ..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

(Name &amp; signature with stamp of the bidder)

Date:

**Contract Form**

Contract No. \_\_\_\_\_ Date: \_\_\_\_\_

THIS CONTRACT AGREEMENT is made  
the [ *Insert: number* ] day of [ *Insert: month* ], [ *Insert: year* ].**BETWEEN**

- (1) Indian Institute of Tropical Meteorology registered under the Societies Registration Act 1860 of the Government of India having its registered office at Dr. Homi Bhabha Road, Pashan, Pune – 411 008, India (hereinafter called “the Purchaser”), and
- (2) [ *Insert name of Supplier* ], a corporation incorporated under the laws of [ *Insert: country of service provider* ] and having its principal place of business at [ *Insert: address of service provider* ] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [ *Insert brief description of Services* ] and has accepted a Bid by the Supplier for the supply of those Services in the sum of [ *Insert Contract Price in words and figures, expressed in the Contract currency(ies)* ] (hereinafter called “the Contract Price”).

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

01. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
02. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:

(a)	This Contract Agreement
(b)	General Conditions of Contract
(c)	Special Conditions of Contract
(d)	Technical Requirements (including Schedule of Requirements and Technical Specifications)
(e)	The Service Provider’s Bid and original Price Schedules
(f)	The Purchaser’s Notification of Award
(g)	[ <i>Add here any other document(s)</i> ]

03. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
04. In consideration of the payments to be made by the contracting Institute to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the contracting Institute to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
05. The contracting Institute hereby covenants to pay the Service Provider in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Union of India on the day, month and year indicated above.

For and on behalf of the IITM, Pune.

Signed : [ *Insert signature* ]  
in the capacity of [ *Insert title or other appropriate designation* ]  
in the presence of [ *Insert identification of official witness* ]

Signed : [ *Insert signature* ]  
in the capacity of [ *Insert title or other appropriate designation* ]  
in the presence of [ *Insert identification of official witness* ]

For and on behalf of the Service Provider

Signed : [ *Insert signature of authorized representative(s) of the Service Provider* ]  
in the capacity of [ *Insert title or other appropriate designation* ]  
in the presence of [ *Insert identification of official witness* ]

**PERFORMANCE SECURITY FORM**

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,  
.....

**WHEREAS** .....  
(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no. .... dated .....to supply (description of goods and services) (herein after called “the contract”).

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**Note:** Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.