



Indian Institute of Management Kozhikode

I I M Kozhikode Campus PO, Kozhikode – 673 570
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Website: www.iimk.ac.in

Ref No: 11(07)/139/SER/NIQ-41/2022-IIMK.PUR

Date: 21.03.2023

Indian Institute of Management Kozhikode, an autonomous Institution under Ministry of Education, Govt. of India, set up under Indian Institutes of Management Act 2017, invites sealed quotations from reputed auditing Companies/agencies /Chartered Accountants/ bidders for the position of '**Statutory Auditor for our Institution for the FY 2022-23 & FY 2023-24**' as per the qualification given in **Schedule – B**.

SCHEDULE - A: INSTRUCTIONS TO BIDDERS

The bidders are requested to follow the instruction given in **Schedule A**. This Institute cannot accept terms and conditions of payment other than the alternative given in Schedule A.

1. The Bidder should not have been blacklisted by any Government/Semi-Government Organization/Statutory Body during the last three years. The Bidder should submit a declaration in this regard as per the Proforma given in **Annexure** along with the quotation.
2. Rates shall be quoted in Proforma given in **Scheduled - C**. Rates quoted shall be inclusive of all taxes and other charges. The rate of GST/Service Tax etc., prevalent on the date of quotes, should be clearly indicated in the quotation itself. If it is not mentioned, it will be treated as inclusive.
3. The documents shall be treated as "confidential".
4. Bid shall be valid up-to 60 days from the last date of receipt of bids.
5. Quotations should be free from correction and erasures. Corrections if any, should be attested, incomplete quotations will be summarily rejected.
6. More than one bid shall not be accepted from one party. Conditional bids will not be accepted.
7. In case the required documents/proof is not enclosed, the Quotation is liable to be rejected and no clarification/enquiry in this regard will be entertained.
8. IIMK shall consider placement of work order on the bidder whose offer has been found technically and financially acceptable. IIMK has full rights to place order on fully or partially. Initially the contract shall be for a period of one year which may be extended further based on their performance and as per the same terms and conditions.
9. The Successful Bidder will be issued a Letter of Intent. After acceptance of the quotation, the bidder shall sign the Letter of Intent as acknowledgement and acceptance of the work so awarded within Five days of issue of the Letter of Intent.
10. Thereafter, a Work Order will be issued to commence the work. The selected vendor shall commence and finish the work on the dates specified in the Work Order.

11. Cancellation of Work Order/Contract: IIMK reserves the right to terminate the contract with 15 days' notice, at any time of the contract, if the services are found not satisfactory. The Audit shall be carried out at Indian Institute of Management Kozhikode, IIMK Campus P.O., Kunnamangalam, Kozhikode – 673 570 as per the directions of Chief Finance Officer. The date of commencement of work will be within 02 days from the acceptance of Work Order.
12. No advance payment will be made. Payment may be made within 30 days after submission of invoice and on successful completion of the audit. Applicable taxes shall be deducted at the prevailing rate.
13. The acceptance of quotations shall rest with the Institute which does not bind the Institute to accept the lowest quotations and reserves to itself the authority to reject any or all of the quotations received without assigning any reason.
14. Quotations shall be submitted in sealed envelopes superscribing reference number of the quotation notice on it. Quotations received without superscribing reference number of the quotation notice on the envelope shall be rejected.
15. Quotations shall be submitted by speed post/courier/in person addresses as “**Chief Administrative Officer, Indian Institute of Management Kozhikode, IIMK Campus Po, Kozhikode – 673 570.**” Those who wish to submit the quotation in person shall drop it in ‘Tender Box of Purchase Section’ kept in the reception counter of IIM Kozhikode.
16. IIM Kozhikode shall not be responsible for quotations received in damaged condition and delay in transit.
17. For any further clarifications, you may contact IIM Kozhikode Purchase Office (Phone: 0495-2809133) / Purchase Section (Phone: 0495-2809460).

Bidders are requested to send their quotations in sealed covers superscribing reference of the Quotation Notice number and subject so as to reach the undersigned latest by **3:00 PM on 30.03.2023.**

Quotations received till 3:00 PM on 30.03.2023 shall be opened at 4:00 PM on the same day.

**Sd/-
Col Biju Warriar (Retd)
Chief Purchase Officer**

SCHEDULE - B: QUALIFICATION & EXPERIENCE

1) Eligibility Conditions / Per-Requisite Qualifications;

- a) Chartered Accountant Firm with minimum 3 full time partners may apply.
- b) Applying firm should have minimum 5 years of experience in statutory audit.
- c) Applying firm should have minimum turnover of INR 60 Lakhs per annum for the past 3 years.

2) The services required to be rendered, the bid shall be attached with the following documents duly signed on all pages;

- a) Brief write up about the firm, partners, experience in handling Audit, Etc.
- b) Proof of certificate of incorporation of CA firm
- c) Financials of the firm for the past 3 years
- d) Copy of partnership deed of the CA firm
- e) Fee expected including tax, if any

SCHEDULE - C: PRICE BID

PRICE BID

Sl. No	Particulars	Amount (₹)
1	Audit Fee for the financial year 2022-23 & 2023-24	
	GST Amount	
	Total Amount Quoted	

Signature of the Bidder :

Name of the Bidder :

Designation of the Bidder:

Office Seal

Date:

Annexure

CERTIFICATE

(To be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/ Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

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

Signature of Authorized Signatory

Date:

Name:

Place:

Designation:

Contact No.:

Seal