



भारतीय समुद्री विश्वविद्यालय  
**INDIAN MARITIME UNIVERSITY**  
(Central University, Govt. of India)  
**HEADQUARTERS**



**Indian Maritime University**  
(A Central University, Govt. of India)  
East Coast Road, Semmencherry,  
Sholinganallur (P.O), Chennai 600 119.  
Tel: (044) 2453 9020, Fax: 2453 0342



Tender No. IMU-HQ/R/70/24/01/2019-PUR

06.09.2021

**NOTICE INVITING TENDER**

Sealed Bids are invited from reputed and established C & AG empaneled Chartered Accountant Firms for "Internal Audit of Indian Maritime University (IMU- Headquarters) and it's Campuses" for the Financial Years 2021-22. The Contract will be initially for a period of One year, extendable for further period of Two Years, one year at a time (in all Three years) subject to the satisfactory performance of the Firm at the same rate, terms and conditions and at the sole discretion of IMU- Headquarters.

The Tender Document is issued free of cost. Last date for receiving tender at IMU-HQ is by 11:00AM on 21.09.2021.

  
**REGISTRAR**

### TENDER ABSTRACT

1	Title	:	Tender for "Engagement of C&AG empaneled Chartered Accountant Firm for Internal Audit at Indian Maritime University (IMU- Headquarter) and it's Campuses"
2	Notice Inviting Tender No.	:	Tender No. IMU-HQ/R/70/24/1/2019-PUR dated 06.09.2021
3.	Pre-bid meeting:	:	11:00 AM on 13.09.2021 (through Video Conference due to COVID-19 pandemic. Prospective Firm will be required to register through the Google Form link which will be intimated separately through email)
4.	Last date and time for receipt of bids	:	11:00 AM on 21.09.2021
5.	Date and time for opening of bids	:	11:30 AM on 21.09.2021
6.	Estimated cost of the Tender	:	<b>Rs.3,00,000/- (Approximate)</b>
7.	Period of contract	:	The Contract will be initially for a period of One year, extendable for further period of Two Years, one year at a time (in all Three years) subject to the satisfactory performance of the Firm at the same rate, terms and conditions and at the sole discretion of IMU- Headquarters.
8.	Validity of tender offers	:	120 days from date of opening of Technical bid
9.	Certificate in-lieu of EMD	:	Due to COVID-19 pandemic situation Bidders in lieu of Bid security shall submit the following certificate in their Letter Head:  "I/We, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months".
10	Performance Security Deposit (for finalized bidder only )	:	3% of the contract value in the form of Online/ NEFT/ RTGS with necessary supporting document for the transfer effected and Transaction number.
	Address for Submission of Tender	:	<b>Registrar,</b> Indian Maritime University-Headquarters, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai-600 119 Tel:044- 2453 9020 Email to: registrar@imu.ac.in cc: dr.purchase@imu.ac.in

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## **1. About Indian Maritime University:**

The birth of Indian Maritime University is a long cherished dream of the maritime community of India. The Indian Maritime University, established through an Act of Parliament (Act 22) in November, 2008 as a Central University and headquartered at Chennai, is poised to play a key role in the development of trained human resource for the maritime sector.

### **The following are the objectives of the University:**

- 1.1. To facilitate and promote maritime studies, training, research and extension work with focus on emerging areas of studies like oceanography, maritime history, maritime laws, maritime security, search and rescue, transportation of dangerous cargo, environmental studies and other related fields, and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto.
- 1.2. To promote advanced knowledge by providing institutional and research facilities in such branches of learning as it may deem fit and to make provisions for integrated courses in Science and other key and frontier areas of Technology and allied disciplines in the educational Programmes of the University;
- 1.3. To take appropriate measures for promoting innovations in teaching-learning process, inter- disciplinary studies and research; and to pay special attention to the promotion of educational and economic interests and welfare of the people of India;
- 1.4. To promote freedom, secularism, equality and social justice as enshrined in the Constitution of India and to act as catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development; and
- 1.5. To extend the benefits of knowledge and skills for development of individuals and society by associating the University closely with local, regional and national issues of development.

## **2. Instructions to Bidding Firms:**

- 2.1. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 2.2. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
- 2.3. This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and

acceptance thereof together with any correspondence leading thereto of the contract document.

- 2.4. The Bidders are requested to provide the following documents along with their Bids:
  - (a) Covering Letter as per **Annexure – I**.
  - (b) Technical Evaluation Criterion – Supporting Documents **Annexure - II**.
  - (c) Annual Turnover for past 3 years as per **Annexure – III**.
  - (d) Price Bid as per **Annexure – IV** [SEPARATE ENVELOPE]
  - (e) Non-debarment Certificate as per **Annexure - V**
- 2.5. Price Bid as per **Annexure – IV**, should be submitted in a separately sealed Envelope clearly super scribing "PRICE BID - IMU-HQ/R/70/24/1/2019-PUR dated 01.09.2021 - Engagement of C&AG empaneled Chartered Accountant Firm for Internal Audit at Indian Maritime University (IMU- Headquarter) and it's Campuses"
- 2.6. Please ensure **Annexure - III** is to be supplemented with proof/ supporting documents self-attested by the Firm. It shall be IMU's prerogative to decide whether the document produced is valid evidence or not and whether or not to call for additional proof, if required.
- 2.7. All Documents attached with the tender are to be duly signed by the authorized signatory. If required, IMU may insist on notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU also reserves the right to ask for more proof to corroborate the eligibility declarations.
- 2.8. The bidders shall submit all details, documents etc., as required in the tender document duly signed on each page. In case bidder fails to do so, IMU-Headquarters reserves the right to reject the tender without seeking any further clarification. All the pages of tender document including the documents enclosed with it should be serially numbered and spiral bounded and signed in all papers including annexures/supporting documents, if any. The total number of pages should be mentioned in the forwarding letter.
- 2.9. The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped all the pages to confirm the acceptance of the entire terms and conditions of the tender.
- 2.10. All communications with regard to this tender to be addressed to:  
The Registrar,  
Indian Maritime University - Headquarters,  
East Coast Road, Semmencherry, Sholinganallur PO, Chennai –600 119  
Tel: 044-2453 9020;

Email to: registrar@imu.ac.in; cc: dr.purchase@imu.ac.in.

- 2.11. IMU- Headquarters at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU-Headquarters website and all bidders are requested to visit the website for latest updates.
- 2.12. IMU-Headquarters reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- 2.13. IMU-Headquarters reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- 2.14. IMU-Headquarters shall notify the successful bidder through registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. IMU-Headquarters will issue the Award letter to the successful bidder. This award letter shall indicate the details of services to be supplied by the bidder and the amount which IMU-Headquarters shall pay to the successful bidder in consideration of the execution of the contract by them.
- 2.15. Bidder who submits more than one tender will be disqualified.
- 2.16. Any such corrigendum/addendum shall be deemed to be part or incorporated into this Notice Inviting Tender.
- 2.17. Any proposal received by IMU after the deadline for submission of proposals prescribed by IMU, will be rejected and kept as an unopened Tender.
- 2.18. Tenders shall remain valid for 120 days from the last date for submission of tender.
- 2.19. All documents should be certified by the Bidder.
- 2.20. **Response to queries and issue of amendments:**
  - (a) IMU will respond to any valid request for clarification, received one week prior to the last date for submission of tender. IMU's decision is final and binding with regard to interpretation of terms used or other tender contents.
  - (b) IMU may, for any reason, suo-motu or in response to a clarification by a prospective bidder or bidder, modify the tender documents by Amendments (through Addenda / Corrigenda etc.)
  - (c) Any such Amendments will be informed to all the participants in the pre-bid meeting besides hosting on IMU website/CPPP Portal. All the bidders who had downloaded the Bid Document shall verify, whether any such amendments have been issued by IMU, before submitting

their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder.

- (d) Any such corrigendum/addendum shall be deemed to be part or incorporated into this Notice Inviting Tender (NIT).
- (e) In order to provide prospective bidders reasonable time for taking the Corrigendum / modifications into account, IMU may, at its discretion, extend the last date for the receipt of Bids. However, no such request in this regard shall be binding on IMU.
- (f) It is the responsibility of the bidder to check the website noted above time to time for updates.

**2.21. Completeness of Tender:**

The Bidder is expected to examine all instructions, forms, terms and conditions and deliverables in the tender document. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the bidder if complete Information as called for in the tender document is not given therein, or if particulars asked for in the forms / proforma in the tender are not fully furnished.

**2.22. Cost of Bidding:**

The bidders shall bear all costs, efforts or their time associated with the preparation and submission of their bids and the IMU will in no case be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU, due to any reason whatsoever and at any stage of the tender (IMU is not responsible, if there is a cancellation even after price bid opening).

**2.23. Language of Proposal & Correspondence:**

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and IMU should be in the English language only. If the bidder along with their offer furnishes any printed literature written in any other language, such documents should be supplemented with their English translation also duly attested by the Translator and the Firm. The contents in the English translated version alone shall be taken into consideration.

**2.24. Tender Validity:**

- (a) Tenders shall remain valid for 120 days from the date of opening of Bids. A proposal valid for a shorter period may be rejected by IMU as being non-responsive. During the period of validity of Proposals,

the terms and conditions mentioned shall not change and any such request may lead to denial of the award.

- (b) In exceptional circumstances, prior to the expiry of the original tender validity period, the IMU may request the bidder to extend the period of validity for a specified additional period. The request and the response thereof shall be made in writing through E-mail or Post. A bidder agreeing to the request will not be required to nor permitted to modify his tender, but will be required to extend the validity of his tender for the period of extension. In case a bidder is not agreeing to the request of the IMU for extension of validity of the tender, then his tender will not be processed further and the portions of his tender which have not been opened will be returned to them unopened as the case may be.

**2.25. IMU's Right to accept and to reject any or all proposals:**

Notwithstanding anything else contained to contrary in this Tender Document, IMU reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject all Proposals at any time prior to the award of work, without incurring any liabilities in this regard.

**2.26. Rejection of Bids:** The bids will be rejected on following grounds:

- (a) If any of the eligibility criteria as per the qualification criteria is not met.
- (b) Certificate in-lieu of EMD not submitted.
- (c) If tender terms and conditions are not met.
- (d) If bidder gives wrong information in the bid.
- (e) If Price Bid is not submitted in separate Sealed Envelope as per para 2.5 above.
- (f) Canvassing in any form in connection with the bids.
- (g) If the bid is incomplete /partial bid/ conditional/unclear in any form.

**2.27. Submission of Price Bid:**

- (a) Price Bid as per Format (**Annexure-IV**) is to be filled up with all the details must be valid for 120 days from date of opening of Bids.
- (b) The Price Bid has to be submitted in a separately sealed envelope as per para 2.5 above.
- (c) A Bidder, who does not fulfill any of the above requirements and/ or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- (d) It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.

**3. General Terms & Conditions**

- 3.1. The successful Bidder on acceptance of his Bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the



other relevant documents including additional conditions if any forming the Bid as issued at the time of invitation of Tenders and acceptance thereof together with any correspondence leading there to, shall commence with the internal audit of the F.Y. 2021-22, within 10 days receipt of firm Work Order.

- 3.2. The audit of each IMU Campus should be done at least with one qualified Chartered Accountant and assistant, in half yearly basis (i.e. Apr to Sep – By 15th Oct & Oct to Mar – By 15th Apr of that FY). The dates for completion of Audit for the year 2021-22 shall be indicated in the award letter/ under mutual consent with the Finance Officer.
- 3.3. IMU has Guest House/suitable accommodation facility in almost all of the IMU Campuses, where the accommodation will be provided.
- 3.4. For qualified CA Firm (Team Leader), economy class fare in Flight shall be allowed for the outstation audit. For the other team members 3rd AC train fare shall be allowed.
- 3.5. The agency shall not sublet the work or part of the work.
- 3.6. **Security Deposit:** On receipt of the Work Order the Firm will be required to remit 3% of the contract value in the form of Online/ NEFT/ RTGS with necessary supporting document for the transfer effected and Transaction number.
- 3.7. **Payment Terms:**
  - (a) Payment for the services will be made on half yearly basis, only after successful completion of audit related other work and submission of related reports etc., upon certification by IMU-HQ F&A section in this regard. TDS will be deducted as per rules.
  - (b) The Tax Invoice raised by the service provider must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. 33AAAAI2610K2Z3. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. In case the Service provider has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made thereunder.
- 3.8. **Contract Period:**
  - (a) The contract is valid for a period of one year from the date of issuing Work Order and can be extendable on satisfactory performance One year at a time for a further period of Two years with the existing terms and conditions and fees. (Total 3 years)
  - (b) The contract can be terminated at any point of time if the services of the Firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be done from another agency at the risk & cost of the defaulting Firm.
- 3.9. **Penalty Clause:**
  - (a) The above payment terms is subject to timely and satisfactory

completion of all the activities certified by the Finance Section, IMU-HQ. In the event of delays on the part of the Firm not attributable to IMU or to Force Majeure causes, IMU shall have the right to make 'cuts' in payment at the rate of 1% of the amount payable for each day of delay but not exceeding 10% of the Work Order Value after giving a 3-day notice to show cause against the same.

- (b) In the event of unsatisfactory performance or non-performance of any of the steps/activities not attributable to IMU or to Force Majeure causes, IMU shall have the right to withhold the corresponding payment for the activities either fully or partly after giving a 7-day notice to the Vendor to show cause against the same, and to take such other legal action to make good the losses caused by the Vendor to IMU. Penalty shall be decided by IMU without any ceiling but not more than awarded value. IMU shall also have the right to terminate the contract altogether (upon which the Security Deposit paid by the Vendor shall stand forfeited) and to entrust the remaining work to another Vendor.
- (c) The contract may be terminated with a 30 days' notice, before the expiry of contract period owing to deficiency in service or any other reason whatsoever by IMU. The Service Provider has to give 90 days' notice in case they want to withdraw/terminate/not willing for further extension, failing which SD, EMD, Retention money and pending bills will be forfeited.
- (d) The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of Chennai Courts only.

4. **Technical Qualifying Criteria:**

The Chartered Accountants Firm shall be eligible to apply for the assignment, subject to meeting the following eligibility criteria:

Sl. No.	Eligibility Criteria	Mode of Proof
1.	The Chartered Accountant Firm should have been empaneled with Comptroller & Auditor General of India (C&AG).	Self-attested copy of the valid C&AG Empanelment Certificate.
2.	The Firm Should be in existence for the last 10 years as on closing date of application.	Self-Attested Copy of Firm's Registration Certificate from Institute of Chartered Accountants of India.
3.	The firm should have Head office OR at least a Branch office in Chennai since 2017 onwards.	Self-attested copy of GST Certificate or Rent Agreement format.

4.	The Annual Average Turnover of the interested CA firm should not be less than Rs.15 Lakhs for last three financial years i.e., 2018-19, 2019-20 and 2020-21.	As stated in Annexure-IV along with copies of Audited Profit & Loss A/c <b>and</b> Balance Sheet certified by the Chartered Accountant should be enclosed.
5.	The Firm should have conducted Statutory Audits/ Internal Audits since FY 2016-17 for Autonomous Bodies/ Statutory Bodies/ Educational Institutions/ CFTI/ IIT/ GFTI/ IIM/ Central Universities anywhere in India: (a) For at least three Institutions of which one Institution should be located in Tamil Nadu. (b) Institutions having Minimum Annual Turnover of Rs.50 Crores.	Self-attested copies of Work Orders/Agreements to establish the requirement of having provided service as stated.
6.	The Firm or any partner of the firm should not have been debarred by any Government Departments, C&AG, Central Universities/ IIT/ IIM/ Statutory Body/ Educational Institutes or any other organization in respect of any assignment or behavior	Self-Declaration should be submitted in the format enclosed.

5. **Bid Evaluation:**

- 5.1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
- 5.2. The decision of acceptance of the Bid will lie with the Competent Authority of IMU, who does not bind himself to accept the lowest Bid and who reserves the right to himself to reject or partially accept any or all Bids received, without assigning any reason.
- 5.3. The Price bids of the Technically Qualified Firms only (who qualify in all the clauses specified in para 4 above) will be taken for evaluation under the Least Cost System of evaluation. The Firm which quotes the least will be considered as L1 and the Work will be awarded to them.

6. **Scope of Assignment for Internal Audit:**

The firm should carry out the following activities in IMU-HQ (Chennai) and it's six\* Campuses located in Chennai, Mumbai (TWO), Kolkata, Visakhapatnam and Cochin.

\* **Note:** Presently there are six Campuses. This may vary in future.

**6.1. Cash & Bank Balances: To confirm that:**

- (a) Cash in hand has been verified physically on Monthly/ Quarterly/ Yearly basis and tallies with the Cash Book balance. A certificate should be given by the internal auditor in the cash book and signed by him.
- (b) Balance as per cash book agreed with physical cash in hand and no unauthorized appropriation is made in physical cash balance.
- (c) Revenue & Postage stamps and balance in franking machine (Wherever available) is verified physically and certified by the concerned unit. Entry for consumption of stamps is passed correctly in the accounts book on regular basis.
- (d) Certificate for closing balance with bank is taken from the respective bank and balance agreement is done with IMU records. Cheques collected but not remitted to bank is taken correctly under the head "Cheques in Hand."
- (e) Comment on the utilization of weekly fund may be offered.
- (f) The Campus Officers have been directed to accept payment of fees etc. in the form of Demand Drafts and cash only on unavoidable circumstances.

**6.2. Bank Reconciliation: To confirm that -**

- (a) Review of Bank Reconciliation statement of Revenue & Operational A/c.
- (b) Details of wrong debits/credits, Cheques dishonored and bank charges is taken from the bank and adjusted in respective bank book.
- (c) Commission and other service charges debited by bank are to be checked from records.
- (d) Delay in deposit of Cheques & their realization may be verified along with loss of interest thereon.

**6.3. Fixed Assets: To Confirm that-**

- (a) Stock Register is kept for each item of Assets by the concerned officer.
- (b) Fixed Assets Register is maintained in the proper format and kept up to date.
- (c) Periodical verification of fixed assets is done and to ensure that it is in agreement with Stores register and fixed assets register.
- (d) Adjustment is made in the accounts book for excess/shortage/ losses of assets and scrapped/unserviceable/decommissioned assets.
- (e) Fixed Assets schedule is prepared in proper format. Inter unit transfer and adjustment for difference in opening balance is taken separately in adjustment column in fixed assets schedule. Deduction from gross

block and depreciation is made to the extent of original cost and accumulated depreciation in case of assets sold/decommissioned/scrapped, such transaction is shown separately in the fixed assets schedule.

**6.4. Budgetary control:**

- (a) Review the expenses incurred with the approved Budget.
- (b) Any deviations / objections may be reported in the report.

**6.5. Work in Progress: To confirm that-**

- (a) Proper record is maintained for sanction of estimate and actual expenditure incurred/booked under WIP.
- (b) Expenditure incurred for capital works has only been taken in WIP and maintenance expenditure charged in the year of transaction made.
- (c) Confirmation for status of ongoing works taken on regular basis from respective unit officer and reconciled with records.

**6.6. Capitalization: To confirm that-**

- (a) Fixed assets are capitalized as per certification, wherever applicable.
- (b) Land is capitalized when possession of land is taken. Freehold and leasehold land is shown correctly and separately in Accounts and fixed assets schedule.
- (c) Building is capitalized to the extent it is ready for use.
- (d) Vehicle & Other items not forming part of the project and capitalized as and when purchased.
- (e) Expenditure on replacement and rehabilitation work is capitalized if enhancement in revenue earning capacity.
- (f) Full amount of cost of assets is capitalized even though payment is made in part but item received in full as per purchase order by taking the unpaid amount as liability in books.

**6.7. Depreciation: 100% depreciation working of all units.**

**6.8. Statutory compliance: To confirm that:**

- (a) Income Tax is recovered at source at the time of credit to the account of staff and contractor and paid to Govt. Account on due date. Agreement is done between the tax paid and amount shown in tax return filed in time.
- (b) Indirect Taxes (GST and other Indirect Taxes) and Direct Taxes (Income Tax and other Direct Taxes) are recovered correctly and paid to Govt. Account on due date and return filed in time.

- (c) Compliance of GST regulations as per GST Act 2017 and amendments thereon issued from time-to-time.
- (d) Recoveries from salaries are remitted to the respective authority offices in time e.g. LIC, PLI etc. and EPF, CPF & FPF, NPS recoveries.

**6.9. Current Liabilities: To confirm that:**

- (a) Subsidiary records are maintained in respect of all liability heads and agreement done with the general ledger.
- (b) Liability for stores supplied, works done or service rendered by the suppliers/contractors or other parties for which no bill received or paid are provisionally adjusted with reference to available records i.e. Purchase Order, Pro-forma Invoice, Delivery Challan etc.
- (c) Stale Cheques are transferred to the respective head of account after the expiry of three months from the date of issue. Any payment made from this account is done after detailed scrutiny and certification by customers with the consent of competent authority.
- (d) Provision for bonus is to be made correctly as per the directions of the management.
- (e) Provision for leave salary and pension contribution is made properly.

**6.10. Current Assets: To confirm that:**

- (a) Cheques collected during previous year but dishonored before the date of periodical / annual closing of Accounts of the area is taken under sundry debtors.
- (b) Ageing of debtors is done and after review provision is made for doubtful debts in the books.

**6.11. Inventory: To confirm that:**

- (a) Physical verification of inventory done and item wise list showing quantity of stores in hand and value prepared and reconciled with general ledger and priced stores ledger.
- (b) Excess/ shortage/ scrapped/ unserviceable/ slow moving items identified and adjusted in the books.
- (c) 100% cost charged to inventory items on receipt of stores even though part payment made to the suppliers.
- (d) Adjustments made for exchanges decommissioned/ assets scrapped during previous year and also for the sale/auction of these stores during this period.
- (e) Scrapped assets are taken at written down value or market value whichever is low and loss, if any, is adjusted under loss.

- (f) Final adjustment under profit or loss will again be made in the year of sale.

**6.12. Advances: To Confirm that:**

- (a) Agreement of subsidiary records with general ledger done on monthly basis and action taken for adjustments in respect of expenditure already incurred during the year and recovery for delayed supply/execution of work or non-performance for any other reason.
- (b) Interest bearing advances is being recovered from the staff and others. Records maintained as per terms and conditions of the agreement and recoveries of principal amount made and interest is worked out correctly and outstanding amount of interest is being recovered and credited to "Interest Received" in time.
- (c) Tax is deducted at source on payment of advance to contractors, landlords and others as per income tax act and deposited in Govt. Account in time.
- (d) Temp. Advance and Imprest is reviewed periodically and expenditure incurred for the purpose it is taken and advance fully recovered/adjusted regularly.

**6.13. Personnel and Establishment:**

- (a) All the promotions, creation of posts, fixation of pay, special pay allowances & confirmation are according to administrative orders.
- (b) The particulars of amounts held under objections and their subsequent adjustment by recovery are noted in the register and recovery particulars are entered in the register.
- (c) Are the service books being maintained & complete in all respect. Leave Account of employee is maintained up to date.
- (d) To check if an Index register for Service Books for staff of the unit maintained & complete for staff posted to unit and transferred out & appointed – their service books are maintained properly and all the entries are made and noted there in.
- (e) Review audit of Employee related claims like TA/DA, Medical Reimbursements, LTC, Children Education, etc.
- (f) Have all the nominations in respect of DCRG/CPF/EPF/ NPS Pension/family pension/Insurance been obtained and kept on record in service book.
- (g) Have the retention / sanctions for the temporary posts obtained in all cases. Accordingly Sanctioned Strength Register has been

maintained by the unit and may be critically examined. Any deviations / objections may be reported in the report.

**6.14. Pension Cases (wherever applicable):**

- (a) Whether annual verification of service of all the officials for previous year w.r.t pay bills was completed and necessary certificate has been recorded in the service book.
- (b) In respect of employees who have either completed 25 years of service or have 5 years of service left before retirement on superannuation whichever is earlier and period of qualifying service has been reviewed. In case of non-completion, whether action has been initiated to get the work completed.
- (c) Whether a register of Pension cases is maintained to watch that various cut off dates are being followed strictly as per pension rules.
- (d) Whether checking of calculation of pension/DCRG/leave encashment has been done and cases settled are with reference to prevailing rules applicable to IMU.
- (e) Cases where payment of pension is delayed should be reviewed and cause of delay identified and commented upon.

**6.15. Expenditure: To Confirm that:**

- (a) All fixed overheads i.e. rent, electricity, water, telephone etc. are adjusted for 12 months.
- (b) 100% verification of Vouchers may be carried out – for their sanction & approval, Head of a/c, In case of Journal Vouchers – emphasis may be laid on narrations and proper reference vis. a vis. cash, bank voucher, Branch to Branch, etc.

**6.16. Revenue Aspects: To verify in detail the accounting and supporting documents of:**

- (a) Entrance / Course Fees Received
- (b) Apportionment of Income to the appropriate period
- (c) Procedure followed for Investments
- (d) Treatment of Income arising out of Investments
- (e) Interest Received on Investments
- (f) Interest Received from Banks
- (g) Interest Earned on Term Deposits
- (h) Subsidies/Grants received
- (i) Miscellaneous Income



(j) Prior Period Income

**6.17. Land and Buildings:**

**6.17.1. Owned Building -**

- (a) Whether a register of buildings is maintained and updated by Estate/Engineering Cell indicating further additions/ alternations, sale, abandonment, change of ownership are recorded.
- (b) Whether any portion of the building owned was let to any private firm/ person and if so whether Rent and other Municipal taxes are being realized as per agreement entered in this regard and such agreements are renewed periodically.
- (c) A register of furniture is maintained which must contain the details of all furniture. It is to be seen that whether physical verification of furniture is conducted every year.
- (d) Whether exchange and stores lying at site are fully insured.
- (e) Whether the lease charges & property taxes (if any) for buildings and vacant plots are being paid regularly on time to avoid penalties and subsequent cancellation of plots.

**6.17.2. Hired or Leased:**

- (a) Whether proper lease deed has been executed by the lessee and deposit have been properly accounted for.
- (b) Whether the lease deed has been renewed on due date and administrative approval / sanction have been taken to renew the lease.
- (c) The rate of license fee fixed is being paid by the lessee on due dates.

**6.17.3. Staff Quarters:**

- (a) Review the allotment registers to see that the allotments are made as per rules of the IMU and wherever deviations are made, the competent authority's approval is obtained.
- (b) Review the quarters register to see whether any quarters are lying vacant / not allotted for long periods. Find out whether proper justifications exist for non-allotments of quarters.

**6.18. Inter-Campus Transactions:** To ensure that Inter Campus balances with other areas are reconciled on monthly basis.

**6.19.** To verify that the Internal Control System is in place with respect to size and nature of the organization.

6.20. **Audit Compliance:** To ensure that all paras of previous audit reports are complied with the compliance report submitted by the management.

6.21. **Academics: To Confirm that -**

- (a) Whether proper records right from application to admission (including withdrawal of students) are maintained. Whether any reconciliation was done with records maintained by all HODs and finally with records of Accounts Section. On completion of admission for each course final reconciliation is done with the number of students admitted for each courses and fees remitted in the bank. Whether periodical reconciliation has been carried out with the Bank.
- (b) Whether proper records are maintained for the Fees remitted by the students for subsequent semester/year and Student wise Account is available. In respect of counselling proper accounts are maintained and reconciled and also for CETs conducted every year.
- (c) Proper records are maintained in respect of conducted of Examinations by IMU, Publications of results (including delay if any) issue of Mark sheets and certificates (including Provisional) to the students.
- (d) Whether proper records are maintained for Scholarship Account.
- (e) Records relating to Affiliation of colleges to IMU and amount to be recovered from them (Programme Fund)
- (f) To ensure that records relating to short term courses conducted for Port Staff of various Ports and amount collected thereof and any reconciliation is done in this regard. Outstanding amount are properly monitored and effective action is taken in this regard.
- (g) To ensure that proper records relating to Consultancy done for various Port Trust and other Organizations and consultation Fees collected thereof.

6.22. Compliance with delegation of Financial Powers.

6.23. **Financial Instruments:**

- (a) To verify the validity BGs and other Guarantees, as per the tender condition, obtained from parties to whom the work is awarded.
- (b) To verify whether BGs and other Guarantees are kept in safe custody of competent authority and whether related records are properly maintained.
- (c) To verify whether Security Deposit (SD), Earnest Money Deposit (EMD) and BGs are returned to the bidders as per the tender conditions.

(d) To verify whether investment instruments viz., Term Deposit Certificates, Bonds, etc., are kept in safe custody of competent authority and whether related records are properly maintained.

(e) Any deviations / objections may be reported in the report.

6.24. Any other scope as required by the management.

**7. Indemnity:**

The selected Firm shall indemnify IMU from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered, arising or incurred inter-alia during and after the Contract period against all losses, claims for damages including losses, claims for damages on account of bodily injury, death or damage to tangible. The indemnity shall be to the extent of 100% of project cost in favour of the IMU.

**8. Anti-Profiteering Rules of GST:**

The Bidder should strictly adhere to Anti-Profiteering Rules of GST.

**9. Settlement of Disputes:**

Bidder shall make request in writing to the Registrar, IMU- Headquarters for settlement of any dispute within 30 (Thirty) days of arising of the cause of dispute, failing which no disputes / claims shall be entertained by the IMU- Headquarters. The decision of IMU- Headquarters will be final and binding on the parties.

**10. Force Majeure:**

Neither IMU-HQ nor the Firm shall be considered in default in performance if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties shall consult with each other regarding the future implementation of the agreement.

**11. Arbitration & Jurisdiction:**

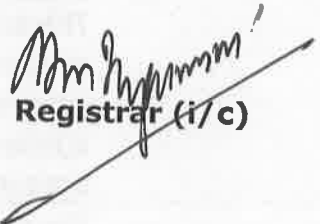
In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating here to or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-HQ. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Chennai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having

jurisdiction at Chennai only.

**12. Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to the place of jurisdiction of Chennai Courts only.

**Note:** All documents should be submitted in prescribed format

  
Registrar (i/c)

**COVERING LETTER**

(Format of letter to be given for applying for Engagement of Chartered Accountant Firm for Internal Audit at Indian Maritime University.)

To,  
The Registrar,  
Indian Maritime University,  
(A Central University, Government of India), Head Quarters,  
East Coast Road, Semmencherry,  
Sholinganallur (P.O.) Chennai-600119

**Sub:** Engagement of C&AG empaneled Chartered Accountant Firm for Internal Audit at Indian Maritime University (IMU- Headquarter) and it's Campuses – Reg.

**Ref:** Tender No. IMU-HQ/R/70/24/01/2019-PUR 06.09.2021.

Dear Sir,

1. This is with reference to your Tender No. IMU-HQ/R/70/24/01/2019-PUR 06.09.2021. I/We, have examined the Tender document and understood its contents. I/We, hereby submit my Bid for "Engagement of C&AG empaneled Chartered Accountant Firm for Internal Audit at Indian Maritime University (IMU-Headquarter) and it's Campuses".
2. The Bid is unconditional for the said Tender.
3. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the Bidders for the above subject Engagement, and we certify that all information provided in the Tender and in Annexures is true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above mentioned subject.
5. I/We, shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. I/We, acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
  - a. We have examined the Tender document and have no reservations to the Tender document.
  - b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public

sector enterprise or any government, Central or State.

8. It is understood that the IMU may cancel the Bidding Process at any time without incurring any liability to the IMU and that IMU are neither bound to invite the applicants to Bid for the services nor to accept any Bid that IMU may receive.
9. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.
10. It is further certified that no investigation by any regulatory agency is pending against us.
11. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
12. I/We, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Firm from participation in any future tenders of IMU for a period of 6 months
13. I/We, hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer, or in connection with the selection/Bidding Process itself, in respect of the above mentioned services and the terms and implementation thereof.
14. We agree to undertake to abide by all the terms and conditions of the TENDER document.
15. We agree to undertake to be liable for all the obligations of the Tenderer under the Agreement.

In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place:- .....

Date :.....

Yours faithfully,

(Signature, name and designation of the  
Authorized Signatory of the Firm)  
Official Seal

**TECHNICAL QUALIFICATION – DOCUMENTARY PROOF**

(On the Letter Head of the Bidder)

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Mode of Proof</b>	<b>Page no. of Proof</b>
1.	The Chartered Accountant Firm should have been empaneled with Comptroller & Auditor General of India (C&AG).	Self-attested copy of the valid C&AG Empanelment Certificate.	
2.	The Firm Should be in existence for the last 10 years as on closing date of application.	Self-Attested Copy of Firm's Registration Certificate from Institute of Chartered Accountants of India.	
3.	The firm should have Head office OR at least a Branch office in Chennai, since 2017 onwards.	Self-attested copy of GST Certificate or Rent Agreement format.	
4.	The Annual Average Turnover of the interested CA firm should not be less than Rs.15 Lakhs for last three financial years i.e., 2018-19, 2019-20 and 2020-21.	Copy of Audited Profit & Loss A/c <b>and</b> Balance Sheet should be enclosed.	
5.	The Firm should have conducted Statutory Audits/ Internal Audits since FY 2016-17 for Autonomous Bodies/ Statutory Bodies/ Educational Institutions/ CFTI/ IIT/ GFTI/ IIM/ Central Universities anywhere in India: (a) For at least three Institutions of which one Institution should be located in Tamil Nadu. (b) Institutions having Minimum Annual Turnover of Rs.50 Crores.	Self-attested copies of Work Orders/Agreements to establish the requirement of having provided service as stated.	

6.	The Firm or any partner of the firm should not have been debarred by any Government Departments, C&AG, Central Universities/ IIT/ IIM/ Statutory Body/ Educational Institutes or any other organization in respect of any assignment or behavior	Self-Declaration should be submitted in the format enclosed.	
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Place:- .....

Date :.....

(Signature, name and designation of the  
Tenderer/Authorized Signatory)  
Official Seal



**ANNEXURE - III**

**DETAILS REGARDING ANNUAL TURNOVER**

(To be filled, **certified by the Chartered Accountant auditing the CA Firm and**  
Scanned copy)

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Annual Turnover In Rupees</b>
<b>1</b>	<b>2018-19</b>	
<b>2</b>	<b>2019-20</b>	
<b>3</b>	<b>2020-21</b>	

**Place:**

**Date : Certified by the Chartered Accountant auditing the CA Firm and seal**

**Self-Attested by authorized person of the Agency**

**PRICE BID**

(On the letter head of the Bidder)

To  
The Registrar,  
Indian Maritime University,  
(A Central University, Government of India), Head Quarters,  
East Coast Road, Semmencherry,  
Sholinganallur (P.O.) Chennai-600119

**Sub:** Engagement of C&AG empaneled Chartered Accountant Firm for Internal Audit at Indian Maritime University (IMU- Headquarter) and it's Campuses - Reg.

**Ref:** Tender No. IMU-HQ/R/70/24/01/2019-PUR 06.09.2021

Dear Sir,

1. This is with reference to your Tender No. IMU-HQ/R/70/24/01/2019-PUR dated 06.09.2021. I/ We have examined the Tender document and understood its contents. I/ We hereby submit my Bid for Engagement of Chartered Accountant for Internal Audit of Indian Maritime University.
2. I/ We quote the following Professional fees:

Sl. No.	Particulars	Amount in Rs.
1.	Total Professional fee for Internal Audit for IMU Headquarters & its Campuses	
2.	Applicable GST @ ____	
3.	Grand Total ( <b>Incl. of GST</b> )	

Grand Total Professional fees in words (**inclusive of GST**) (Rupees \_\_\_\_\_)

Signature, name and designation of the  
Tendered/ Authorized Signatory)  
Official Seal

**SELF – DECLARATION – NON - DEBARMENT**

(On the Letter Head of the bidder)

To

The REGISTRAR,  
Indian Maritime University,  
(A Central University, Government of India), Head Quarters,  
East Coast Road, Semmencherry,  
Sholinganallur (P.O.) Chennai-600119

Dear Sir,

In response to the Tender No. IMU-HQ/R/70/24/01/2019-PUR dated 06.09.2021 for engagement of Internal Auditors for IMU HQ and its Campuses, I/We hereby declare that presently our C&AG empaneled Chartered Accountant Agency/ 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 State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT / IIM/ CFTI.

We further declare that presently our firm..... is not Debarred/ blacklisted and not declared ineligible, for similar work, by any State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT/ IIM/ CFTI on the date of Bid Submission.

Thanking you,

Yours faithfully,

Signature of Authorised Signatory with seal

Name: \_\_\_\_\_

Place: \_\_\_\_\_

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

**DELIVERABLES EXPECTED OF THE FIRM ENGAGED FOR INTERNAL AUDIT**

(Detailed Scope of Work is as per Para 6 of the Tender)

1. Attending meetings with the auditees to develop an understanding of business process and determining internal audit scope and develop audit plans.
2. Conducting audit of various Centres of IMU and obtain financial and accounting documents to check, analyze and evaluate the transactions / proceeds and prepare report etc as per Scope of Work given in the Tender Document.
3. Verification and scrutiny of all receipts and payment vouchers, Purchase orders, students fee receipts, Bank Book and Cash Book, Journal, Ledger, Imprest drawal and settlement, Register of advances, Loan, consultancy / salary, PF, IT, TDS and other Statutory remittances and Income & Expenditure statement and Balance Sheet including supporting schedule & sub-schedule etc.
4. Comparison of current period financial statement with prior period with budgets and forecasts, investment decisions, delegation of financial powers and management information systems, equipment, plant and machinery etc. of management and organizational effectiveness etc.
5. Reporting of lacuna if noticed in the existing procedures and suggest improvement and avoid redundant / duplication of work if any.
6. Prepare and present reports reflecting audit results, document process and finding memorandum. Also, suggest measures for cost control and identify ways & means to increase the revenue of the institute.
7. The Audit firms having in-depth knowledge in Auditing standards, Accounting procedures, laws, rules, regulations and having adequate experience in advanced computer skills on MS Office, Accounting software and databases need to apply. The firm should have a sound independent judgment to add value and improve our operations, bringing a systematic and disciplined approach to effective risk management, control and Governance processes.
8. The Audit firms should possess adequate experience of auditing accounts and handling tax matters with Statutory Audits and /or Internal Audits of Autonomous Bodies / Statutory Bodies/Educational Institutions/CFTI/IIT/ IIM/Central Universities.
9. The Audit firm should evaluate the performance of all resources / infrastructures to see whether such resources justify adequate returns and if not reasons there for and suggest ways and means for improvement.

**IMU – CAMPUS-WISE OFFICES**

Sl. No.		LOCATION	STATE
1	(a)	The Registrar, Indian Maritime University- <b>Headquarters</b> , East Coast Road, Sholinganallur (PO), Semmencherry, Chennai – 600119	TAMIL NADU
	(b)	The Campus Director Indian Maritime University - Chennai Campus East Coast Road, Uthandi, Chennai 600 119.	
2		The Campus Director Indian Maritime University - Kolkata Campus P - 19, Taratalla Road, Kolkata - 700 088.	WEST BENGAL
3		The Campus Director Indian Maritime University - Mumbai Port Campus MERI, MUMBAI Hay Bunder Road, Mumbai- 400033.	MAHARASHTRA
4		The Campus Director Indian Maritime University - Navi Mumbai Campus T.S. Chanakya Karave, Nerul, Navi Mumbai- 400706.	
5		The Campus Director IMU Kochi South End Reclamation Area (Located on NH47-A), Near Alexander Parambithara Bridge, Matsyapuri P.O., Willingdon Island, Kochi- 682029	KERALA
6		The Campus Director Indian Maritime University Visakhapatnam New Campus Vangali Village, Tekkalipalem Post, Near Rayavarapu Agraharam, Sabbavaram Mandal, Visakhapatnam - 531035.	ANDHRA PRADESH

