



**EXPRESSION OF INTEREST (EOI)
FOR
APPOINTMENT OF INTERNAL AUDITOR
FOR**

**Swami Vivekanand National Institute of Rehabilitation
Training and Research (SVNIRTAR), Cuttack**

EOI Notice No.: AD 3C EOI/IA/2023-24/01

Last Date & Time of Submission: 17.01.2024 (Wednesday) till 16:00 Hrs.

The details of the tender documents are available on SVNIRTAR website www.svnirtar.nic.in.
The corrigendum/addendum to this tender, if any, shall also be uploaded on the above website.

Swami Vivekanand National Institute of Rehabilitation Training & Research

Department of Empowerment of Persons with Disabilities (Divyangjan)

Ministry of Social Justice & Empowerment, Government of India

At: Olatpur, PO: Bairoi, Dist: Cuttack, Odisha, PIN: 754 010

Tel No.: 0671 – 2805552, 2805856, FAX: 2805862,

E-mail: svnirtar@gmail.com, Website: <http://www.nirtar.nic.in>

EXPRESSION OF INTEREST (EOI)

Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR) an Autonomous Body under Department of Empowerment of Persons with Disabilities (DIVYANGJAN), Ministry of Social Justice and Empowerment, Govt. of India invites Expression of Interest in **TWO PARTS (Technical and Financial)** from eligible Chartered Accountant/Cost Accountant Firms for engagement as Internal Auditor for the Registered Office situated at Olatpur, P.O: Bairoi, Dist: Cuttack – 754010, Odisha for the **Financial Year 2024-25**.

1. Introduction:

Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR) is an Autonomous body under Department of Empowerment of Persons with Disabilities (DIVYANGJAN), Ministry of Social Justice and Empowerment, Govt. of India. It provides total medical rehabilitation for the Persons with Locomotor Disabilities.

It also conducts three bachelor's degree courses in Physiotherapy, Occupational Therapy, Prosthetics and Orthotics, three Postgraduate courses of Physiotherapy, Occupational Therapy and Prosthetics and Orthotics affiliated to Utkal University, Bhubaneswar. It also has an accreditation for DNB in Physical Medicine and Rehabilitation of National Board of Examination (NBE), New Delhi.

ACTIVITIES

- a. Patient Services:** This Institute runs a 150 Bedded Physical Medicine & Rehabilitation Hospital with services like OPD, IPD, Physiotherapy, Occupational Therapy, Speech & Hearing treatment, Psychological counselling etc. Institute also conducts fitment services to the PWDs by manufacturing & designing various Aids & Appliances through its Prosthetics & Orthotics Department.
- b. Academic Services:** Institute runs PG & UG Courses in Physiotherapy, Occupational Therapy & Prosthetics & Orthotics disciplines with a present strength of around 1000 Students. In addition to that Diploma in National Board Course is also run by the Institute.
- c. Camp Services:** Institute organizes various camps in which Aids & Appliances are distributed and surgery are conducted through ADIP Scheme.
- d. Skill Development Training:** Institute imparts Skill Development Training directly or through partners to generate employment opportunities for the PWDs.
- e. Extension Activities:** Institute has established Four Nos. of Extension Centres to provide services at the doorstep of the patients. At present extension/satellite centres are available at Cuttack, Bhubaneswar, Dhenkanal & Nuapada.
- f. CRC Activities:** There are four Composite Regional Centres at Guwahati, Ranchi, Bolangir & Imphal under the administrative control of the Institute. There accounts except for CRC Guwahati are maintained at this Institute and consolidation is made with the Annual Accounts of SVNIRTAR.
- g. CSR Activities:** Time to time funds from external sources are received for infrastructure development of the Institute under CSR Activities.
- h. Departmental Activities:** Institute run its activities through fourteen various departments PMRD, PT, OT, P&O, Speech & Hearing, Psychology, Social Work, Academics, Library, Maintenance, Administration, Hindi, Establishment & Accounts Department.

SOURCES OF FUNDS

- a. DEPwDs, MOSJ&E, Govt. of India:** Institute receives Grant-in-Aid from Ministry to carryout its activities under various heads like General, Capital, Salary, SC-ST General/Capital & Northeast. The Institute also receives GIA under ADIP Scheme & SIPDA Scheme from the Ministry.
- b. Own Income:** Institute generates income by means of Service Charges, Academic Fees & Miscellaneous Receipts.
- c. External Funding:** Institute makes a constant strive to receive financial assistance from Corporates under CSR Activities.

2. Important Dates & Contact Information regarding Expression of Interest (EOI):

1.	EOI Document	Can be downloaded from the website https://svnirtar.nic.in/
2.	Office of Issue	Swami Vivekanand National Institute of Rehabilitation Training and Research, SVNIRTAR, Olatpur, P.O: Bairoi Dist: Cuttack Odisha - 754010 Phone No.: 0671 - 2805552 FAX No.: 0671 -2805862
3.	Date of Publication of EOI	20 th December, 2023 (Wednesday)
4.	Start Date & Time of Submission of Bids	21 th December, 2023 (Thursday) from 10:00 Hrs.
5.	Date & time of Pre - Bid Conference	10 th January, 2024 (Wednesday) at 14:00 Hrs.
6.	Feedback/ suggestions from Bidders upto	8 th January, 2024 (Monday) till 16:00 Hrs.
7.	Last Date & time of Submission of EOI	17 th January, 2024 (Wednesday) at 16:00 Hrs.
8.	Mode of Submission of EOI	Copy of the proposal along with the relevant documents duly stamped and signed by the applicants may please be sent through Speed Post/Registered Post to: The Director, Swami Vivekanand National Institute of Rehabilitation Training and Research, SVNIRTAR Olatpur, P.O: Bairoi, Dist: Cuttack, Odisha - 754010 Proposals received after the last date & time shall not be considered.
9.	Date & time of Opening of Technical Bids	18 th January, 2024 (Thursday) at 11:00 Hrs.
10.	Date & Time of publication of result of Technical Bids	19 th January, 2024 (Friday) at 16:00 Hrs.
11.	Date & Time of Opening of Financial Bid only for technically qualified bidders.	Technically qualified bidders shall be informed about the date of opening of financial bid at a later date.
12.	Queries	In case of any query, the applicants should send such queries through E-mail to svnirtar@gmail.com , svnirtar.ad3@gmail.com

3. Period of Appointment:

The contract will be for a period of 03 (Three) years & extendable on yearly basis depending on the satisfactory completion of assignment during the year. The contract initially shall be for the Financial Year 2024-25. Based on the performance assessment, extension/ reappointment shall be made for the second and the third year. The contract shall be effective from 1st April, 2024 and cover the financial years ending on 31st March, 2025, 31st March, 2026 and 31st March, 2027 on a yearly renewal basis.

4. Eligibility Criteria for engagement as Internal Auditor:

1. The Audit Firm should be in existence for at least 15 Years as on the date of application of this EOI.
2. The Audit Firm must be empaneled with C&AG in the panel of Audit Firms eligible for conducting audit.
3. Either the head office or a branch office of the Audit Firm should be located in the state of Odisha.
4. The Annual Turnover/Gross Receipts in the last three preceding Financial Year's Audited Annual Accounts should not be less than Rs.20.00 lakhs per annum.
5. The Audit Firm should have at least 10 Years Experience as Internal Auditors in any Central Government/State Government Organizations/NGOs/Autonomous Bodies etc.
6. There is no disciplinary action pending against the Audit Firm or Partners of the Audit Firm in any Court of Law.

5. Declaration:

The Audit Firms while expressing their interest shall be required to submit a declaration on their letter head that details furnished in this regard are true and correct to the best of their knowledge and belief. Any incorrect information furnished by the applicant shall lead to rejection of the application. The format of declaration to be submitted is given at *Annexure – I* of this EOI.

6. Scope of Work:

1. Internal Audit of the Institute shall be undertaken on monthly basis. Detailed report on the finding along with suggestions/remedial measures will be submitted within a week of subsequent month till February. All the observations of the Internal Audit may be submitted with due recommendation for compliance by the Institute. Any other point not covered which the Auditor thinks appropriate which would otherwise have a financial impact on the Institute shall be reported as a special observation.
2. The Firm shall also conduct pre-audit of such transactions as are referred to it by the management.
3. The Auditor shall be required to check the following documents of each department and give a monthly report to the Director of the Institute. The observation in each point should be accompanied by his recommendation for compliance by the Institute. A summarized form of scope of work is tabled below for kind reference:

SI No	Name of the Department	Remarks
01	Accounts Department (AD 3)	<ol style="list-style-type: none">1. Vouching: Receipts, Payments & Adjustment Vouchers of the Institute.2. Checking Books & Records: Closing Balances of Cash & Bank Books & Investments. Surprise physical verification of Cash once in every month may be reported.3. Bank Reconciliation Statement: Checking BRS for all Banks.4. Reconciliation of deposit of Service Charges, Academic Fees etc. in Accounts Department by cross checking with the documents of concerned departments.5. Verification of ledgers & sub-ledgers.6. Checking of receipts & utilization of Grants.7. Checking deduction of Income Tax, GST etc. and timely deposits made thereof.8. Checking the Annual Accounts of the Institute.9. Any other point which deems fit to the Auditor which has any financial implication.

SI No	Name of the Department	Remarks
02	Stores & Commercial Department (AD 4/5)	<ol style="list-style-type: none"> Stores Ledger: Updation of Stores Ledger with all the receipts and issues. Physical Verification of Stock: Random check of Physical Stores and difference if any with the balance in the Stores Ledger may be reported. Fixed Asset Register: Updation of Asset register and cross checking its issues with the Departmental Asset Register. Any other point which deems fit to the Auditor which has any financial implication.
03	General Administration Department (AD 2)	<ol style="list-style-type: none"> Logbook verification of vehicles. Timely payment of Road Tax, Insurances etc. for vehicles. Timely renewal of contracts, agreements etc. Any other point which deems fit to the Auditor which has any financial implication.
04	Establishment Department (AD 6)	<ol style="list-style-type: none"> Maintenance of leave records. Updation of Service Books Any other point which deems fit to the Auditor.
05	Maintenance Department (AD 7)	<ol style="list-style-type: none"> Updated works register for Capital Work in Progress & Completed Works. Management of Contracts. Logbook for Generator. Any other point which deems fit to the Auditor which has any financial implication.
06	Academic Department (DA)	<ol style="list-style-type: none"> Students Records: Proper maintenance of Students Records. Collection of Fees: Timely collection of dues. Any other point which deems fit to the Auditor which has any financial implication.
07	Library Department (LIC)	<ol style="list-style-type: none"> Updation of Accession Register/ records against receipt of books & journals. Monthly random Physical Verification of Books & Journals and any discrepancies with Book Balances may be reported. Any other point which deems fit to the Auditor which has any financial implication.
08	Department of Physical Medicine & Rehabilitation (PMRD)	<ol style="list-style-type: none"> Records of Stock of Medicines/Consumables with physical balances. Proper maintenance of records w.r.t. Medicines & Equipments. Patient Records including Extension/Satellite Centres. Any other point which deems fit to the Auditor which has any financial implication.
09	ADIP Cell	<ol style="list-style-type: none"> Maintenance of ADIP records. Any other point which deems fit to the Auditor which has any financial implication.

7. Selection Criteria for engagement as Internal Auditor:

The final bidder will be selected through QCBS (Quality and Cost Based Selection) method. For QCBS, technical and financial score will be in proportion of 40:60. Technical evaluation will be made on following criteria:

SI No.	Norms	Basis of Marks	Maximum Marks
1.	Years of establishment of Firms(s) since date of registration	2 Marks per Year	10 Marks
2.	Number of Chartered/Cost partners in the Firm	4 Marks for each Associate Member and 5 Marks of each Fellow Member	20 Marks
3.	Number of qualified assistants in the firm. He should be a member of the CA/CMA Institute.	2 Marks for each Qualified Assistant	20 Marks
4.	Annual Turnover/Gross Receipts: Minimum Rs.20.00 lakhs per annum.	5 Marks for Annual Turnover/Gross Receipts of Rs.20.00 lakhs per annum. Thereafter 5 Marks for every Rs.2.00 lakhs for Annual Turnover/Gross Receipts exceeding Rs.20.00 lakhs.	20 Marks
5.	The firms having the experience of Internal Audit in any Central Government/State Government Organizations/NGOs/Autonomous Bodies	5 Marks for each year	30 Marks

Financial Bids of only those bidders whose Technical Score is more than 60 shall be opened. A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of Financial Bid. The proposal with highest weighted combined score shall be selected for initially one-year term. Subsequently, based on satisfactory performance, extension may be provided with the approval of the Competent Authority.

Example for QCBS is given hereunder:

Bidder	Technical Score (Assumed) = X	Financial Bid (Assumed) = Y	Financial Score (L*100/Y) = Z	Total Score (X*0.40 + Z*0.60)
A	90	7	85.71	87.43
B	80	7	85.71	83.43
C	65	6 (L)	100	86.00

In the above case, Bidder 'A' will be selected on the basis of highest score as per QCBS method. He will be paid Rs.7/- as per his quote even if his Financial Bid is equal to or higher than other bidders.

8. Terms & Conditions:

1. Internal Audit of the Institute shall be undertaken on a monthly basis. Detailed report on the finding along with suggestions/remedial measures will be submitted within a week of subsequent month till February. The report for the month of March may be submitted before 30 days of submission of Annual Accounts to the Statutory Auditor i.e. CAG.
2. The Firm shall maintain strict confidentiality regarding any sensitive information obtained in course of his audit and shall not use such information for any purpose other than audit. It shall also not accept cases or render advice against the Institute so long as its contract is continued with SVNIRTAR.
3. Bidder shall not be under liquidation, court receivership or similar proceedings.
4. The Bidder shall not sublet, transfer or assign the contract or any part thereof to any other person /firm/consulting company/organization. SVNIRTAR reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.
5. **Application must be submitted through Speed Post/Registered Post only to The Director, Swami Vivekanand National Institute of Rehabilitation Training and Research, SVNIRTAR, Olatpur, P.O: Bairoi, Dist: Cuttack, Odisha - 754010. Applications sent through E-mail will not be considered.**
6. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected out rightly.
7. The assignment may be canceled by giving One Month notice by either of the parties.
8. SVNIRTAR shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
9. SVNIRTAR reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
10. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
11. The Bidder is expected to examine the Tender Document, including all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

9. Instructions to Applicants:

- a. Format of Application must be completely filled in. Incomplete applications will be rejected out rightly.
- b. All EOIs will be evaluated on the basis of the documents furnished along with applications only. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.
- c. Since, all the applications will be evaluated strictly on the basis of the selection criteria, attaching unsolicited information/documents for processing applications expeditiously must be avoided under all circumstances.
- d. All submitted documents should be signed by a Partner with his Name, Membership No. & the seal of the firm.
- e. Applications must be submitted under sealed cover superscripting EOI Notice No. & date and the words **“Application for appointment as Internal Auditor of SVNIRTAR, Cuttack”**. The application submitted shall contain two envelopes **Part – I** super scribed as **“Technical Bid”** along with all supporting documents duly signed & stamped in one sealed envelope & **Part – II** super scribed as **“Financial Bid”** in another sealed envelope.
- f. If the envelope is not delivered properly sealed and marked, SVNIRTAR will assume no responsibility for the misplacement or premature opening of the bid.
- g. **Part – I – Technical Bid:** Bid Documents containing the following must be bound, indexed, completely page numbered and arranged in the order:
 - i. Covering Letter on Bidder’s Letter Head as per **Annexure – I**.
 - ii. Bidder’s general information as per **Annexure – II**.
 - iii. Documents/information relating to firm’s partners to be submitted as per **Annexure-III**.
 - iv. Documents/information relating to Professional/Gross receipts & experience of Bidder to be submitted as per **Annexure-IV**.
 - v. Bidder’s Bank Account details as per **Annexure-V**.
 - vi. Declaration & compliance to Bid requirement as per **Annexure-VI**.
 - vii. Any other information required in the Tender Documents or considered relevant by the bidder.
 - viii. All documents furnished by the Bidder as per the requirement of Technical Bid Evaluation Criteria shall be signed and stamped by the bidder or authorized signatory of bidder.
- h. **Part – II – Financial Bid:**
 - i. The Price Bid shall also be submitted as per **Annexure - VII** provided in the Tender Document. The envelope containing the Price Bid shall be super scribed with **“Financial Bid”**. If the envelope is not delivered properly sealed and marked, SVNIRTAR will assume no responsibility for the misplacement or premature opening of the bid. The Bidder shall quote in Indian Rupees.
 - ii. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
 - iii. The quoted price shall be deemed to be all inclusive except applicable GST till the completion of the work. SVNIRTAR will not have any additional liability towards payment of any Taxes & Duties except applicable GST leviable on total quoted price.
 - iv. Alternative/conditional bids shall not be considered.
 - v. Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the contract and will not be subject to variation on any account.
 - vi. Price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be assumed to be correct.

10. Bid Validity

Bid submitted by Bidder shall remain valid for a minimum period of two months from the date of opening of Technical Bid. Bidders shall not be entitled during the said period of two months, without the consent in writing of the Director, SVNIRTAR, to revoke or cancel their Bid or to vary the Bid given or any terms thereof.

11. Bid Opening

- a. SVNIRTAR will open the technical bids in the presence of Bidders' designated representatives at date & time as stipulated in this EOI document. The Bidder's representatives who are present shall sign bid - opening statement evidencing their attendance.
- b. Price bid of only those bidders whose bids are determined to be technically qualified shall be opened at a subsequent date. Only technically qualified bidders shall be intimated separately the date of opening of the financial bid. Bidders may depute their authorized representative to attend the opening of the financial bid.

12. Evaluation of Technical Bids

- a. SVNIRTAR will determine whether each of the bids conforms to the terms, conditions and specification of the EOI documents without material deviation and is complete with regard to submission of required documents.
- b. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the bid. Any conditions, if stipulated, shall be treated as null and void and may render the bid liable for rejection.
- c. SVNIRTAR, if necessary, will obtain clarifications on the Bid by requesting for such information/clarifications from any or all Bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted.
- d. SVNIRTAR reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc.

13. Final Evaluation and Selection

- a. After completion of interaction process, price bids of successful technical bidders (scoring more than 60 marks in technical criteria) will be opened on a date which will be intimated by mail.
- b. A final combined score will be arrived at and selection will be made as mentioned in Clause 7 'Selection Criteria'.

14. Notification of Award

SVNIRTAR will issue the Letter of Award (LOA) to the successful Bidder and communicate the same through Post/E-mail as per details given by Bidder.

15. Terms of Payment

The payment towards fees will be made on monthly basis upon receipt of invoice, after successful submission of monthly audit reports. While making the payments the statutory deductions will be made by SVNIRTAR. **No TA/DA shall be admissible to the staffs or partners engaged during the course of audit.**

16. List of documents to be submitted along with the applications/ EOIs:

Interested firms are advised to go through contents of the EOI documents carefully and submit all attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:

- a. Registration Certificate of the Firm issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India.
- b. Membership Certificates of the Partners/Audit Staffs issued by the Institute of Chartered Accountants of India and/Institute of Cost Accountants of India.
- c. Copies of Audited Annual Accounts & Income Tax Returns for the FY 2020-21, 2021-22 & 2022-23.
- d. Copies of the Appointment Letters/Experience certificate for Internal Audit/ in organizations as evidence of experience.
- e. Copy of PAN Card & GST.
- f. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.

Annexure – I

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

Covering letter for submission of offer

Ref: AD 3 EOI/2023-24/01

Date:

From:

Our Ref: _____ Dated _____

To

The Director

Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTAR)

Rehabilitation Training and Research, SVNIRTAR

Olatpur, P.O: Bairoi Dist: Cuttack Odisha

Subject: Application for engagement as Internal Auditor of SVNIRTAR, Cuttack

Refer: EOI (Expression of Interest) Notice No. _____ dtd. _____ for engagement as Internal Auditor of SVNIRTAR, Cuttack

Sir,

Please find herewith our offer in line with requirement of DSIIDC Tender document. We confirm that:

1. I/We, the undersigned, having carefully examined the referred EOI offer to participate in the same, in full conformity with the said EOI and all the terms and conditions thereof.
2. We understand that any technical or commercial deviation in the offer shall render our offer liable for rejection.
3. I/We agree to abide by this Proposal, consisting of this letter and our EOI response Proposal, for a period of two months from the date of opening of Technical Bid as stipulated in the EOI.

We declare that the statement made, and the information provided in our offer is true and correct in all respect. In case, it is found that the information/ documents provided by us are incorrect/ false, our application shall be rejected by SVNIRTAR without any reference to us.

Thanking you,
Yours sincerely,

(Signature of Authorized person)

Full Name:

Designation:

Bidder's Official Seal

Annexure – II

Bidder’s General Information

- 1. Bidder Name:.....
- 2. a. Date of Registration/Incorporation:
- b. Age of Firm (Completed years upto 31.03.24):.....
- 3 Address of registered office:
-
- 4. Address of Local Office In Odisha:.....
-
- 5. Telephone No.....
- 6. E-mail address.....
- 7. Website.....
- 8. Fax Number.....
- 9. Firm Registration Number.....
- 10. GST Registration No.
- 11. Permanent Account Number (PAN)

Stamp and signature of bidder:

Name of authorized person:

Note: The self-attested copies of documents at Sl. No. 2, 9, 10 and 11 to be attached.

Annexure – III

Details of Partners of Firm

Sl No	Name	Designation	Qualification	Membership No.	Work Area

Note:

The above details must match with latest constitution certificate of the firm. Latest Firm Constitution Certificate to be attached.

Annexure – IV

Relevant experience of the Firm in Internal Audit for the purposes of technical evaluation

Criteria 1:

Professional/Gross Receipts of the firm during FY 2020-21, 2021-22 & 2022-23.

Criteria 2:

Name & Address of Client	Internal Audit for FY 2020-21, 2021-22 & 2022-23.	Nature of Work

Note:

Bidder to submit copies of their audited financials for Criteria-1 and appointment letter from client for Criteria-2.

Annexure – V

**E-Payment Form
Bank Account Particulars**

1. Bidder's Name:.....
2. Address of Bidder:.....
3. Particular of Bank Account
 - a. Name of the Bank:.....
 - b. Branch Code:.....
 - c. Address of the Bank Branch:.....
 - d. Type of account (SB, Current, Credit):.....
 - e. Account Number:.....
 - f. Bank's IFSC code for RTGS/NEFT:.....

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and SVNIRTAR will not be held responsible for non-payment / delay due to above change in bank details and also due to technical reasons beyond its control.

(_____)
Signature of the authorized signatory (ies) & Designation

Place:
Date:
Official seal of the bidder

BANK CERTIFICATION

Certified that the particulars furnished above are correct as per our records.

Place:
Date:

Bank's Stamp
Stamp & Signature of the
authorized official of the bank

Annexure – VI

Undertaking

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s)/ information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Tender Document and subsequent addendum/corrigendum (if any), issued by SVNIRTAR, without any deviation/ exception/ comments/ assumptions.

We also confirm that we have quoted the prices without any condition and deviation.

We further confirm that terms and conditions if any, mentioned in our bid (Technical as well as Price) shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority(ies)/ court in connection with professional work.

We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking /Government Organization /SVNIRTAR.

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected/terminated.

We hereby confirm that we have gone through and understood the Tender Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting Master Index of Tender Document as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Tender Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement. Further, we shall sign and stamp each page of the Tender Document as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We confirm that rate quoted by us includes price for all services as mentioned in the Tender Document.

Stamp and signature of Bidder: _____

Name of Bidder: _____

NOTE: To be stamped and signed by the authorized signatory on letterhead of bidder.

ANNEXURE - VII

FINANCIAL BID

(To be filled in by bidder)

PRICE QUOTATION FORMAT

NAME OF THE BIDDER: _____

ADDRESS OF THE BIDDER: _____

SI No	Name of the Work	Amount in Rupees towards conduct of Internal Audit (Maximum Rs.25,000/- p.m.)	Amount in Words towards conduct of Internal Audit (Maximum Rs.25,000/- p.m.)
		(Figures in Rs.)	(Figures in Words)
01	Appointment as Internal Auditor of SVNIRTAR, Cuttack		

Note:

The price quoted shall be exclusive of all applicable taxes.

Signature & Seal of the Bidder

Date:

Place: