



Center of Innovative and Applied Bioprocessing (CIAB), Mohali
CIAB Campus, Knowledge City, Sector 81, PO Manauli, Mohali-140306

NOTICE INVITING TENDER
No. CIAB/9(10)/2013-Accounts

Center of Innovative and Applied Bioprocessing (CIAB), Mohali, an Autonomous Institute under the Department of Biotechnology, Government of India, is looking for the services of qualified Chartered Accountants having office in tri-city (Chandigarh, Mohali, Panchkula) empanelled with the Comptroller & Auditor General of India (CAG) to carry out the statutory audit on the accounts of CIAB for one year extendable up to three years annual accounts commencing from the Financial Year 2020-21 onwards.

The institute has an annual Budget of Rs 18 Cr. (approx.) for the current year involving approximately 250 monthly financial transactions, at an average. The accounts of the institute are compiled in the Standard Format of Accounts prescribed by the Controller General of Accounts, Government of India for all the Central Autonomous Bodies. Accounts are ready in the institute latest by 30th June and are required to be audited by 31st July of the following year (within one month from the date of their compilation).

The role and responsibility of the Institute:

- i) It shall be the responsibility of the Institute to prepare the annual accounts of the Institute in the Standard Format of Accounts prescribed by the Controller General of Accounts, Government of India for all the Central Autonomous Bodies in line with the significant accounting policies approved for the Institute latest by the prescribed date (at present 30th June of the following year).
- ii) The Institute shall cause to send a copy of the annual accounts to the Auditor as soon as they are ready.
- iii) The Institute shall facilitate the audit as per the requirement of the Auditor and provide all information and records as may be required by him or his team for the proper conduct of the audit.
- iv) The Institute shall pay the professional fee to the auditor immediately on receipt of bill for the same as per agreed terms. The payment to the auditor shall be subject to TDS as may be applicable from time to time.
- v) The extension beyond first year will be granted on year to year basis on the satisfactory completion of given assignment.

The role and responsibility of the Auditor:

- i) The Auditor shall intimate his preparedness to carry out the audit in the month of June to the Institute.
- ii) Immediately on receipt of the copy of the annual accounts from the Institute, the auditor shall initiate action for the audit on the accounts immediately within a week.
- iv) The Auditor shall send his requisition in advance for the information/records as may be required for the conduct of the audit.
- v) The Auditor shall arrange to submit the audit report with the required audit certificate in four weeks from the date of submission of the copy of the annual accounts to the Auditor.
- vi) The Auditor shall submit the bill for the payment of fee as agreed.

The auditor shall inter alia ensure before issuing the relevant and requisite audit certificate; i) the correctness and appropriateness of the classification of all transactions; ii) accounts figures are in agreement with the subsidiary books of the institute; iii) accounts are drawn in the prescribed format.

Eligibility Criteria:

1. Auditing firms empanelled with the CAG having office in tri-city (Chandigarh, Mohali, Panchkula).
2. **The minimum fee for assignment is fixed for Rs. 8,000 plus taxes. The firms quoting less than Rs. 8,000/- will not be considered for the assignment.**

Firms failing to follow the above eligibility criteria shall not be considered for further evaluation without any notice/intimation.

Bid Evaluation Criteria:

A. The bids shall be ranked on the basis of combined weighted score for technical and financial bids. The tender shall be awarded to the bidder obtaining the highest total combined score in evaluation of Technical bid and price (financial) bid.

B. The bids shall be ranked keeping in view the marks obtained on a scale of 100 marks during technical evaluation of bids. The technical and price (financial) bids shall enjoy weightage in the proportion of 60:40 i.e. 60% for the technical bid and 40% for the financial bid.

C. Combined scores of respective bidders shall be obtained by sum of their respective technical bid scores (out of 60) and their respective Price bid score (Out of 40).

D. Criteria for evaluation of the technical bids for pre-eligibility

S.no	Evaluation (Total 60 Marks)
1.	<p>Statutory Audit Experience (Maximum 40 marks)</p> <p>(i) Govt. / Govt. Autonomous Body (Registered Society) +Research Institute more than 10 years (40 marks)</p> <p>(ii) Govt. / Govt. Autonomous Body (Registered Society)+Research Institute 6to 10 years (30 marks)</p> <p>(iii) Govt. /Govt. Autonomous Body (Registered Society) +Research Institute 1to 5 years (15 marks)</p> <p>OR</p> <p>(iv) Govt. /Govt. Autonomous Body (Registered Society)+Non Research Institute 7to 10 years (30 marks)</p> <p>(v) Govt. /Govt. Autonomous Body (Registered Society)+Non Research Institute 4to 6 years (20 marks)</p> <p>(vi) Govt. /Govt. Autonomous Body (Registered Society)+Non Research Institute 1 to 3 years (10 marks)</p> <p>OR</p> <p>(vii) PSU 7to 10 years (20 marks)</p> <p>(viii) PSU 4to 6 years (15 marks)</p> <p>(ix) PSU 1 to 3 years (10 marks)</p> <p>OR</p> <p>(x) Non PSU/others (0 marks)</p>
2.	<p>Number of Partners/ CA Employed :- (Maximum 10 marks)</p> <p>(i) Number of FCA+ACA more than 6, one of the partner having experience more than 10 years. (10 marks)</p> <p>(ii) Number of FCA+ACA 3 to 5, one of the partner having experience more than 10 years (7 marks)</p> <p>(iii) Number of FCA+ACA less than 3, one of the partner having experience more than 10 years (5 marks)</p>
3.	<p>Number of Government clients:- (Maximum 10 marks)</p> <p>i. 7to 10 (10 marks)</p> <p>ii. 4 to 6 (7 marks)</p> <p>iii. 1 to 3 (5 marks)</p>

Financial bid evaluation:-

The bidder quoting the lowest rate will be awarded full points out of 40. Others will be awarded on pro-rata basis. In case of tie in the fee quoted by firm, the firm having more experience will be awarded the assignment.

CIAB reserves the right to reject any tender or rely any or all the above conditions without assigning any reason.

Auditing firms willing to take up the aforesaid assignment for CIAB should send their offers with professional fees exclusive of GST chargeable per annum along with other details in the attached sheet for the **service latest by 1430 hours on 02-03-2021 and shall be opened at 1530 hours on the same day in the presence of such tenderers who may choose to be present.**

Chief Executive Officer

TENDER FORM (Technical and Financial) FOR THE APPOINTMENT OF AUDITOR FOR STATUTORY AUDIT ON THE ACCOUNTS OF CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING (CIAB), MOHALI, (Punjab)

1.	Name of the Auditing Firm:																	
2.	Address of the Office situated at Chd./ Mohali / Panchkula (Pl attach proof)																	
3.	Registration no. with C&AG of India (Copy of the same to be enclosed)	Yes (No Deviation allowed)																
4.	Name of the Chief/proprietor:																	
5.	Registration no. with ICAI (copy of same to be enclosed)																	
6.	Audit Experience (please enclose full details along with proofs)																	
7.	No. of Qualified professionals /Partners (CAs):																	
8.	Number of government clients (please furnish list along with proofs)																	
9.	Financials:	Audit Fee per annum	Rs.															
		GST	Rs.															
		Total	Rs.															
		(Rs. in words)																
10.	PAN No.	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																

I, hereby declare that the information given above is correct.

Signature with seal

Dated: