



**iHub Anubhuti-  
IIITD Foundation**

## **Limited Tender Enquiry for Audit Services**

(Tender no.: iHub-Anubhuti/2024-25/01)

**iHub Anubhuti-IIITD Foundation**

IIIT-D, GB Pant Polytechnic Extension,  
Phase-III, Okhla, South Delhi,  
Delhi-110020.

**[vinay@ihub-anubhuti-iiitd.org](mailto:vinay@ihub-anubhuti-iiitd.org)**

## INVITATION FOR BIDS

1. iHUB Anubhuti-IIIITD Foundation (hereinafter referred to as “iHub Anubhuti”) is a Section-8 Not for Profit Company under National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) established by Department of Science and Technology (DST), Government of India at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi). It is a Technology Innovation Hub in the technology vertical “Cognitive Computing & Social Sensing” with a focus area on Healthcare, Education and Legal Information Systems.
2. **iHub Anubhuti invites sealed financial bids (as per proforma for financial bid) from bidders fulfilling the pre-qualifying criteria for providing Audit services as per the mentioned Scope of Work.**
3. The last date for submission of bids is **16th April 2024 at 04:30 pm**. The Tender Document should be addressed to:  
The Assistant Manager(Purchase),  
iHUB Anubhuti-IIIITD Foundation,  
5th Floor, B-wing, Old Academic Building,  
Indraprastha Institute of Information Technology, Delhi,  
Okhla Phase-III, New Delhi - 110020.
4. The bids shall be opened on **16th April 2024 at 05:00 pm**.

### **Pre-Qualifying Criteria:**

The bidder must be CAG empanelled or the bidder must have completed atleast two assignments of similar nature in the past three financial years. The bidder should submit self attested copies of documentary evidence in support of pre-qualifying criteria.

## Scope of Work

The Scope of work consists of two parts:

1. Comprehensive Internal Audit of iHUB Anubhuti-IIIITD Foundation for FY 2023-24 as per CAG standards. Audit report with the gaps in compliances and recommendations to fill those gaps to be provided. Review of implementation of the recommendations made.
2. Ongoing Internal Audit of proposals (**before initiating transaction** of value *more than INR 50,000*) for the following in accordance with DPR, DST Sanction Order, Tri-party Agreement and extant Govt. rules (GFR) / Regulations / Procedures in order to meet future CAG audit requirements:
  - a) Procurement
  - b) Recruitment (including stipend / fellowship)
  - c) Start Up funding
  - d) Research Projects funding
  - e) Sales
  - f) MCC (Medical Robotics Centre)A monthly synopsis of audited files / proposals to be provided.

## Tender Terms and Conditions

### Delivery Period

1. The Audit report for FY 2023-24 along with remedial measures / recommendations shall be submitted within 45 days from the date of award of work.
2. For the ongoing audit of proposals, the successful bidder shall depute their representative for providing the audit comments / observations / recommendations as and when required. The successful bidder shall provide the audit comments / observations / recommendations within 5 working days of the proposal being provided.

### Payment Terms

1. Payment for the Comprehensive Audit for FY 2023-24 shall be released upon receipt of the Audit report along with remedial measures / recommendations.
2. Payment for the Ongoing Audit of proposals shall be released on a monthly basis upon receipt of monthly synopsis report.

### Liquidated Damages for delay in delivery

1. In case of delay in providing the Audit report along with remedial measures / recommendations for FY 2023-24 for reasons attributable to the successful bidder, liquidated damages of 0.5 percent per week subject to maximum 10 percent of the value of work (audit for FY 2023-24) shall be recovered from the amount payable to the successful bidder.
2. In case of delay in providing audit comments / observations / recommendations for ongoing proposals for reasons attributable to the successful bidder, liquidated damages of 0.5 percent per week (per proposal on pro rata basis) subject to maximum 10 percent of the monthly cost quoted shall be liable to be recovered from the monthly amount payable to the successful bidder.

### Confidentiality Clause

The successful bidder shall hold all the information provided by iHub Anubhuti as confidential and shall not disclose it to any third party, save and except as required by judicial or administrative process or otherwise by applicable law or regulation.

### Termination Clause

In case of inordinate delay in providing the services as mentioned in the scope of work beyond the stipulated delivery period by the successful bidder for reasons attributable to the successful bidder, iHub Anubhuti shall have a right to terminate the Contract with prior written notice of one month.

### Other terms and conditions

1. The financial bid should be valid for a period of atleast 45 days from the date of opening of bids.
2. Sealed bids should be sent by post or by hand. Late bids shall be rejected.
3. iHub Anubhuti reserves the right to accept or reject any of the offers in full or part without assigning any reasons thereof.

## PROFORMA FOR FINANCIAL BID

Sr. no.	Service Description	No. of Months	Monthly rate	Total Cost
1	Comprehensive Internal Audit of iHub Anubhuti for FY 2023-24 as per CAG standards along with deliverables as mentioned in scope of work	NA	NA	
2	Ongoing Internal Audit of proposals as per the scope of work	12		
<b>GST</b>				
<b>Grand Total (inclusive of GST)</b>				

**Important Note:** The above quoted price includes expenses towards stationery, local travel or any other incidental expenses for the service being quoted for. The bidder must include all such expenses while quoting the above rates and *no extra amount* above the quoted price shall be payable to the successful bidder.

### Declaration

We accept that the rates quoted above shall remain valid for a period of atleast 45 days from the date of opening of bids. We hereby accept all the terms and conditions mentioned in this tender document.

(Signature and Seal of the bidder)

Date: