



प्लाज़्मा अनुसंधान संस्थान
Institute for Plasma Research

Bhat, Gandhinagar 382 428, Gujarat, (India)
भाट, गांधीनगर ३८२ ४२८, गुजरात, (भारत)



TENDER DOCUMENT

APPOINTMENT OF STATUTORY AUDITOR

Institute for Plasma Research (IPR) ,Bhat ,Gandhinagar invites technical and financial bids from interested and eligible Ahmedabad/ Gandhinagar based Chartered Accountant firms for conducting statutory audit for Financial Years 2021-22 to 2023-2024 (*Three Financial Years*).

Important Bidding Information Summary

Purpose	Particulars
Tender Date & Tender Notice no.	Date :23/01/2022 IPR/TN/ADMIN//2022
Last Date and Time of Submission of Bids	Date 08/02/2022 till 4:00 PM
Address for Submission Of Bids	Chief Administrative Officer Institute for Plasma Research Nr.Indira Bridge, Bhat, Gandhinagar - 382428





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ANNEXURE — I

Invitations of quotation for Audit of Accounts of IPR and its offices

Institute for Plasma Research (IPR) is an autonomous Research and development (R&D) organization under the authority of Department of Atomic Energy (DAE), Government of India; situated near west banks of river Sabarmati in Gujarat, India. This institute is largely involved in theoretical and experimental studies in plasma science including basic plasma physics, magnetically confined hot plasmas and plasma technologies for industrial application. The institute owns two operational tokomaks (a machine for controlling thermonuclear fusion) - ADITYA and Steady State Tokamak (SST). ITER-India IPR located at Koteswar- Ahmedabad/Gandhinagar and CPP-IPR located in Guwahati, Assam are two offices under Institute for Plasma Research (IPR).

Institute for Plasma Research (IPR) is registered as society under Society Registration Act, 1960 and maintaining its accounts on accrual method of Accounting.

Institute for Plasma Research intends to engage a reputed firm of Chartered Accountants to conduct statutory audit for F.Y. 2021-22, 2022-23 and 2023-24 to provide assurance that accounts of the trust give a 'trust & fair view'.

1) ELIGIBILITY CRITERIA

- i) The Chartered Accountants firm should be registered with Institute of Chartered Accountants of India (ICAI) and should be empanelled with C&AG for a minimum continuous period of 10 years as on the date of tender publication. Necessary supportings of the same should be submitted with the bid.
- ii) The Chartered Accountants firm have minimum 15 years standing as on the date of tender publication. Documents establishing the same should be provided with the bid.
- iii) Details of Experience with at least one Internal Audit Assignment / Statutory Audit in Branch office / Head office of State and Central Governments Sector /Public Sector Undertakings/ Aided Institutions / autonomous body / non-profit association where Average annual turnover or receipts are more than 500 crore in last 3 years i.e. during 2018-19, 2019-20 & 2020-21. Documents establishing the same should be provided with the bid.





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- iv) Certificate from Peer Review Board of the ICAI or Certificate from Quality Review Board of ICAI during last 3 years i.e. FY 2018-19, FY2019-20 & FY 2020-21 (Minimum 1 year is mandatory).
- v) The proposed partner in charge of the audit should have minimum continuous audit experience in practice of 15 years. Copy of Certificate of Practice should be provided with the bid documents.
- vi) Firm should have minimum 3 Chartered Accountant partners. Details of Total Number of Partners (CAs) should be provided with the bid documents.
- vii) The firm or any partner or employee thereof should not be banned by SEBI/RBI/ICAI or any other regulatory body.

Disciplinary proceeding at any forum also should not be ongoing against any one of the partners / firm.
- viii) Firm should have minimum 15 working staff. Details of the staff should be provided with the bid documents.
- ix) The firm should have in hand or handled at least 3 (Three) Statutory Audit Assignments of Government or Semi Government or Aided Institute / Govt.Educational Institution in last three years as on 31/03/2021.

2) SCOPE OF WORK

- i) Statutory Audit of accounts on yearly basis to provide an assurance that account of the trust given true Fair view.
- ii) To deal with other compliance of the applicable provisions like GST, Income Tax, Labour Law etc.
- iii) Auditing of Individual Annual Accounts of IPR, ITER-India (Koteshwar- Ahmedabad/Gandhinagar), IPR Employees PF Trust and CPP-IPR (Guwahati, Assam).
- iv) Auditing of Consolidated annual accounts of IPR, ITER-India (Koteshwar- Ahmedabad/Gandhinagar), and CPP-IPR (Guwahati, Assam).





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3) TERMS AND CONDITIONS

- i) The Place of Work shall be Gandhinagar, Ahmedabad and Guwahati, Assam.
- ii) The work is to be completed within timelines prescribed by the Authority and under the Income Tax Act, 1961
- iii) Payment shall be made within 30 days after completion of the assignment and submission of Audit Report.
- iv) Disclosure of Minimum Fees in the Tender document: The firms those are interested to be appointed will have to quote minimum audit fees of rupees Rs. 2, 00,000/-plus GST as applicable. (As per Last fees paid) as per the Guideline no.1- CA(7)/3/2016,Dt:07/04/2016 of "The Institute of Chartered Accountants of India", so that objective of statutory audit is fulfilled in the work of IPR not get affected.
- v) Institute may terminate the contract for appointment after one year or two years on by giving 30 days' notice. Similarly CA firm may also terminate the contract.
- vi) In case same audit fee is quoted by two or more CA firms, the selection of auditor shall be done consider the following factors (priority-wise): -
 - I. No. of Audits completed during FY 2020-21 of Govt. / PSU Bank / Autonomous Organization as on 31/03/2021.

4) GENERAL INSTRUCTIONS

- i) The firm of Chartered Accountants must submit the application form duly filled up with all the relevant information in the prescribed Application Format only (Annexure II- APPLICATION FORM: TECHNICAL BID) - normally form A, B, C & D comprising Firm's Details, Details of Qualified/Semi Qualified Staff, Experience Details and must submit the Declaration as well. Annexure - III as Financial bid. The firm should also provide official e- mail address on which any communication is to be sent, if required.





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- ii) No additional fields to be added in the prescribed application form. In case Chartered Accountant firms want to share any additional information, the same can be enclosed separately.
- iii) Also the necessary attachments/proofs required along with the application form must be closed and each of the documents (Forms/Documents) needs to be duly stamped and signed by the partner.

Please note that without signature and seal/stamp none of the documents along with the application form will be accepted.

Note: Please attach copies of each of the following:

- I. PAN Card.
- II. GST Registration Number
- III. Registration Certificates
- IV. Copies of the award letter(S) for audit/work assignment from existing Govt. Organization and proofs of Empanelment (if any)
- V. Details of Qualified Staff (Chartered Accountants) (Please provide a self-attested copy of Certificates of ICAI for each qualified staff)

5) Invitation of Bids

Institute for Plasma Research (IPR) invites sealed bids (Technical Bids and Financial Bids) for conducting Statutory Audit for FY 2021-22, FY 2022-23 and FY 2023-2024.

6) Venue and Deadline for submission of Bids

Bids must be received at the address specified below not later than on 08/02/2022; 4.00 pm

Chief Administrative Officer

Institute for Plasma Research,
Nr.Indira Bridge,Bhat,Gandhinagar- 382428

Contact Details:

Tel: 079-23962222





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Please submit your offer through Hand Delivery/ RPAD/Speed Post/Courier not later than on **08/02/2022** till **4.00 pm.**

- I. Any bid received by IPR after the deadline for submission of bid mentioned will be summarily rejected and retained unopened.
- II. The main envelope containing the Technical and Financial Bids envelope must have the name, address and stamp/seal of the bidder.
- III. **The Bidder must submit the Financial and Technical Bids in Separate sealed envelopes. The two sealed covers containing the Technical bid and Financial Bid put in another envelope bearing bidder's name, address and stamp/seal address to The Chief Administrative Officer, IPR. The envelope must be superscribed as "Bid/Quotation for Appointment of Statutory Auditor of IPR." Further, the envelopes containing Technical and Financial Bids should also clearly superscribed "Technical Bid for Appointment of Statutory Auditor of IPR." And "Financial Bid for Appointment of Statutory Auditor of IPR" respectively.**
- IV. The Bidder has also to ensure that while submitting the bids, all the pages of bids are signed and stamped by the partner and all the pages are numbered. If the bid found to be without signature, stamp/seal, page numbers, it will be liable for rejection.

IPR shall not be responsible for any postal delay or non- receipt/non-delivery of the documents/Bids/quotation.

7) Selection of Bids

The final selection of the bidder shall be done after evaluating the technical and financial bids and compliance with all terms and condition, eligibility criteria etc. as set out in the tender document.





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8) Opening of Bids

- I. A two stage bidding process will be followed. In the first stage, only TECHNICAL BID will be opened and evaluated.
- II. Those bidders who satisfy all the eligibility criteria as determined and notified by the Authority and who accept the terms and conditions of this document shall be shortlisted. In the second stage, the FINANCIAL BID of only those bidders who meet the eligibility criteria shall be opened.
- III. The fee quote (Yearly) in the Financial Bids will be inclusive quote except applicable taxes and no other charges/Expenses etc. shall be payable or reimbursable, over and above the quoted fee. IPR will provide local Transportation, Lodging, Boarding and Air Fare related to Audit Work for all IPR campuses as per rule.
- IV. A bid determined as not substantially responsive will be rejected by the Authority. IPR may waived any minor non-conformity or irregularity in a bid which does not constitute a deviation, provided such wavier does not prejudice or affect the relative ranking of any of the other Bidder.
- V. An evaluation committee shall conduct bid evaluation. Decision of the committee would be final and binding upon all the Bidders. IPR reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever and without any requirement of intimating Bidders of any reason for the same.





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9) Evaluation of Technical and Financial Bids

- I. Technical Bids shall be opened first and evaluated for the bidder's eligibility criteria, bid completeness, bid conformity and bid responsiveness. IPR may waive any minor infirmity, non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the bidders. The decision of the Authority in this regard shall be final and binding. Bidders, whose technical bids are accepted, shall qualify for financial bid evaluation.
- II. Any effort by a Bidder to influence IPR in its decisions on bid evaluation, bid comparison or contract award may result in rejection of Bidder's bid. IPR is not bound to disclose the grounds for rejection of Bid. The decision of the Authority regarding the final declaration of the successful Bidder shall be final.
- III. IPR reserves the right to accept any Bid and to annul the bid process and reject all bids at any time prior to the award of the assignment, without assigning any reason therefore and without thereby incurring and liability to the affected bidder(s) any obligation to inform the affected bidder(s) of the ground for the action.
- IV. Failure of the successful Bidder to comply with all the requirements shall constitute sufficient ground for the annulment of the assignment, in which event IPR may make the award to the next lower evaluated bidder or call for new Bids.





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ANNEXURE — II

APPLICATION FORM - TECHNICAL BID

Sr. No.	Particular	Documents to be submitted	Details
1	The Chartered Accountants firm should be Registered with Institute of Chartered Accountants of India (ICAI) and should be empanelled with C&AG for a minimum continuous period of 10 years as on the date of tender publication. Necessary supportings of the same should be submitted with the bid.	Certificate issued by C & AG to be enclosed	
2	The Chartered Accountants firm have Minimum 15 years standing as on the date of tender publication.	Certificate of registration / constitution as proprietor or Partnership firm	
3	Details of Experience with at least one Internal Audit Assignment / Statutory Audit in Branch office / Head office of State and Central Governments Sector /Public Sector Undertakings/ Aided Institutions / autonomous body / non-profit association where Avg Annual Turnover or receipts are more than 500 crore in last 3 years i.e. during 2018-19, 2019-20 & 2020-21. Documents establishing the same should be provided with the bid.	Documentary proof of clients with Average Annual Turnover or receipts are more than 500 crore in last 3 years And As per Form -C	
4	Certificate from Peer Review Board of the ICAI or Certificate from Quality Review Board of ICAI during last 3 years i.e. FY 2018-19, FY2019-20 & FY 2020-21 (Minimum 1 year is mandatory)	Copy of Certificate	





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5	The proposed partner in charge of the audit should have minimum continuous audit experience in practice of 15 years.	Copy of Certificate of Practice	
6	Firm should have minimum 3 Chartered Accountant partners. Details of Total Number of Partners (CAs) should be provided with the bid documents.	As per Form — A	
7	The firm or any partner or thereof should not be banned by SEBI/RBI/ICAI or any other regulatory body Disciplinary proceeding at any forum also should not be ongoing against any one of the partners / firm.	As per Form — D	
8	Firm should have minimum 15 working staff. Details of the staff should be provided with the bid documents.	As per Form — B	
9	The firm should have in hand or handled at least 3 (Three) Statutory Audit Assignments of GOG/GOI in last three years as on 31/03/2021	Appointment Letters along with name of Agency, Nature of work, Location, period of Appointment to be submitted. Exposure of working with Government or Semi Government or Aided Institute / Govt.Educational Institution as Auditor will be given Preference	

Partner Name:

Signature with Seal / Stamp:

Date:





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FORM 'A'- DETAILS OF PARTNERS

Sr No.	Name of Partner	Length of Association with the firm	ACA no. and Year	FCA no. and Year	DISA /CISA YEAR	Relevant Experience

* Firm should have minimum 3 Chartered Accountant partners. Please also specifically mention no. of years of experience in dealing in audit and taxation in Government or semi Government or Aided Institute / Govt. Educational Institute.

Partner Name:

Signature with Seal / Stamp:

Date:





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FORM 'D' – DECLARATION

- 1) We confirm that the Information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, IPR is free to initiate any appropriate action against us.
- 2) We further confirm and undertake that neither our firm nor any partner or employee thereof has been banned by SEB I/RBI/ICAI or any other regulatory body.
- 3) Disciplinary proceeding at any forum also should not be ongoing against any one of the partners / firm.
- 4) We further declare that there has been no adverse comments/qualification on our performance from the management/Audit Committee.

Partner Name:

Signature with Seal / Stamp:

Date:





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ANNEXURE — III

APPLICATION FORM — FINANCIAL BID FOR APPOINTMENT OF STATUTORY AUDITOR FOR INSTITUTE FOR PLASMA RESEARCH

With reference to your Tender Notice No. **IPR/TN/ADMIN/JAN-20/2022** dated **23/01/2022** for appointment of statutory Auditor IPR, we quote following fee for each year

YEAR	Minimum Fees (Yearly) (Exclusive of Tax) (Rs.)	Amount (in Rs.)
2021-22	Rs.2,00,000/-	
2022-23	Rs.2,00,000/-	
2023-24	Rs.2,00,000/-	
Total	Rs.6,00,000/-	

Total Amount in Words:

The fee quoted above is exclusive of applicable taxes but inclusive of all other expenses. No other charges, expenses or reimbursements are payable to us. IPR will provide local Transportation, Lodging, Boarding and Air Fare related to Audit Work for all IPR campuses as per rule.

- I / We have read and understood the terms and conditions of the Tender Document and hereby unequivocally and unconditionally accept the same.
- The decision of the IPR concerning this award of contract shall be final and binding on us.
- I/We hereby declare that the information stated hereinabove is complete and correct and any error or omission therein, accidental or otherwise, will be sufficient justification for IPR to reject our Bid and/or to cancel the award of contract.

Partner Name:

Signature with Seal / Stamp:

Date:

