भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

IISER/PUR/2464/25

PREBID CLARIFICATION ON GeM TENDER NUMBER – GEM/2026/B/7743412

आईआईएसईआर (IISER) पुणे की आंतरिक लेखापरीक्षा सेवाओं तथा अन्य अनुपालनों हेतु चार्टर्ड अकाउंटेंट फर्म की नियुक्ति

Appointment of Chartered Accountant Firm for Internal Audit Services and Other Compliances of IISER Pune

IISER पुणे के लिए इंटरनल ऑडिट सेवाओं और अन्य अनुपालन कार्यों हेतु चार्टर्ड अकाउंटेंट फर्म की नियुक्ति के लिए, संस्थान की वेबसाइट www.iiserpune.ac.in और GeM पोर्टल पर 09/07/2026 को प्रकाशित ओपन टेंडर देखें।
Refer to an open tender published on the Institute website www.iiserpune.ac.in and on the GeM Portal on 09/07/2026 for Appointment of Chartered Accountant Firm for Internal Audit Services and Other Compliances of IISER Pune.

प्री-बिड मीटिंग 16/07/2026 को शाम 3.00 बजे आयोजित की गई और बैठक का कार्यवृत्त निम्नानुसार है:
Pre-Bid meeting was held on 16/07/2026 at 3.00 PM and minutes of meeting is as under:

शुरुआत में, समिति ने सभी सदस्यों और संभावित बोलीदाताओं (भावी बोलीदाताओं) के प्रतिनिधि का स्वागत किया तथा निविदा के कार्य-क्षेत्र के संबंध में एक सामान्य विवरण प्रस्तुत किया, और इसके उपरांत अनुभाग अधिकारी (क्रय एवं भंडारण) से बोलीदाताओं को निविदा की मुख्य विशेषताओं के बारे में संक्षेप में अवगत कराने का अनुरोध किया।
At the outset, the committee welcomed all the Members and the representative of the Prospective Bidders and briefed in general the scope of the tender and thereafter requested Section Officer (S&P) to brief the bidders on the salient features of the tender.

वहाँ मौजूद प्रतिनिधि दिए गए जवाबों से संतुष्ट थे। उन्हें बताया गया कि प्री-बिड कॉन्फ्रेंस के दौरान चर्चा किए गए सुधार, नई जानकारी या स्पष्टीकरण IISER पुणे की वेबसाइट पर डाले जाएंगे। साथ ही, सभी संभावित बोलीदाताओं को निर्देश दिया गया कि वे अपनी बोली जमा करने से पहले प्री-बिड कॉन्फ्रेंस की कार्यवाही को ध्यान से देख लें, जैसा कि बिडिंग डॉक्यूमेंट्स में बताया गया है।
The representatives present were satisfied with the replies given and it was informed that the corrections / additons / clarifications given, as discussed during the Pre-Bid Conference would be hosted on the website of IISER Pune and all the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding Documents.

हमारी IISER वेबसाइट www.iiserpune.ac.in और GeM पोर्टल पर जारी नोटिस की अन्य शर्तें और नियम वैसे ही रहेंगे। इस संबंध में आगे कोई बातचीत या पत्राचार नहीं किया जाएगा।
The other terms & conditions of the notice issued on our IISER website www.iiserpune.ac.in and GeM portal will remain unchanged. No more correspondence in this regard will be entertained.

बैठक अध्यक्ष के धन्यवाद प्रस्ताव के साथ समाप्त हुई।
The meeting ended with vote of thanks to the Chair.

उप कुलसचिव (भंडारण एवं क्रय)
Deputy Registrar (S&P)

ANNEXURE -II

TECHNICAL AND COMMERCIAL QUERIES AND CLARIFICATION

PRE-BID CONFERENCE FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR INTERNAL AUDIT SERVICES AND OTHER COMPLIANCES OF IISER PUNE

S. No.	Query/Clarification Sought	Clarification / Amendment
1.	**Scope of Work** Kindly provide the approximate number of accounting vouchers, purchase files, departments, bank accounts, research projects, and Utilization Certificates (UCs) expected to be covered during the contract period for estimation of manpower.	**Scope of Work** Approximate annual volumes: • Vouchers: 20,000 • Purchase files: 500 • Departments: 20 • Bank Accounts: 20 • Research Projects: 350 • Utilization Certificates (UCs): 20
2.	**ERP / Accounting Software** a) Please specify the accounting/ERP software presently used by IISER Pune (e.g., Tally, ERP, SAP) b) whether the selected firm will be provided system access for audit purposes.	**ERP / Accounting Software** a) The Institute uses Tally for accounting work, and ERP implementation is in progress. b) Yes, the selected firm will be provided system access for audit purposes.
3.	**Audit Team Deployment** Is there any minimum requirement regarding deployment of audit personnel, number of audit visits, or minimum man-days expected for each quarterly audit?	**Audit Team Deployment** The quarterly audit must be completed, the draft report discussed, and the final report submitted **within 30 days** from the end of each quarter.
4.	**Certification Assignments** Kindly provide the approximate annual volume of Form 15CA/15CB, Utilization Certificates, Section 35 certificates, and other certifications, as these are quoted separately in the financial bid.	**Certification Assignments** • Forms 15CA/15CB: Approx. 100 forms per year. • Section 35: 1 certificate per year.

5.	**Annual Accounts** Whether preparation of Annual Accounts is limited to compilation from books maintained by IISER Pune, or does it include passing year-end accounting entries and preparation of schedules?	**Annual Accounts** Scope involves checking/verifying with the Books of Accounts and established formats.
6.	**Eligibility Criteria** The eligibility criteria require experience in conducting audits of reputed Central Autonomous Educational Institutions such as IITs, IIMs, NITs, IISERs or Central/State-funded Universities. We request clarification whether the following experience will also be considered as equivalent for meeting the eligibility criteria: a) Two (2) years' Internal Audit experience of a reputed University; b) (5) years' audit experience of a 100% Government-aided Educational Institution affiliated with Savitribai Phule Pune University and accredited by NAAC; c) Three (3) years' experience in PSU audit assignments and AMRS (Account Management Related Services) Audits. Kindly confirm whether the above experience will be considered as eligible for satisfying the tender eligibility criteria.	**Eligibility Criteria** a) The University should be reputed Central Autonomous Educational Institutions such as IITs, IIMs, NITs, IISERs or Central/State-funded Universities. b) Yes c) Tender term prevail.
7.	**Turnover Certificate** Annexure-E requires turnover certification by another Chartered Accountant Firm. Whether a certificate issued by the firm's Statutory Auditor/Independent Chartered Accountant holding a valid COP will be acceptable?	**Turnover Certificate** Yes
8.	**Payment Terms** Kindly clarify whether payment for quarterly internal audit shall be released after submission of each quarterly audit report or only after completion of all annual assignments.	**Payment Terms** Yes, payment for quarterly internal audit shall be released after submission of each quarterly audit report..
9.	**Scope of Tax Representation** Does the scope include representation before Income Tax/GST authorities for notices, assessments and hearings, or is it restricted only to filing of statutory returns?	**Scope of Tax Representation** Yes, the scope includes representation also, as and if required pertaining to Income Tax, Professional Tax, etc. (Except GST)

10.	**Contract Extension** The GeM bid provides an option for extension of contract. In case of extension, whether the professional fees shall remain unchanged or may be revised with mutual consent?	**Contract Extension** The contract may be renewed with Mutual Consent or with fresh bidding procedures.
11.	**Evaluation Methodology** Kindly clarify whether technical evaluation will be based only on eligibility criteria (Pass/Fail) or whether marks/weightage will be assigned for experience, team strength, infrastructure, presentation, etc. Please share the evaluation methodology, if applicable.	**Evaluation Methodology** The Technical evaluation will be totally based on the eligibility criteria.
12.	**Branch/Off-Campus Locations** Does the scope include audit of any off-campus centres, hostels, guest houses or satellite locations? If yes, kindly specify the locations	**Branch/Off-Campus Locations** IISER Pune Does not have any branches/ Off-Campus Locations.
13.	**Statutory Notices** Does the scope include drafting replies to statutory notices only, or also personal appearance before Income Tax/GST authorities?	**Statutory Notices** Please refer Sr. No. 9 of the above.
14.	**Reimbursement** Since the scope includes certifications, advisory and multiple statutory assignments, kindly clarify whether out-of-pocket expenses such as travel for statutory authorities or document filing charges, if any, are reimbursable.	**Reimbursement** The IISER Pune will not bear Any out of pocket expenses.
15.	**Audit Coordination** Will a dedicated nodal officer be appointed by IISER Pune for coordination and timely availability of records?	**Audit Coordination** Yes
16.	**Timelines** In case delay occurs due to non-availability of records from the Institute, will the audit completion timeline be extended without penalty?	**Timelines** Yes.
17.	**Annexures** In the Tender Documents it is mentioned about various Annexures from A - I, however, we have not found the annexures in the Tender Document	**Annexures** Please refer clause No. 7. Buyer Added Bid Specific ATC, Buyer uploaded ATC document.
18.	**Experience Certificate**	**Experience Certificate** No, The Certificate is mandatory.

	Certificate of Experience from the Client is expected. We request you to consider the Appointment Letters along with Tax Invoice as proof of completion of assignment.	
19.	**Entity Turnover Secrecy** How could you get to know the Gross Receipts / Grants of Large Entities, as we could not submit the Financials of the clients as per DPDP Act and Secrecy and Fidelity of the client's data and information.	**Entity Turnover Secrecy** The certificates from the Audited parties with the turnover information is sufficient.
20.	**Internal Audit Exact Scope** What is the exact scope of work in the Internal Audit, In the Tender document it has been mentioned about the Filing of Annual ITR, TDS and GST Returns etc. Are we supposed to file the same or should we Audit and Vouch correctness of the said returns filed internally or by any other external agency	**Internal Audit Exact Scope** Filing of ITR Return is required.
21.	**Asset Physical Verification Basis** Whether physical verification of fixed assets is required to be carried out on a 100% basis or on a sample basis.	**Asset Physical Verification Basis** Physical verification must be conducted on a **100% basis** for all assets recorded in the Fixed Asset Register from the date of inception.
22.	**Fixed Asset Audit Frequency** a) Whether Fixed Assets Verification is once in a year or what? b) Whether 100% Assets verification is to be done or what? c) Whether Fixed Assets Register is maintained and updated or what?	**Fixed Asset Audit Frequency** a) The verification frequency is annual and to be completed on or before 31/05/2027. b) Yes, the audit firm must verify 100% of the fixed assets listed as per the institute asset register. c) Yes, the Fixed Asset Register is maintained and will be made available.
23.	**Manpower & Deployment Demands** Clarification regarding the Institute's expectations concerning manpower deployment, frequency of visits, and on-site resource requirements.	**Manpower & Deployment Demands** Please refer Sr. No. 3 of the above.
24.	**Pending Litigation Check** Whether there are any ongoing or pending litigations, assessments, notices, audit objections, or disputes relating to GST, Income Tax, TDS, EPF, ESIC, or any other statutory	**Pending Litigation Check** No

	authorities that may require the assistance of the appointed auditor.	
25.	**<u>Estimated Bid Value</u>** Estimated bid value mentioned in the Tender Document was Rs. 10,00,000/-. Whether this estimated bid value is for one year or for three years.	**<u>Estimated Bid Value</u>** Estimated bid value is for one year.
26.	**<u>Cost Accountant Eligibility Request</u>** Requesting you to consider Cost Accountants/Cost Accountant Firms in the tender notice for Internal Audit	**<u>Cost Accountant Eligibility Request</u>** Yes
27.	**<u>Tender Title Amendment</u>** Tender title	**<u>Tender Title Amendment</u>** Tender title is amended from Appointment of Chartered Accountant Firm for Internal Audit Services and Other Compliances of IISER Pune To **Appointment of Chartered Accountant / Cost Accountant firms for Internal Audit Services and Other Compliances of IISER Pune**