BRIC-National Institute of Immunology

(An Autonomous Research Institution under the Department of Biotechnology, Ministry of Science & Technology)

Aruna Asaf Ali Marg, New Delhi-110067

No.NII/Finance/Statutory Auditor/2026-27 **21.09.2026**

Notice Inviting Tender

Subject: Request for Proposal (RFP) for Engagement of 'Statutory Auditors' for 'BRIC-National Institute of Immunology', New Delhi-110067.

Sealed tenders are invited from reputed Chartered Accountancy Firms empanelled with CAG, in **Two Bid System** (Technical & Financial), for conducting Statutory Audit of Accounts of the BRIC-National Institute of Immunology, New Delhi (hereinafter called 'BRIC-NII'), for the financial year 2026-27 to 2028-29, which can be further extended for one more year on satisfactory completion of the work. The Auditor so appointed shall carry out the Statutory Audit of the Institute. The evaluation and selection of the Agency shall be conducted on a Quality and Cost-Based Selection (**QCBS**) basis, as detailed hereunder.

The audit will be carried out in accordance with the Auditing, Review and Other Standards issued by the Institute of Chartered Accountants of India and the Government of India, as amended from time to time. The minimum Audit Fee for the subject RFP shall be Rs.75,000/- + applicable GST. Any bid received having a financial quote less than this prescribed amount shall be rejected, without assigning any reason(s).

The selected Chartered Accountant Firm shall be required to carry out a Statutory Audit of the Institute, including tests and controls as the auditors deem necessary under the circumstances. In addition to the following major areas, the selected agency has to carry out other activities as deemed fit by the Institute: -

1. **Statutory Audit to cover the areas, ensuring that:**
    a. Transactions are recorded as per the principles of Accounting for Autonomous Institute;
    b. Utilisation of external funds is in accordance with financing agreements;
    c. Counterpart funds are utilised for the purposes for which they are provided;
    d. Goods and Services have been procured in compliance with the financing agreement;
    e. Transactions are duly supported with proper supporting documents, and there is a clear linkage between the books of accounts and the reports presented to the Bank;
    f. Propriety of the transactions;
    g. Checking the maintenance of books of accounts and allied records;
    h. Checking the bank reconciliation statements;
    i. Checking of component-wise, category-wise and account head-wise expenditures;
    j. Checking of compliance of various taxes/ statutory compliances;

k. To check all statutory records registers, including Minute Books, and to see that accounting affects all the decisions taken at Finance Committee/ Governing Body/ NII Society Meeting is given in the Books of account;

l. 1. To give an executive summary incorporating all the important matters; which are of a very important nature.

2. FINANCIAL BOOKS:

a. Verification of Bank Book Journal, vouching of Imprest Cash;

b. Scrutiny of General Ledger, Staff advance registers, commenting on loan and advances outstanding entries;

c. Verification of cheque inward register with receipt issued as well as pay-in-slips, as also advices of Bank regarding the realisation of cheques;

d. Verification of cash, cheques on hand, etc., on a quarterly basis and as on 31st of March every year;

e. Scrutiny of the general ledger and verification of the Income & Expenditure statement, profit & loss account, balance sheet and other schedules;

f. Verification of salary/ consultancy payments, P.F, I.T., Professional Tax, TDS, GST, etc. and verification of submission of various returns to the competent authority in time;

g. Verification of all financial information, completely, promptly and after the necessary authorisation was recorded.

1.	Tender No.	**NII/Finance/Statutory Auditor/2026-27**
2.	Date of Tender Publishing on website	**21.09.2026**
3.	Tender documents	Download from the Institute website https://nii.res.in
4.	EMD	**Rs. 5,000/- (Five thousand only).** Firms with a valid NSIC/MSME certificate are exempt.
5.	Last date and time of submission of tender	**15.10.2026 (3.00pm)** at the BRIC-National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067
6.	Date, Time and place of tender opening	**15.10.2026 (4.00pm)** at the BRIC-National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067
7.	Criteria of evaluation and Selection	The Criteria of selection shall be on **Q**uality and **C**ost-**B**ased **S**election (**QCBS**). The Highest Scorer **(H-1)** shall be awarded the work. (70% weightage shall be given to the Technical Bid and 30% weightage shall be given to the Financial Bid)
10.	Evaluation Scheme	The evaluation Scheme has been mentioned hereunder;

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/ or to modify the process or any part thereof at any time without assigning any reason thereto, vests with BRIC-NII, New Delhi, without any obligation or liability whatsoever.

(Senior Manager)
For Director, NII

BRIC-National Institute of Immunology

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The audit will be carried out in accordance with the Auditing, Review and Other Standards issued by the Institute of Chartered Accountants of India and the Government of India, as amended from time to time. The minimum Audit Fee for the subject RFP shall be Rs.75,000/- + applicable GST. Any bid received having a financial quote less than this prescribed amount shall be rejected, without assigning any reason(s).

The firm should fulfil the following requirements: -

1. The Firm must be registered with the Institute of Chartered Accountants of India.
2. The Firm should be empanelled with CAG.
3. The firm or its partner(s)/ director(s), etc. must not have been debarred from ICAI or RBI or any other statutory body for any misconduct.
4. The Bidding Firm should be registered with **the Income Tax** and **Goods & Services Tax** departments.

Selection of Chartered Accountant Firm:-

Interested firms shall submit their bids through the tender process to "The Director, BRIC-National Institute of Immunology, New Delhi," in two parts: **Technical Bid** and **Financial Bid**. The Annual Audit Fee should be all-inclusive of all expenses (including TA/DA, etc.), except for applicable GST. The payment will be made upon successful completion of the work, i.e., upon completion of the annual audit and furnishing the audit report.

Financial bids of only technically qualified firms shall be opened and evaluated.

i. **Technical Bid**: The technical bid should contain information on the constitutional documents, business turnover, experience in the sector and other related documents of the company/ firm to enable judging the suitability of the applicant. Self-attested copies of all supporting document(s) should be enclosed with the technical proposal in the prescribed format at **Appendix 'A'** (1 & 2), which should inter alia contain the documents as per the succeeding paras. The **EMD** must also be enclosed in the Technical Bid.

ii. **Financial Bid**: The financial bid must be submitted in the format enclosed with the tender documents as **Appendix 'B'**. The L-1 firm/ bidder will be awarded the Highest Marks. The bid should be clearly filled out or typed and signed in ink legibly. The bidder should quote the price in figures as well as in words. The tender document should be duly signed by the authorised persons. In case of any discrepancy between the figures and the work, the amount quoted in the work shall be used for evaluation and award.

If the prospective bidder/ firm does not send the Technical Bid/ Financial Bid duly signed by the authorised person of the Firm, their bid is liable to be rejected.

If any of the information/ documents furnished by the Firm/ Agency is found to be incorrect/ forged, the offer will automatically stand cancelled without entertaining any further correspondence.

Terms & Conditions of Bid Document

Tenders responding to this enquiry shall be deemed to agree to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer/ bidder. Conditional Tenders are liable to be rejected. BRIC-National Institute of Immunology, New Delhi, will process the tender as per the BRIC-NII standard procedure. The Institute reserves the right to reject any or all of the tender, in whole or in part, without assigning any reason. NII will not be under any obligation to provide clarification to agencies whose bids are rejected.

1. In the QCBS evaluation of the bids for selection of a Chartered Accountants Firm to conduct Statutory Audit of the BRIC-National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi, the '**Technical Bids**' shall be given the weightage of **70%**, whereas the '**Financial Bids**' shall be given the weightage of **30%**. The '**Highest Scorer**' (**H-1**) of the combined score of the Technical evaluation and the Financial Bid shall be appointed as the 'Statutory Auditors' of the Institute.

2. **An illustration has been provided hereunder to explain the evaluation system in Annexure I.**

3. The minimum score in the technical evaluation is 70 marks to be eligible for opening of the Financial Bid.

4. The Institute will reject a proposal for award if it is determined that the bidder recommended for award, as directly or through an agent, or engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

5. The Technical Bid may be furnished as per the prescribed format as in **Appendix A (i) & (ii)**

6. The rates must be quoted on the prescribed format as in **Appendix-B**

7. The Technical Bid & Financial Bid must be submitted in separately sealed covers, and both envelopes are to be further put in another envelope superscribed as "Tender for Engagement of Statutory Auditors for BRIC-NII".

8. The tenderer should quote the rates in figures as well as in words. If it is found that there is a difference in the amount mentioned in figures and words, the rates quoted in words will be taken into consideration.

9. Tender must accompany Earnest Money (EMD) of Rs.5,000/- and should be paid through Demand Draft/ RTGS (as per details provided below) in favour of "The Director, National Institute of Immunology", payable at New Delhi. The payment details viz. UTR Number of the transaction/ Demand Draft must be enclosed in the Technical Bid; failing to do so, the bid shall be treated as non-responsive and will be summarily rejected.

Account No.	IFSC Code	Bank Name	Branch Code
1484101001636	CNRB0001484	Canara Bank	110015015

10. The EMD of the unsuccessful bidder shall be refunded upon completion of the evaluation and after the award of the work to the successful bidder. The EMD of the successful bidder shall be converted into the Security Deposit and refunded upon completion of the contract period, without interest.

11. The rates quoted in the tender shall remain valid for acceptance for a period of 120 days from the date of opening of tenders. The rates quoted shall be valid for the entire contract period, i.e. for the financial year 2026-27 to 2028-29 and the extended period, if any.

12. However, if any tenderer withdraws his tender before the said period or makes any modification in the terms & conditions of the tender which are not acceptable to the Institute, the Institute shall, without prejudice to any right or remedy, be at liberty to forfeit the said earnest deposit absolutely.

13. The acceptance of tender will rest with the competent authority of BRIC-NII, New Delhi and reserves the right to reject any or all of the tenders received without assigning any reason. The decision of the Tender Evaluation Committee will be final in case of any dispute during the Tender Opening process. All tenders, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, are liable to be rejected.

14. On acceptance of tender, the name of the accredited representative(s) of the Firm who would be responsible for taking instructions from the competent authority shall be intimated to the Institute.

15. In case the date for opening of Technical & Financial Bid happens to be a holiday, then these will be opened on the next working day at the same time & venue.

16. Escalation charges shall not be accepted on any grounds during the pendency of the contract.

17. If the job is refused by the firm or not executed after accepting the condition of the tender/ work order, at any point in time, the security deposited will be forfeited

in full or in part at the discretion of the Institute, and further action as deemed fit will be taken.

18. In case of any dispute arising under this agreement, the Director, BRIC-National Institute of Immunology, New Delhi would act as an Arbitrator and his decision shall be final and binding.

19. The agency shall not sublet/ sub-contract the work or any part of the work to any other party.

20. All disputes will be settled within the jurisdiction of the Delhi High Courts.

Annexure-I

Illustration of QCBS Evaluation

Stage-1: Technical Bids Evaluation

Bidder Details	Technical Mark Obtained
Bidder-1	92
Bidder-2	85
Bidder-3	55*
Bidder-4	75

*Since minimum score for Technical evaluation is 70 Marks, Bidder-3 is **disqualified hence rejected.**

Stage-2: Conversion of Technical Marks to Technical Score (70% weightage)

Bidder Details	Technical Mark Obtained	Score (Marks Obtained in Technical Evaluation/Marks of Highest Scorer x 100)	70% Weightage
Bidder-1	92	100	70
Bidder-2	85	92.39	64.67
Bidder-3	55	Rejected*	-
Bidder-4	75	81.52	57.06

Stage-3: Financial Bid Evaluation

Bidder Details	Financial Quote
Bidder-1	1,30,000
Bidder-2	1,20,000
Bidder-4	1,00,000

Stage-4: Conversion of Financial Bid Amount to Score (30% weightage)

Bidder Details	Financial Quote	Score (Financial Quote by L-1/Financial bid of the Bidder x 100)	Weightage (30%)
Bidder-1	1,30,000	76.92	23.08
Bidder-2	1,20,000	83.33	25.00
Bidder-4	1,00,000	100.00	30.00

Stage-5: Final Score

Bidder Details	Technical Score	70% weightage	Financial Score	30% Weightage	Total Score	Rank
Bidder-1	100	70	76.92	23.08	93.08	**H-1**
Bidder-2	92.39	64.67	83.33	25.00	89.67	H-2
Bidder-4	81.52	57.06	100.00	30.00	87.06	H-3

Bidder-1 will be awarded the work being (H-1) Highest Scorer

Appendix 'A(i)'

Details about the bidder

Details	**Details (Whether attached)**	**Specify the Page No.**
Name of Chartered Accountant Firm		
Complete Address & Telephone No.		
Name of Proprietor/ Partner/ Designated Partner(s)		
Phone No:- Mobile No:- Email Id:-		
Name and contact details of the Person(s) who is to be contacted as co-ordinator		
The Firm must be registered with the Institute of Chartered Accountants of India (attached copy of certificate).		
The Firm should be empanelled with CAG (attached copy of certificate).		
PAN No. (enclose the attested copy of PAN Card).		
GST No. (enclose the attested copy of GST Certificate).		
Whether the firm has enclosed the UTR No. of Earnest Money Deposit.		
Whether the Firm has signed each and every page of Tender and submitted the same with their Technical Bid as an acceptance of all the Terms & Conditions contained in the tender document.		
Any other information, if necessary.		

Note: All the documents being furnished must be self-attested as "True Copy", with official seal and signatures of the Authorised person.

Date: **Signature with Seal of Authorized Signatory**

Place:

Appendix ‘A (ii)’

Technical Evaluation Criteria and Scoring Scheme

Criteria	Scoring	Max. Points	Documentation	Specify the Page No.
1. Long-standing of the firm	**01** point for each year of existence over 05 years *(i.e. for having more than 5 years of existence shall only the marks will be given)*	**15**	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI	
2. Turnover of the firm for the last three Financial years (FY 2018-19, 2019-20 and 2020-21)	➢ **5** points for Specified Turnover of Rs.200 Lakhs or above for <u>each</u> FYs. (i.e. 2018-19, 2019-20 and 2020-21); And/or ➢ **4** points for Specified Turnover of Rs.150 Lakhs to Rs.200 Lakhs in <u>each</u> FY; And/or ➢ **3** points for Specified Turnover of Rs.100 Lakhs Rs.150 Lakhs in <u>each</u> FY; And/or ➢ **2** points for Specified Turnover of Rs.50 Lakhs to Rs.100 Lakhs in <u>each</u> FY; And/or ➢ **1** point for Specified Turnover of Less than Rs.50 Lakhs in <u>each</u> FY.	**15**	“Turnover” would mean the professional fee earned, excluding GST and travelling, if billed separately. Self-attested Audited Balance Sheets for the FY 2018-19, 2019-20 and 2020-21, be supported.	
3. Experience and Association of Partners.	a) **03** points for each FCA Partner. b) **02** points for each ACA Partner.	**25**	List of partners with FCA/ ACA status, supported by the latest firm constitution certificate issued by ICAI	
4. Conducting Statutory Audit of PSU/ Autonomous Bodies or any other Statutory Body, during the last 05 years	**02** points for each Financial Year **Note:** Audit in *same organisation shall be counted as* ***<u>one</u>***.	**20**	List of the clients audited by the firm with appointment letter/ other supported evidence	
5. Specific Experience in audit of Scientific Research Organisation of Govt. of India. *(Scientific Research Organisation means an organisation/ Institution/ University,* which undertakes laboratory research including teaching.)	➢ **05** points for each audit of Scientific Institution of Govt. of India completed during the last 5 years	**20**	List of the clients audited by the firm with appointment letter/ other supported evidence	

6. Presence of the Firm in Delhi/ NCR	➢ **05** points if the <u>Head Office</u> of the applicant firm is located in Delhi/ NCR. ➢ **03** points if a <u>Branch Office</u> of the applicant firm is located in Delhi/ NCR.	**05**	Latest firm constitution certificate issued by ICAI. Date of establishment of the branch and name of Partner/ CA qualified employee in charge of the firm.	
	Total =	**100**		

Note: All the documents being furnished must be self-attested as "True Copy", with official seal and signatures of the Authorised person.

Date: Signature ………………………………………………...

Place: Full Name …………………………………………………

Firm Name: ……………………………………………….

Seal of the Organisation …………………………………

Appendix 'B'

<u>Financial Bid</u>

(To be kept in a separate Envelope sealed properly while sending the proposal)

<table>
<tr><td>Particular</td><td colspan="2">Annual (yearly) Fee (all inclusive) shall be quoted in (INR)
(GST as applicable shall be extra)</td></tr>
<tr><td rowspan="2">All Inclusive Lump Sum Annual Fees for the entire scope of work covered under the terms of the tender document.</td><td>In Figure</td><td>In Word</td></tr>
<tr><td></td><td></td></tr>
</table>

Please Note:

I. The <u>minimum Audit Fee for the subject RFP shall be Rs.75,000/- + applicable GST. Any bid received having a financial quote less than this prescribed amount shall be rejected</u>, without assigning any reason(s).

II. As provided in the Financial bid format above, the bidders have to quote the Rates as per the above format only.

III. Since the evaluation is on the **QCBS** method **<u>30% weightage</u>** will be given to the 'Financial Bid' and the <u>highest scorer of 'Technical + Financial Bid' will be awarded the work</u>.

IV. The above-quoted Lump Sum Annual Fee must be inclusive of all out-of-pocket expenses/ travelling expenses, etc., excluding Goods and Services Tax (GST), as applicable.

V. In case of any discrepancy in the Annual Fee quoted in figures and words, the Fee mentioned in Words Shall be taken into cognisance.

We further undertake that the rates quoted above by us will be valid for the entire currency period of the contract, and no increase/ escalation shall be payable.

Date: Signature …………………………………………………

Full Name …………………………………………………

Firm Name: ……………………………………………….…

Seal of the Organisation …………………………………

Appendix 'C'

SELF DECLARATION

(On Letter head of the Firm)

(To be enclosed with the Technical Bid)

(Date)

The Director
BRIC-National Institute of Immunology,
Aruna Asaf Ali Marg,
New Delhi-110067

Subject: <u>Declaration</u> - Engagement of 'Statutory Auditors' for 'BRIC-National Institute of Immunology', New Delhi-110067.

Dear Sir,

1. In response to the Tender Document for appointment as "Statutory Auditors" of the BRIC-National Institute of Immunology, New Delhi, I/We hereby declare that presently our company/ firm ………………………………………….. is having an unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

2. We further declare that presently our company/ firm (name of the Firm…………………………………. is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/ PSU/ Autonomous body on the date of Bid Submission, including violation of relevant labour laws.

3. If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, our security may be forfeited in full, and the bid, if any, to the extent accepted may be cancelled at any stage, and the contract may be terminated, and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Date: Signature ……………………………………………

Place: Name …………………………………………………

Seal of the Organisation …………………………….

Appendix ‘D’

Letter of Proposal
(On Applicant’s Letterhead)

To

(date)

Director,
BRIC-National Institute of Immunology
JNU Campus,
Aruna Asaf Ali Marg,
New Delhi-110067

Ref: Your Letter no. --------------------dated----------

Subject: Selection of CAG Empanelled Chartered Accountant (CA) Firms to Conduct Statutory Audit of National Institute of Immunology, New Delhi, for FY 2026-27 to 2028-29.

Dear Sir,

We, the undersigned, offer to provide the services for the above in accordance with your RFP dated (insert date), and our Proposal. We are hereby submitting our Proposal, which includes this Eligibility Document, for the above-mentioned work.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to any modifications resulting from contract negotiations.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signatures (Authorised Signatory) with Stamp
Name of Firm
Address