

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

**GOREGAON (EAST), MUMBAI**

**REQUEST FOR QUOTATION**

**FOR**

**Appointment of Auditor to conduct a Documentation Audit at IGIDR**

**RFQ No. IGIDR/RFQ/2026/ED/11 Date: 18.06.2026**

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

---

**Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai-400065.  
Telephone: 022 6909 6200/560/9892810366. Fax: 022 6909 6399.**

# INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

## Request for Quotation

“NAME OF THE WORK: **Appointment of Auditor to conduct a Documentation Audit** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. The Institute invites sealed bids from reputed & qualified bidders for the following work:

Name of Work	Completion Period	EMD (INR)
(1)	(2)	(3)
<b>Appointment of Auditor to conduct a Documentation Audit at IGIDR</b>	<b>One month</b>	<b>INR 6, 000.00</b>

2. The RFQ in a two-bid system is being invited for the above-mentioned service. IGIDR reserves its right to award the work to the successful bidder.
3. Bidder has to submit an Earnest Money Deposit of **Rs. 6, 000.00 (Rupees Six Thousand only)** along with the bid.
4. The RFQ bids in the two-bid system are invited through two separate Emails to [tender@igidr.ac.in](mailto:tender@igidr.ac.in): “**Email-1: EMD and Pre-Qualification/Technical Bid**” and “**Email-2: Financial bid**”. Subject of email should be mentioned as “**Email-1: EMD & Prequalification/Technical Bid for Appointment of Auditor to conduct Documentation Audit at IGIDR**” and “**Email-2: Financial Bid for Appointment of Auditor to conduct Documentation Audit at IGIDR**” respectively. **The Financial bid should be attached as a PDF document protected with a password.**
5. Last date of submission of bid document shall be **on 08.07.2026, at the end of the day.**
6. The intended bidder may visit the Institute and understand the scope and nature of the intended service before submitting the bid.
7. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

**SECTION-A\***

**LETTER OF OFFER**

Date \_\_\_\_\_

To,  
The Registrar,  
Indira Gandhi Institute of Development & Research,  
Gen. A.K. Vaidya Marg, Film City Road,  
Goregaon (East), Mumbai 400065.

**Subject: RFQ for Appointment of Auditor to conduct Documentation Audit** at IGIDR, Mumbai.

**Reference: RFQ No. IGIDR/RFQ/2026/ED/11** Date: 18.06.2026

Dear Sir,

With respect to your above-mentioned RFQ, we hereby submit our bid in the required format along with the Company Profile and supporting documents.

Should this tender/RFQ document be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

We have deposited NEFT/DD/FDR/BG for Rs. 6000.00 or an MSME certificate as an earnest money to the IGIDR, which will not bear any interest.

Should we fail to execute the contract when called upon to do so. We do hereby agree that this sum shall be forfeited by us to the IGIDR.

We have carefully gone through the terms and conditions prescribed, and we accept the same without any alterations/modifications.

Yours faithfully,

**Signature**

Name & seal of the bidder

*\* The bidder should submit it on their company letterhead with signature and stamp.*

## SECTION-‘B’

### GENERAL INSTRUCTIONS TO BIDDERS

1. Request for Quotation should be addressed to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.**
2. Bidder has to submit Earnest Money Deposit of **Rs. 6,000/- (Rupees Six Thousand only)** through **NEFT/DD/FDR/BG** to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account no. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India, and UTR number with screenshot of transaction should be included in the part of EOI document towards Earnest money.
3. The bidders registered under **MSE** are exempted from the submission of EMD, but they should submit a copy of a valid MSME certificate for exemption.
4. The scanned copy of the bid is to be submitted through Email to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) through two separate Emails. “**Email-1: EMD, Pre-Qualification/Technical Bid**” and “**Email-2: Financial Bid**”. Subject of emails should be mentioned as “**Email-1: EMD and Prequalification/Technical Bid for Appointment of Auditor to conduct Documentation Audit at IGIDR**” and “**Email-2: Financial Bid for Appointment of Auditor to conduct Documentation Audit at IGIDR**” respectively. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails.
5. **The Financial bid should be attached as a PDF document protected with a password, and the password should be shared at the time of financial bid opening through an online meeting. The vendor should keep their password securely with them and be required to give it only when asked in an online meeting for financial bid opening.**
6. The bids will be received **on 08.07.2026, at the end of the day.** Each page of the RFQ document is stamped and signed. No bid will be accepted after 08.07.2026 under any circumstances whatsoever.
7. The email with the subject as “EMD & Pre-qualification/Technical Bid” shall be opened by the tender opening committee in his office on the next day **09.07.2026 at 02.30 PM.** In case a holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
8. Financial bid of only prequalified and/or technically qualified bidders will be opened. The date of opening of the price bid shall be informed by the institute to the qualified bidders.
9. RFQ shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the bid, and the bidder shall not cancel or withdraw the quotation during this period.

10. The bidder must use only the bid forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the RFQ form made by the bidder shall not be valid and shall be treated as null and void.
11. The bid form must be filled in English. If any of the documents are missing or unsigned, the bid may be considered invalid by the Institute in its discretion.
12. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the RFQ must be attested by the initials of the bidder. Overwriting of figures is not permitted.
13. Each Page of the RFQ document should be signed by the authorized person or persons submitting the EOI in token of his/their having acquainted himself/themselves with the terms & conditions of the contract as laid down. Any bid with any of the documents not so signed will be rejected.
14. A bid that is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their bid is not accepted by the Institute, but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit.
15. The Earnest Money Deposit (EMD) of the successful bidder shall be converted into Performance Security Deposit (PSD). The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of the contract. No interest will be paid on the Security Deposit withheld by the Institute. In case the successful bidder submitted an MSME certificate for exemption of EMD, needs to deposit the PSD amount of **Rs. 6,000.00** within 7 days of the award of the order. The PSD will be refunded to the successful bidder after successful completion of all the obligations of the contract.
16. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the bidders, either in whole or in part, without assigning any reasons for doing so.
17. The rates shall also be firm and shall not be subject to change. The quoted amount in RFQ must include in their rates, applicable GST and any other tax, and stamp duty or other levy, whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, stamp duty, or levy, whether existing or future, shall be entertained by the Institute.
18. The intending bidder can obtain any clarifications regarding the EOI document, scope of work, etc., if any, by contacting **Mr. Amit Gaikwad (Estate Officer)** on **022 6909 6507** or through email [estateofficer@igidr.ac.in](mailto:estateofficer@igidr.ac.in) or in the **Estate Office** of the **Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065** on any Institute`s working day from **Monday to Friday**.

I/We hereby declare that I/we have read and understood the above instructions, and the same will remain binding upon me/us.

Place:

Signature of the bidder with seal

Date:

**SECTION - 'C'**  
**GENERAL TERMS AND CONDITIONS**

Upon the declaration of an intending bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder shall provide the services strictly in accordance with the scope of work and as per the detailed instructions of the Institute.
2. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar, Indira Gandhi Institute of Development Research, Goregaon**, for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied with the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the **Arbitration and Conciliation Act, 1996**, or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language, and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive, and binding upon the Successful Bidder and the Institute.
4. **Payment Terms:** Payment shall be made after successful completion of the audit and submission of the detailed audit report as per the ToR, along with the Tax Invoice.
5. **Completion Period:** The total time period allowed for completion of documentation audit shall be **one month**, reckoned from the 4<sup>th</sup> day of award of work order or appointment letter.
6. **Penalty Clause:**

Time allowed for carrying out the work is one month, which shall be strictly observed by the successful bidder, and it shall be reckoned from the 4<sup>th</sup> day of issue of the work order. If the successful bidder fails to complete the service within the specified period, he shall be liable to pay compensation at the rate of 1% per week, subject to a maximum amount of 5% of the contract amount.
7. **Termination Clause:**
  - a. Without prejudice to any other remedy available to the Institute, in case of default on the part of the successful bidder in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 7 (seven) days from the date of receipt of the

notice specifying the breach, by the successful bidder, the Institute may terminate this contract by giving a 15 (fifteen) days written notice of intended termination to the successful bidder.

- b. In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the successful bidder, subject to clause 7.e hereunder.
- c. Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving fifteen days' notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract.
- d. Forthwith on the expiry or earlier termination of this Contract, the successful bidder shall return to the Institute all materials and equipment belonging to the Institute with regard to this Contract. The Institute shall also inform the successful bidder of the time when it can collect its equipment stored in the Institute, and the successful bidder shall collect the same. In the event that the successful bidder does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.
- e. Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any), and the cost of completion of the work (if required). The Institute shall be entitled to recover from the successful bidder the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.
- f. On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/We have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:  
Date:

Signature of the bidder with seal

**SECTION 'D'**  
**PRE-QUALIFICATION CRITERIA**

- **Pre-Qualification Documents to be submitted by Bidder along with RFQ:**
  1. The bidder should be registered under the appropriate registration authority. Should submit a copy of the Partnership Deed in case of a Partnership firm, or Articles of Association, or Certificate of Incorporation, or Affidavit in case of a Proprietary firm.
  2. The bidder should have a valid PAN and Goods and Services Tax registration number (GST).
  3. The bidder should have completed at least **one** assignment in any organization for conducting a documentation audit in the organization during the period of the last **five years**. The bidder should submit a copy of the work order/appointment letter/contract agreement, etc.
  4. The bidder should have an average annual turnover of **Rs. 10.00 Lakh** in the last three financial years and should submit a copy of the Audited Income & Expenditure Account or Profit & Loss Account statements, and income tax returns or CA certificate for the turnover for the last three financial years, i.e., FY2025-26, FY2024-25 & FY2023-24. If the audit for FY 2025-26 is not done, then the bidder should submit the provisional certificate for turnover, duly signed and stamped by a CA.
  5. **Composition of Audit Team:** The applicant should have at least one qualified staff member with requisite certification (**a Chartered Accountant or an audit certificate from an authorized agency**) and having **3** years of experience, as partners or employee of the company/firm as on the bid submission date, who will become part of the Project Implementation Team.
  6. The bidder should submit the client details along with the name and contact number of their representative.
  7. The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of the Govt. of India. Should submit the undertaking as per **Annexure-A\***.

**Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the letterhead of the company and attached in email-1, to be submitted along with the RFQ, duly stamped and signed by the authorized person of the bidder.**

• **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence:  Mobile Number:  E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the firm/company was formed/ incorporated.	
6.	Type of organisation (Partnership firm, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose a copy of the partnership deed, Articles of Association, or Affidavit (in case of a firm)	
9.	Turnover of Bidder in the last 3 financial years (In Lakh)	FY2023-24:  FY2024-25:  FY2025-26:
10.	Bank Account Details	A/c No.  Bank Name:  IFSC:

Place:

Signature of the bidder with seal

Date:

**SECTION - 'E'**  
**SCOPE OF WORK**

- **Brief Information about the Institute:**

Indira Gandhi Institute of Development Research (IGIDR) is an advanced research institute established and fully funded by the Reserve Bank of India for carrying out research on development issues from a multi-disciplinary point of view. IGIDR was registered as an autonomous society on November 14, 1986, and as a public trust in January 1987. On December 28, 1987, the campus was inaugurated by the Late. Shri Rajiv Gandhi, the then Prime Minister of India.

The Post Graduate Programme at IGIDR is a two-year programme, and Ph.D. is a five-year full-time residential program that requires all students to reside on campus throughout the duration of the program.

Presently, the Institute is operating with the setup of various departments, i.e., Admin and HR Department, Accounts Department, Estate Department, IT Department, Library Department, Students Office, etc.

- **The Institute's Objective of the audit:**

1. Ensure proper preservation and organization of documents.
2. Verify that files are maintained systematically and are easily retrievable.
3. Assess compliance with the Institute's established documentation standards and processes

- **Part A: The Terms of Reference for the Auditor (Scope of Work):**

1. The documentation audit period shall be for the last nine years (April 2017 to March 2026).
2. Coordinate with the various departments in the Institute in consultation with the HOD's and schedule the audit.
3. Review the existing system of documents/files and records in the respective departments of the institute.
4. Organize their respective filing system.
5. Ensure that all documents are complete, up to date, and properly labelled.
6. To guide to maintain both physical and digital records in an orderly manner.
7. To make the system to prepare and provide access to relevant documents during the audit process.
8. Submit the detailed audit report about the observations on the existing filing/documentation system and compliance, followed by the respective departments.

9. Provide suggestions on improving the filing process, record maintenance, and easy retrieval of documents/records, following the compliance to establish efficient documentation standards.
10. Provide training to the staff of the various departments about the implementation of any efficient documentation and filing system, organizing the filing and retrieval process, and ensuring compliance.
11. The successful bidder should depute the required and qualified manpower at the site as and when required to complete this whole assignment.
12. The Institute will inform the successful bidder of any additional work or any specific work, if any, from time to time during the progress of this assignment.

- **Part B: - Details to be provided by the Institute:**

1. The Institute's departments will provide the details about the present documentation process followed by the respective department.
2. The Institute will provide required documents/files and digital data as required for the audit.
3. The Institute will provide access to the custodian/location of the files/stores in coordination with respective department.
4. The Institute will inform the successful bidder additional work or any specific work if any from time to time during the progress of this assignment.

I/We hereby declare that I/We have read and understood the above terms and scope of the service. The same shall be binding upon me/us upon being declared as the Successful Bidder

Date:

Signature of the bidder with seal

**SECTION - 'F'**

**FINANCIAL BID\***

**Name of Service: Appointment of an auditor to conduct a documentation audit at IGIDR**

RFQ No. IGIDR/RFQ/2026/ED/11

Date: 18.06.2026

<b>Sl. No.</b>	<b>Description of work</b>	<b>Unit</b>	<b>Quoted Amount ₹</b>
1	Professional Fees to Conduct a Documentation Audit in the Institute for the last Nine years .(As per Section-E, Scope of work).	LS	
	Total Amount ₹		
	GST @ ..... %		
	<b>Gross Total Amount including GST ₹</b>		

Total quoted amount in words Rupees....

Date:

Signature of the bidder with seal

*\* To be submitted on company letterhead duly signed and stamped on it.*

**Annexure – A\***

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**UNDERTAKING**

To,  
The Registrar  
Indira Gandhi Institute of Development Research  
Film City Road, Santosh Nagar,  
Goregaon (East),  
Mumbai – 400 065.

We hereby confirm and declare that we, M/s \_\_\_\_\_, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s \_\_\_\_\_

Authorized Signatory

Date:

*\*To be submitted on company letterhead duly signed and stamped on it.*