

## NOTICE INVITING QUOTATION (NIQ)

### **Appointment of Statutory Auditor of Indian Institute of Mass Communication (IIMC)**

**Quotation Reference No.: 213970 (1)**

**Date: 01.07.2026**

Indian Institute of Mass Communication (IIMC) invites sealed Quotation from eligible Chartered Accountant Firms registered with the Institute of Chartered Accountants of India (ICAI) for appointment as:

### **Statutory Auditor for the Financial Year 2025-26 onwards**

The appointment shall be subject to applicable laws, rules, regulations and approval of the competent authority of IIMC.

Any change/amendment in the tender document relating to submission of tender documents, last date, opening date, specifications or any other matter shall be notified only through the official website of IIMC. Interested bidders are advised to regularly visit the IIMC website for updates.

IIMC reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason thereof.

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### **1. Scope of Work**

The Statutory Auditor shall be responsible for:

1. Conducting statutory audit of the financial statements of IIMC in accordance with applicable laws, rules and Standards on Auditing issued by ICAI.
2. Examination and verification of books of accounts, vouchers, records, documents and other supporting evidence maintained by IIMC.
3. Issuance of Statutory Audit Report along with observations, qualifications, comments or recommendations, if any.
4. Review of compliance with applicable statutory, regulatory and financial requirements.
5. Providing professional guidance on accounting, financial reporting and related matters.
6. Attending meetings of the Board/Audit Committee/other committees of IIMC, whenever required.
7. Preparation and filing of Tax Audit Report, Income Tax Return and other forms/documents incidental to Income Tax compliance.
8. Any other work incidental to statutory audit as assigned by IIMC.

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## 2. Eligibility Criteria

The bidding Chartered Accountant Firm must satisfy the following criteria:

1. The firm must be registered with the Institute of Chartered Accountants of India (ICAI).
2. The firm must be empanelled with the Comptroller & Auditor General of India (CAG).
3. The firm should have a minimum experience of 10 years in audit assignments.
4. The firm should have experience of conducting statutory audits of Government Institutions, Autonomous Bodies, Educational Institutions, PSUs or reputed organizations.
5. The firm should have adequate number of qualified partners and audit staff capable of handling the assignment.
6. The firm should not have any conflict of interest with IIMC.
7. The firm should not have been blacklisted/debarred by any Government Department, PSU or Government Institution.
8. The firm shall comply with applicable ICAI guidelines and professional standards.
9. The minimum professional fee for the assignment shall not be less than ₹36,000/- plus applicable GST for Statutory Audit as per ICAI Guidelines No. 1-CA(7)/03/2016 dated 07 April 2016.

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## 3. Period of Appointment

The appointment shall initially be for a period of three years, i.e. from Financial Year 2025-26 onwards, subject to satisfactory performance and approval of the competent authority.

IIMC reserves the right to discontinue the appointment in case of unsatisfactory performance or any other administrative reason.

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## 4. Submission of Proposal

Interested firms shall submit the following documents:

1. Profile of the firm.
2. Details of partners and qualified audit staff.
3. Details of relevant audit experience.
4. List of similar assignments handled.
5. Copy of ICAI Registration Certificate.
6. Copy of CAG Empanelment Certificate.
7. PAN and GST Registration details.
8. Declaration regarding conflict of interest and blacklisting.
9. Financial quotation/professional fee.

10. Any other document considered relevant by the bidder.

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#### 5. Financial Bid

The quotation shall clearly mention the professional fee as under:

Particulars	Professional Fee (₹)
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Statutory Audit Fee	_____
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GST (as applicable)	_____
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Total Amount	_____
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The quoted fee shall be inclusive of all expenses except applicable GST.

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#### 6. Selection Criteria

The selection shall be made on the basis of:

- Relevant experience and technical capability of the firm.
- Compliance with eligibility criteria.
- Professional fee quoted.

The bidder quoting the lowest financial quotation (L1) shall be considered for award of work.

In case of tie in the quoted fee, preference shall be given on the basis of credentials, relevant experience and past performance.

IIMC reserves the right to accept or reject any or all bids without assigning any reason.

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#### 7. Important Dates

Particulars	Date
Issue of NIT	01.07.2026
Last date for submission of bid	20.07.2026 AT 3:00 PM
Opening of bids	20.07.2026 AT 3:30 PM

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#### 8. Submission Address

The sealed proposal shall be submitted to:

The Deputy Registrar

Indian Institute of Mass Communication (IIMC)

Address: IIMC ,JNU New Campus, Aruna Asaf Ali Marg, New Delhi – 110067.

## **NOTICE INVITING QUOTATION (NIQ)**

### **Appointment of Internal Auditor of IIMC**

**Quotation Reference No.: 213970 (2)**

**Date: 01.07.2026**

Indian Institute of Mass Communication (IIMC) invites sealed Quotation from eligible Chartered Accountant Firms registered with the Institute of Chartered Accountants of India (ICAI) for appointment as:

### **Internal Auditor for the Financial Year 2025-26 onwards.**

The appointment shall be subject to applicable laws, rules, regulations and approval of the competent authority of IIMC.

Any change/amendment in the tender document relating to submission of tender documents, last date, opening date, specifications or any other matter shall be notified only through the official website of IIMC. Interested bidders are advised to regularly visit the IIMC website for updates.

IIMC reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason thereof.

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### **1. Scope of Work**

The Internal Auditor shall be responsible for:

1. Conducting periodic internal audit of financial and operational activities.
2. Review of internal controls and risk management systems.
3. Verification of expenditure, revenue, procurement, contracts, and statutory compliances.
4. Identification of deficiencies and suggesting corrective measures.
5. Submission of internal audit reports with recommendations.
6. Follow-up of compliance of audit observations.
7. Any other assignment entrusted by IIMC.

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### **2. Eligibility Criteria**

The bidding Chartered Accountant Firm should satisfy the following:

1. The firm must be registered with the Institute of Chartered Accountants of India (ICAI).

2. The firm must be empanelled with Comptroller & Auditor General of India (CAG).
3. The firm should have minimum experience of 10 years in audit assignments.
4. The firm should have experience of conducting statutory/internal audits of reputed institutions/organizations.
5. The firm should have adequate qualified partners and staff.
6. The firm should not have any conflict of interest with IIMC.
7. The firm should not have been blacklisted by any Government Department/PSU/Institution.
8. The firm must comply with applicable ICAI guidelines.
9. The Minimum Fee for assignment is fixed for Rs. 24000 plus GST for Internal Audit as per the Guidelines No 1-CA (7)/03/2016 dated 07<sup>th</sup> April 2016 issued by ICAI.

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### 3. Period of Appointment

The appointment shall initially be for a period of **3 year**, extendable subject to satisfactory performance and approval of the competent authority.

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### 4. Submission of Proposal

Interested firms are required to submit:

1. Profile of the firm.
2. Details of partners and qualified staff.
3. Relevant audit experience.
4. List of similar assignments handled.
5. Copy of ICAI Registration Certificate.
6. Copy of CAG Empanelled.
7. PAN and GST details.
8. Declaration regarding conflict of interest and blacklisting.
9. Financial quotation (professional fee).

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### 5. Financial Bid

The quotation should clearly mention:

<b>Particulars</b>	<b>Professional Fee (₹)</b>
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Statutory Audit Fee	_____
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Internal Audit Fee	_____
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GST (as applicable)	_____
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Total Amount	_____
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### 6. Selection Criteria

Selection shall be based on evaluation of:

- Relevant experience and technical capability.
- Quality of audit approach.
- Experience in similar organizations.
- Professional fee quoted.

IIMC reserves the right to accept or reject any or all bids without assigning any reason.

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## 7. Important Dates

<b>Particulars</b>	<b>Date</b>
Issue of NIT	01.07.2026
Last date for submission of bid	20.07.2026 AT 3:00 PM
Opening of bids	20.07.2026 AT 3:30 PM

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## 8. Submission Address

The sealed proposal should be submitted to:

### **The Deputy Registrar**

Indian Institute of Mass Communication (IIMC)

Address: IIMC, JNU New Campus, Aruna Asaf Ali Marg, New Delhi – 110067.

