



NATIONAL INSTITUTE OF TECHNOLOGY
RAIPUR – 492 010, CHHATTISGARH

Limited Tender for Empanelment of Chartered Accountant Firms for Internal Audit Work Enquiry (Single Bid System)

Department: Account Section

Enquiry No: NITRR/S&P/Account Section/LT/2024/4229

Date: 04-03-2024

Important Dates

To

Event	Date	Time
Last Date of submission of quotation	08/04/2024	18:00 Hrs.
Bid Opening date	10/04/2024	16:00 Hrs.

Dear Sir,

NIT Raipur invites tender from Chartered Accountant Firms having branch at Raipur, for carry out Internal Audit etc. work of the Institute for the Financial Year 2024-25, which can further be extended for two more year (on a yearly basis) on satisfactory performance.

The firms should have experience of doing similar kind of work in Central/State Government Autonomous bodies like IIT/IIM/IISER/Central University, PSU Banks, and Public Sector Enterprises etc.

Please send your quotation to:

REGISTRAR
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
G. E. ROAD, RAIPUR – 492 010, CHHATTISGARH

Yours sincerely,

-sd-

Registrar

National Institute of Technology,
Raipur

Enclosed:

- (1) Bid Data Sheet
- (2) Terms of Reference
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1. BID-DATA SHEET

Tender Number & Date	NITRR/S&P/Account Section/LT/2024/4229 Dt: 04-03-2024
Issue of Tender Forms	Online Tender through E-tendering mode only at website www.tenderwizard.com/NITR and Institute's website www.nitr.ac.in also
EMD	The EMD/Bid security should be submitted online only of Rs. 20000/- through e-tendering portal i.e. www.tenderwizard.com/NITR .
Last Date of Submission of Tender	08/04/2024 upto 18:00 Hrs.
Opening of Tender	10/04/2024 at 16:00 Hrs.
Contact Person	Deputy Registrar (Finance & Accounts), NIT Raipur.
Contact Address	National Institute of Technology Raipur G.E. Road Raipur District: Raipur Pin: 492010
Contact Phone Number (s) E-Mail Address	0771-2254200 registrar@nitr.ac.in
Website	www.nitr.ac.in

2. Terms of Reference-

2.1 Background

National Institute of Technology was established in 2005 by the Ministry of Human Resource Development, Government of India and has been recognized as an *Institute of National Importance by an Act of Parliament vide Gazette Notification dated 29th Nov. 2005*. The central focus of the institute is to promote and integrate quality education with research in basic sciences so that undergraduate teaching as well as doctoral and postdoctoral research work could be carried out in symbiosis.

NIT Raipur is maintaining its accounts on Accrual Basis, in Tally ERP 9. The accounts of the Institute are prepared as per the prescribed common format applicable to the Central Government Autonomous Bodies, which will be made available to the selected firm. Apart from this all the funds are managed through PFMS (Public Finance Management System Portal) Data from PFMS will also be made available to the selected firm.

2.2 Scope of work

The nature of work of the Chartered Accountant Firm shall be as follows.

1. Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute and to ensure that the cash in hand is reconciled with cash book record.

2. Review and checking of Bank reconciliation statements.
3. Review, checking, & applicability of all statutory obligation compliances such as GST, TDS on GST, TDS, Income Tax, NPS, EPF, ESIC etc. and filing of all original & revised statutory return (Income Tax, TDS, GST etc.) on or before the due date.
4. Pre-audit of Purchase files, vouchers, purchase proposals, records of different departments/sections etc. to ensure that the same are being made in compliance to the Institute's rule and procedures, General Financial Rules (GFR) and other applicable rules of Govt. of India.
5. Preparation of Annual Accounts of the Institute.
6. Report risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation and Suggestion of improvement of the existing system of accounting and management information system from time to time.
7. Review and verify the provisions of accrued expenditure and income as at the end of the year.
8. Review and checking of outstanding balances in student's fees receivable, creditors account, advances etc.
9. Review and checking of the Grants received and its utilization as per the terms and conditions and verification of expenses with the approved budget.
10. Review, checking & reconciliation of tuition fees received by the institution from the students and Income from various sources such as consultancy, rents, and other miscellaneous receipt etc.)
11. Review and verification of additions to fixed assets, fixed assets register and physical verification.
12. Review and verification of the record/system of bill payment to various contractors and also review the compliance on them with term of contract with user.
13. Review and verification of the last statutory/Internal audit comments and compliances.
14. Assist full time during C&AG Audit & preparation of reply including old paras.
15. Vouching, Ledger Scrutiny, verification of Internal audit of books of accounts, ancillary records on monthly basis and submission of reports on quarterly basis and Verification of unspent balance report, Utilization Certificate and other reports submitted to MoE periodically.
16. Provide opinion on all notices, queries & intimations received from the various statutory authorities (GST, Income Tax etc.) and preparation of its reply and representation of same to the above authorities.
17. Verification of Income Tax computation sheet (along with the income tax declaration form and proof of investment) of all employees of NIT Raipur & preparation of Form 16 & 16A.
18. To appraise the Institute on regular basis about applicability of Circulars/Notifications issued by the Govt. / Tax Departments (like Income Tax, TDS, GST & other statutory body etc.).
19. To review, checking and certification of Utilisation certificate, Statement of expenditure, funds received under different research projects, sponsored/funded projects.

20. Internal auditors or their representatives should visit the institute on a timely basis preferably minimum twice or thrice in a week or depending upon the urgency of the work assigned. Attendance records will be maintained at F&A section for this purpose.
21. Internal auditors are should follow the internal audit manual of NIT Raipur and prepare all the relevant check lists. A monthly work log/summary of the work carried should be provided at the end of every month.
22. The audit reports to be submitted along with corrective/suggestive measures, if any are to be submitted immediately on completion of audit as per format of internal audit report.
23. Any other works assigned from time to time.

2.3 Time Period

The Chartered Accountant firm will be required to provide the desired services initially for FY 2024-2025, which can be renewed for another two (one + one) years on satisfactory performance, duly recommended by the committee constituted for performance assessment.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

2.4 Support and Inputs to the Firm

The Institute shall provide adequate office space to the Firm to perform its services. In terms of hardware the Institute will provide computers and printers to the Firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the nature of work.

Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the Institute.

2.5 Pre-qualification Criteria

The firm eligible for the bidding process must satisfy the following eligibility criteria:

1. The Chartered Accountant Firm should be based at Raipur or having branch office at Raipur.
2. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and must have Permanent Account Number (PAN) and Valid GST Registration.

3. The Firm should have been in operation for at least 10 years after its registration & should have at least 3 (Three) full time FCA Partners.
4. The Firm should be empanelled with Comptroller and Auditor General of India (C&AG).
5. Average Annual Revenue (Gross Professional Fees received during the last 3 years period i.e. F.Y. 2022-23, 2021-22 and 2020-21) of the Firm in the last 3 financial years **must** be equal to or more than Rs. 15 (Fifteen) Lakhs.
6. The Firm should have at least 3 years of experience of handling the Audit of Central Autonomous educational institute of repute like (IIT/IIM/IISER/Central University, PSU Banks, and Public Sector Enterprises etc.)
7. The firm should have No. of assignments of audit of listed Autonomous educational institute of repute like (IIT/IIM/IISER/Central University, and Public Sector Enterprises etc. except bank branch audit) should have a turnover of not less than Rs. 25 Cr. in the last 3 years. The branch audit of banks shall not be considered for the above purpose.
8. The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility as on date.
9. There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force.

2.6 Payment Terms

The payment shall be made on quarterly basis after satisfactory services dully recommended by the performance assessment committee formed by competent authority provided by firm, subject to the following terms and conditions:

1. No price variation would be allowed during the contract period.
2. Any changes in GST rates or imposition of new tax on this service during the contract period will be borne by the Institute.
3. TDS under Income tax will be deducted at applicable rates.
4. The Institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.
5. The Service Provider will raise the quarterly bills in duplicate after submission of the quarterly report to the Institute and hold the office till completion of work. The bills of last quarter of the FY will be processed after completion of all financial activities of FY like balance sheet preparation Annual ITR & GST filling etc.

3. SUBMISSION AND EVALUATION OF THE TENDER

3.1 Submission of Tender

1. **Bidders have to submit their bid through E-tendering mode only at website www.tenderwizard.com/NITR .**
2. Financial Bid is to be downloaded from website www.tenderwizard.com/NITR and then is to be filled, saved and uploaded (through digital signature) on the same website and not to be submitted in hard copy at all.

3. The Financial Bid (after filling the rates) should neither be scanned & uploaded, nor, the hard copy of the same should be submitted to NIT Raipur office.
4. **The complete Tender document can be viewed and downloaded only from the website(www.tenderwizard.com/NITR) & www.nitr.ac.in during the tender sale period. The intending bidders should submit the tender documents sale price & tender processing fee, through e-payment, at the time of making online request.**
5. Complete tender papers, duly accompanied with receipts of e-payment of tender cost, EMD shall be received online as per date and time mentioned. Tender shall be opened through E-tendering systems, in presence of bidders or their authorized representatives.
6. Complete tender documents must be submitted on or before **as per schedule mentioned through E-Tendering mode only at website i.e. www.tenderwizard.com/NITR .**
7. Tenderers are advised to complete all submission related work well before Time and date for submission of tender online. Any request for modification in the time/date of submission of tender due to tenderer's failure to submit his offer, will not be accepted.
8. **To participate in the E-tender, it is mandatory for the bidders to have user ID & password, which has to be obtained by submitting an annual registration charges of Rs. 2000/- +GST @ 18% to ITI, through e-payment. Also it is mandatory for all bidders to have class 3 digital signature certificates from any of the CCA (Controller of Certifying Authority, India) or if any support required on DSC, Please contact back to us. (Helpdesk No. 011-49424365, 8305920951)**
9. The bid along with necessary documents should be uploaded only on the www.tenderwizard.com/NITR portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <https://www.tenderwizard.com/NITR> . All documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted.
10. **Amendment of Bidding Documents**
 - Corrigendum, if issued any for the tender, shall form part of the Tender Document. Corrigendum will be posted on NIT RAIPUR website (www.nitr.ac.in) & www.tenderwizard.com/NITR . Bidders/Tenderers are requested to visit NIT RAIPUR website regularly and note the corrigendum / amendments to the tender without fail and submit the offer accordingly. NIT RAIPUR will not be responsible for ignorance of corrigendum.
 - At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/Tenderer, modify the bidding documents by amendment. The same would also be hosted on the website of the Institute and all prospective bidders/tenderer are expected to surf the website before submitting their bids to take cognizance of the amendments. Bidder/Tenderer who has submitted bids before publishing the amendment may revise their bid incorporating the amendments before the last date of tender.
 - In order to allow prospective Bidder/Tenderer's reasonable time in which to take the amendment into account in preparing their bids, the Institute, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Institute.

3.2 Bid Security (BS)/(Earnest Money/ EMD)

- I. The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS). **The EMD/Bid security should be submitted online only of Rs. 20000/- through e-tendering portal i.e. www.tenderwizard.com/NITR.**
- II. *Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non-responsive.*
- III. The bid security of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later.
- IV. The successful Bidder/Tenderer's bid security will be discharged upon the Bidder/Tenderer furnishing the performance security.

3.3 Tender Queries

The interested Firms may seek clarification on Tender document from the Deputy Registrar (Finance and Accounts). The firms can also go through the Annual Accounts of the Institute and Common Format of Accounts which will be made available to them on receipt of request. The Firms can visit the Finance & Accounts Section between **04.00 p.m. to 05.00 p.m.** on any working day before **08/04/2024**.

3.4 Last Date of Submission of Tender

Last date of submission of the Tender is **08/04/2024 upto 18:00 hrs..**

3.5 Date of opening of Tender

The Tender will be opened through e-tendering mechanism **10/04/2024 at 16:00** hours in the administrative building of the Institute. The authorized representatives of the firms (Applicants) may choose to attend the Tender opening. The authorized representatives must carry authorization letter, if they wish to attend the bid opening.

3.6 Performance Security

The firm should submit the performance security of 3% of the Order value in the form of FDR in the name of Director NIT Raipur" for a validity of 60 days beyond the contract period.

**-sd-
Registrar**

National Institute of Technology,
Raipur

Annexure-A

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

FINANCIAL BID

S.No.	Particulars	Amount (In Rs.)
1.	Annual Audit Fee	
2.	Taxes (GST)	
	Total	

Total in figures Rs.

Total in words

Signature of the bidder

Name of the firm:

Address:

Annexure-B

RELEVANT INTERNAL AUDIT EXPERIENCE

Details of relevant internal audit experience in last 10 Years

No.	Name and address of the organization, contact person and contact number. (Attach certified copies of the Letter of Award/Agreement)	Period		Name of the Chartered Accountant in charge of the assignment, designation in the Firm & his/her Membership no.
		From	To	

Instructions:

- Tenderers are expected to provide information with respect to organizations where similar services have been provided, supported with copy of work order and work completion certificate from the service receiver.
- Information provided in this section is intended to serve as a back-up for information provided in the TENDER.

(Signature of Tenderer & Official Seal)

Note – Please use extra page if required.