

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

**NOTICE INVITING TENDER FROM
CHARTERED ACCOUNTANT FIRMS
FOR**

INTERNAL AUDIT OF NIT RAIPUR FOR THE YEAR 2017-18



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (CG),

Phone: (0771) 2252700
Fax: (0771) 2253104
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

No./NITRR/S&P/2018/2620

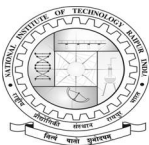
Raipur, Dated. 05/01/2018

**NOTICE INVITING TENDER FOR EMPANELMENT OF CHARTERED ACCOUNTANT
FIRMS FOR INTERNAL AUDIT WORK**

NIT Raipur invites tender from Chartered Accountant Firms having branch at Raipur, for carry out Internal Audit, etc. works of the institute for the financial year 2017-18, which can further be extended for two more years (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 Bank, Public Sector Enterprises etc.

The detail terms and conditions and prescribe forms can be downloaded from the websites www.nitrr.ac.in and completed forms should reach the institute on or **before 15:00 hrs. Upto 19/01/2018.**

Registrar
NIT Raipur



**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/2018/262

Date: 05/01/2018

Important Dates

To

Event	Date	Time
Last Date of submission of quotation	19/01/2018	Up to 03:00
Bid Opening date	19/01/2018	At 03:30

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 2017-18, 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
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Yours sincerely,

Registrar
National Institute of Technology,
Raipur

Enclosed:

- (1) Bid Data Sheet
- (2) Terms of Reference
- (3) Submission and evaluation of the tender
- (4) Annexure A : Financial Bid

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1. BID-DATA SHEET

Tender Number & Date	NITRR/S&P/CA/LT/2018/ Dt: /01/2018
Issue of Tender Forms	Tender Documents forms can be Downloaded from the Institute's website www.nitr.ac.in
EMD	Rs. 15000/-, by way of Demand draft/FDR/Bank Gurantee in the name of Director, NIT Raipur, payable at Raipur
Last Date of Submission of Tender	19/01/2018 upto 03:00 pm
Opening of Tender	19/01/2018 at 03:30 pm
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.

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 of Bank reconciliation statements.

3. Review, checking, & applicability of all statutory obligation compliances such as Income Tax, TDS and filing of original & revised statutory return one or two times only (Income tax, TDS) on or before the due date.
4. Pre-transaction audit of bills, 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. Submission of report on quarterly basis.
5. Assist the institute in 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.
7. Review and verify the provisions of accrued expenditure and income as at the end of the year.
8. Review 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.
10. Review, checking & reconciliation of tuition fees and other fees received by the institution from the students.
11. Review of additions to fixed assets, fixed assets register and physical verification.
12. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract with user.
13. Suggestion of improvement of the existing system of accounting and management information system from time to time.
14. Review the expenses incurred with the approved Budget.
15. Review the last statutory/Internal audit comments and compliances.
16. Assist during C&AG Audit & preparation of reply.
17. Vouching/Ledger Scrutiny.
18. Verification of unspent balance report, Utilization Certificate and other reports submitted to MHRD periodically.
19. Provide opinion on all notices, queries, & intimations received from the statutory authorities and preparation of its reply.
20. Verification of Income Tax computation sheet of all employees of NIT Raipur & preparation of Form 16 & 16A.
21. To appraise the Institute on regular basis about applicability of Circulars/Notifications issued by the Govt. / Tax Departments (like Income Tax, TDS & other statutory body).

22. To review, & checking of Utilisation certificate, Statement of expenditure, funds received under different research projects, sponsored/funded projects.

2.3 Time Period

The Chartered Accountant firm will be required to provide the desired services initially for FY 2017-2018 which can be renewed for another two (one + one) years on satisfactory performance.

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.

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 have Permanent Account Number (PAN) and GST Registration.
3. The Firm should have been in operation for at least 5 years after its registration.
4. The Firm should be empanelled with Comptroller and Auditor General of India (C&AG).
5. Average Annual Income (Gross Professional Fees received during the last 3 years) of the Firm in the last 3 financial years **must** be equal to or more than Rs. 5 (Five) Lakhs.
6. The Firm should have at least 3 years of experience of handling the Audit of Autonomous educational institute of repute like (IIT/IIM/NIT/Central University etc.)

2.6 Payment Terms

The payment shall be made on quarterly basis after satisfactory services 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. Minimum Audit Fees is prescribed `4.80 Lacs Per annum.
6. The Service Provider will raise the quarterly bills in duplicate after submission of the quarterly report to the Institute.

3. SUBMISSION AND EVALUATION OF THE TENDER

3.1 Submission of Tender

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i) Requisite documents as per para no. 2.5 of the tender document.
- ii) EMD Rs.15000.00 in the form of Demand draft/FDR.
- iii) Financial Bid in **Annexure A**.

All the pages of the Tender document including the annexure and copy of certificates should be signed by the authorized person of the Firm, along with seal of the firm. The envelope should be super scribed:

“TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM FOR CONDUCTING INTERNAL AUDIT AND TAXATION WORK OF NIT RAIPUR FOR THE YEAR 2017-18”

Submitted by: (Name, Address, E-mail and Telephone Number of the Firm)

Submitted To: The Registrar NIT Raipur G.E. Road Raipur, CG

The Applicant can submit the Tender by registered post /courier/Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be opened.

- 3.2 Bid Security (BS)/(Earnest Money, EMD)** The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS) of **the amount Rs.15000/-** only. The bid security shall be in Indian Rupees. The bid security shall be in one of the following forms at the Bidder/Tenderers' option:

- a. A Banker's cheque or demand draft in favour of the Director, NIT Raipur.
- b. FDR in favour of the Director, NIT Raipur

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 **10.00 a.m. to 2.00 p.m.** on any working day before **19/01/2018**.

3.4 Last Date of Submission of Tender

Last date of submission of the Tender is **19/01/2018 up to 15.00 hours**.

3.5 Date of opening of Tender

The Tender will be opened on **19/01/2018 at 15:30** 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.

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, if any	
	Total	

Total in figures Rs.

Total in words

Signature of the bidder

Name of the firm:

Address: