

Tender Notice No.: IIITBH/AUDIT/326/2021/01

Dated: 29/01/2021

TENDER ENQUIRY/EXPRESSION OF INTEREST

Engagement of Chartered Accountant Firm for Assistance in preparation of Annual Accounts and Internal Auditing for the Financial Year 2019-20 & 2020-21

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR (Bihar) -813210 intends to invite the offer from reputed and experienced firms/Agencies, empanelled with CAG for "Engagement of Chartered Accountant Firm for Assistance in preparation of Annual Accounts and Internal Auditing" of IIIT BHAGALPUR on the prescribed format provided by Institute Authority.

Interested Agency /Firm are requested to submit their bid to The Registrar Incharge, Indian Institute of Information Technology Bhagalpur, BCE Campus, Sabour, Bhagalpur, Bihar, Pincode-813210.

The head office of the Agency/ Firm should be located in Bhagalpur, Bihar.

Detailed Tender document is available on IIIT Bhagalpur website: <http://www.iiitbh.ac.in>. The bidders can download the tender document from the aforesaid website and fill up and sign every page and submit in the office of undersigned.

Jaydev Kumar
29/01/2021

Registrar Incharge
IIIT BHAGALPUR

Registrar In-charge
Indian Institute of Information Technology
Bhagalpur-813210, Bihar

SCHEDULE

Name of Organization	INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR
Tender Type (Open/Limited/EOI/Auction/Single)	Limited
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Services
Product Category (Auditing/Accounting works)	Engagement of Chartered Accountant Firm for Assistance in preparation of Annual Accounts and Internal Auditing for the Financial Year 2019-20 & 2020-21
Date of Issue/Publishing	29/01/2021 (10:00 Hrs)
Pre-bid meeting at the Institute for discussion & clarification	08/02/2021 (12:30 Hrs)
Last Date & Time for submission of Bids	12/02/2021 (15:00 Hrs)
Date and Time of Opening of Bids	15/02/2021 (15:00 Hrs)
Tender Fee	Rs.: NIL
Bid Validity days (180/120/90/60/30)	120 days (From date of opening of tender)
Address for Communication	The Registrar Incharge, Indian Institute of Information Technology Bhagalpur, BCE Campus, Sabour, Bhagalpur, Bihar, Pincode-813210.
E-mail Address	registrar@iiitbh.ac.in

PREPARATION OF BIDS

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

1. Eligibility Criteria of a CA Firm

- a) The Firm should be a partnership firm having head office at Bhagalpur.
- b) The CA firm should be a CAG Empanelled Firm for the year 2020-21.
- c) The CA firm should have minimum experience of 05 years in auditing of Academic/Govt./ PSU organisations.
- d) The minimum average annual turnover of last three years of the CA firm should not be below 20 Lacs.

Gaurav Kumar

2. SCOPE OF WORKS

Engagement of Chartered Accountant Firm for Assistance in preparation of Annual Accounts and Internal Auditing for the Financial Year 2019-20 & 2020-21

- a) Assistance in preparation of annual account for financial year 2019-20 & 2020-21 of IIIT Bhagalpur.
- b) Ensuring accuracy of Books of Accounts, files, bank reconciliation statements, stock register, Assets register (consumable and non-consumable), salary register.
- c) Assistance in reconciliation of trial balances schedules and bank accounts & preparation of Final Accounts as prescribed by MoE/Dept. of Education.
- d) Assistance in preparation of replies to Govt. Audit observations and accounting action thereof.
- e) Assistance in reconciliation of Fee receipt and other dues from student, release of Assistantship and Caution Money.
- f) Professional advice in respect of compliance with tax laws, filing of returns thereof, Income tax calculation, TDS matters, GST Matters, Professional Tax etc.
- g) Assistance in preparation of Capital & Revenue Expenditure, NPS, including checking of vouchers, accounting transactions, cash/bank balances, investment, trial balance etc.
- h) Assistance in preparation of Utilization Certificates under Plan and Non- Plan Accounts and Signing of utilization certificate as prescribed by MoE.
- i) Internal Audit for the financial year 2019-20 & 2020-21 of IIIT Bhagalpur.
- j) Chartered accountant firm should ensure compliance with Govt. rules.

2. BID PROCEDURES

- a) The Firm/Agency (bidders) who are desirous of participating in tender can download the tender document from Institute web site: <http://www.iiitbh.ac.in>. Bid has to be submitted offline.
- b) The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
- c) Authority to sign: - All the documents must be duly signed by the bidder. All the partners of the partnership firm or a partner holding Power of Attorney for the firm (a certified copy of the Power of Attorney should accompany the Documents) should sign in this case. A certified copy of the partnership deed of the firm should be furnished.
- d) The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid.
- e) Validity of offer: Bidder shall agree to keep the tender open for 120 days from the due date of submission thereof and not to make any modifications in its terms and conditions.
- f) Opening of the tender: Bids will be opened by a committee duly constituted by the Institute competent authority for this purpose at the appointed date, time and place.
- g) The Firm/Agency for Engagement of Chartered Accountant Firm will be finalized considering lowest rates / fee. However, IIIT Bhagalpur reserves the right to consider and / or accept the higher bid on the basis of experience, contracts executed and other relevant factors, on recommendation of the internal committee.
- h) Tender document should consist of Registration No., PAN No., GST No., Documentary proof of each should be submitted.
- i) Firm should submit a declaration stating that the firm or its subsidiaries has not been blacklisted by any academic institutions/reputed organizations or institutions.
- j) Acceptance and Rejection: Committee constituted for this purpose reserve the right to shortlist/reject any or all tenders without assigning any reason with the approval of Director.

*Jaiswal
Kumar*

- k) Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the District of Bhagalpur.
- l) Details of rates / fee / remuneration to be submitted on a separate letter head of the firm / agency.

3. PAYMENT TERMS

Fee will be paid on completion of jobs and submission of bill along with audit report for the concerned year. TDS under Income Tax/GST as applicable will be deducted from the Fee.

4. CONFIDENTIALITY

- a) The Partners and employee of the CA Firm shall not disclose/ divulge any proprietary or confidential information relating to assignment, the services or the information of the office of IIIT Bhagalpur without written consent of the Director of the Institute.
- b) The Firm shall not share the data/ information and analysis relating to IIIT Bhagalpur obtained during course of their assigned job, with unauthorized person or persons, entity or agency.

5. OBLIGATION OF IIIT BHAGALPUR

- a) Necessary records, files, space, computers, table etc. will be provided by the institute to the CA firm.
- b) Instructions shall be given to concerned authorities and officers of the Institute to co-operate with the staff of CA firm for smooth functioning.
- c) In case of operational difficulties, the Registrar Incharge, IIIT Bhagalpur may take steps to remove such difficulties without materially altering the scope of work or terms and conditions.
- d) Institute will provide Day to day necessary stationary.

6. OTHERS

- a) Bidders are advised to satisfy themselves about the quantum of the work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- b) The firm shall be responsible for faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse.
- c) The contract can be terminated at any point of time if the services of the CA firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be got done from another agency at the risk and cost of the defaulting firm.
- d) The Director, IIIT Bhagalpur reserves the right to reject the Tender in whole or in part without assigning any reason thereof. The decision of the Director shall be final and binding on the CA firm in respect of any clause covered under the contract.
- e) Any misconduct/misbehaviour on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instruction from the Institute.
- f) Any dispute between the CA firm and IIIT Bhagalpur will be resolved by the committee constituted for the purpose by the Director, IIIT Bhagalpur. If the firm is not satisfied with the decision of the committee, may approach the Director, IIIT Bhagalpur for resolution of the dispute.
- g) For the purpose of said assignment as well as for any matter arising there under or connected therewith, will be resolved within the jurisdiction of Courts at Bhagalpur District.

Jayraj Kumar

ANNEXURE -A

SINGLE BID

Engagement of Chartered Accountant Firm for Assistance in preparation of Annual Accounts and Internal Auditing for the Financial Year 2019-20 & 2020-21.

1) Details of CA Firm:

1	Name of the CA Firm	
2	Official address of the firm with complete contact details	
	Telephone Number (s)	
	Mobile Number (s)	
	Email Address (s)	
3	Registration no of the firm	
4	PAN No. (copy enclosed)	
5	GST No. (copy enclosed)	
7	List of major Audit assignment handled during last 5 years	Refer to Annexure: C
9	Signed copy of Scope of Work	

2) Detail of Partners (Status as on 12.02.2021)

Sl No.	Name and Contact Number	Membership No.	Designation	Qualification (ACA/FCA)	Date of joining the firm

3) Detail of staff members.

- a) No. of qualified employees:
- b) No of staff other than Qualified employees:

4) Status of firm

- a. CAG empanelled firm:

Yes/No

Gaurav Kumar

b. Category of firm as per ICAI norms:

Enclosures:

1. Status of the Firm on 15/02/2021 as per ICAI records.
2. Declaration about the truth and correctness of data submitted in the letter head of Firm.
3. Duly signed copy of the Scope of Work on a letter head of the firm / agency.
4. Details of rates / fee / remuneration on a separate letter head of the firm / agency.

for,

Name of the Firm:
Chartered Accountants

(CA)

Partner

Membership No:

No.	Name of Partner	Membership No.	Registration No.	Date of Birth

Gaurav Kumar

ANNEXURE: B

We hereby undertake to provide all the required services, as mentioned in the attached scope of work provide in Technical Bid as well as other documents communicated by IIIT Bhagalpur, if we are appointed.

Place:		Signature of Bidder
Date		Name.....
		Full Address.....
		(Office Seal)

Jayram Kumar

ANNEXURE: C

List of major auditing work carried out during last five years		
Name of the organization and particulars of work	Period of Work From To	Attached Copy of appointment letter (Yes/No)

(ATTACH EXTRA PAGES IF REQUIRED)

Signature of Bidder Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

*Jayram
Kumar*

ANNEXURE -D

[In the Letterhead of the firm]

Declaration Form

Tender Notice No.:

Dated:

We _____ Partner _____
_____ of M/s _____

hereby declare that:

1. We have read and understood all the terms and condition of the tender. We fulfil all the terms and conditions and applied for the tender for engagement of Chartered Accountants Firms at IIIT Bhagalpur for Assistance in preparation of Annual Accounts and Internal Auditing for the Financial Year 2019-20 & 2020-21.
2. Our firm / our partners and our employee will not disclose any proprietary or confidential information relating to assignment, the services or the information of the office of IIIT Bhagalpur to any unauthorized person or any outside agency without written consent of the Director of the Institute.
3. The documents attached and information provided herewith is true and correct to the best of our knowledge and belief. We know that if the information/ documents attached are found incorrect/false (at any stage of the tender process or even after awarding the work order), we may be debarred from the empanelment and when appointed, the appointment shall be treated as cancelled. The disciplinary action may be taken against the person/ the firm for incorrect information or false declaration.
4. This also certified that this firm have not been indicted or convicted by court of law or no adverse orders have been passed against this firm by regulatory authorities. Further, no investigation by any regulatory authority is pending against the firm. This firm have not been barred from appointment by any Govt. and/or PSUs and/or Semi Govt entities.
5. We have attached the details of rates / fee / remuneration on separate letter head of the firm / agency.
6. We also understand that the decision of Director, IIIT Bhagalpur will be final for any dispute or litigation.

Name of the Firm:

Chartered Accountants

(CA.....)

Partner

Membership no :

Jaswan Kumar

ANNEXURE -E**Tender Notice No.:****Dated:****Sub. : Compliance Report**

Sl. No.	Description of Item(s)/Parameters/Information	Submitted by bidder as Yes or No	Page Sl. No. of Documents
1.	We have gone through the terms & conditions of the tender document and agreed to abide by the same.		
PERFORMANCE OF THE ORGANISATION			
2.	Bidder is registered Firm with proof of document		
3.	PAN No. (copy to be enclosed)		
4.	GST No. (copy to be enclosed)		
5.	List of major audit work carried out during last 05 years as ANNEXURE -C		
6.	Detail of Partners & Qualified Staff (Status as on 01/02/2021)		
7.	Status of the Firm on 01/02/2021- as per ICAI records.		
8.	Declaration as prescribed ANNEXURE -D		
9.	All other requisite document as specified in tender document confirming to company Profile.		
TECHNICAL SPECIFICATION			
10.	Is bid valid for 120 days/or as specified		
11.	Is Bid document duly signed		
12.	Agree to start the work as specified		
13.	Payment Terms agreed as Specified		
OTHER REQUIREMENT			
14.	Agreed to sign contract as per Terms & Conditions		

(Signature of authorized person)

Name of the Firm & Seal:

Place :

Date :

Jayraj Kumar