

**TENDER NO: - NIT/AP/CA/2018/Accounting**

**Expression of Interest (Eoi) of Chartered Accountant Firms for Accounting, e-TDS (IT & GST) and Other Consultancy Services at National Institute of Technology, JOTE, Arunachal Pradesh from the financial year 2022-23**

- 1) Last date of receipt of Tender paper: - 23<sup>rd</sup> June, 2022 up to 2.00 P.M.
- 2) Opening of Tender paper: - 23<sup>rd</sup> June, 2022 at 3.00 P.M.

**Prescribed Format for Expression of Interest (Eol) of Chartered Accountant Firms for Accounting, e-TDS (IT & GST) and Other Consultancy Services at National Institute of Technology, JOTE, Arunachal Pradesh from the financial year 2022-23**

1. Name of the Firm :
2. Name of the Proprietor / Partners with MRN :
3. Status (Partnership / Sole Proprietorship) :
4. Full Address :
5. Telephone, Mobile Phone no & email ID
6. PAN No. of the Firm :
7. ICAI Firm Registration No. :
8. C&AG Empanelment Number with copy :
9. Date of Registration of the Firm with ICAI:
10. Date since when Firm has full time FCA :
11. Number of Articles and other Staff :
12. Whether the Firm was earlier engaged for any service in any of educational institution? If so details of the same. :
13. Details of experience in conducting statutory audit in social sectors. If so details of the same. :
14. Whether there are any court / Arbitration/ any other legal case against the firm/any CA of the firm. :
15. Annual Turnover for last 3 (three) financial years (Documentary proof to be attached) :

Signatory with Office Seal

### **Qualifying criteria for selection of CA firms**

- 1) The CA firm must have a continuous practice of more than fifteen years period.
- 2) The CA firm must have experience of rendering professional service in the state of Arunachal Pradesh.
- 3) During last three years period (FY 2018-19, 2019-20 & 2020-21) the CA firm must have a minimum average turnover of Rs. 10 lakhs. Audited statements of Account/ Turnover certificate for three years are to be submitted.
- 4) The CA firm must have experience in audit/ accounting in social/ education sector during last three years period. Details of such experience should be provided along with the EOI.
- 5) The CA firm should be a C&AG empanelled one. Latest empanelment certificate to be submitted with the EOI.
- 6) CA firm having engagement for this service up to the FY 2021-22 are not eligible to participate for the present service.

### **Scope of Work:**

1. Checking and maintenance of books of accounts on monthly basis in the office of the NIT.
2. Preparation of the statements of Annual Account in the prescribed format of the ministry after the end of the financial year. It is to be done within 3 months after the end of the financial year.
3. Bank balance Reconciliation of all bank accounts on monthly basis. Review, rectification and correction, if any, required as per bank reconciliation statement.
4. Submission of e-TDS returns (24Q & 26Q) on quarterly basis under the Income Tax Act, 1961.
5. Submission of e-TDS returns (GSTR 7) on monthly basis under the GST Act.
6. Verification of all loans and advances (present/past) at NITAP;
7. Verification of Fixed Deposit / Investment records and accounting of accrued interest;

**The following are general Terms & Conditions, but same may vary with case to case basis:**

1. Payment: Within 30 days from the date of delivery of assigned work.
2. Time of completion of work: NITAP will intimate the selected firms to undertake the work at least 10 calendar days before the commencement of work.
3. Fees: As quoted by the selected Firm/negotiable price (less than the quoted price).
4. BoG Presentation: If necessary, the firm will make a presentation of the certified accounts to the Board of Governors of NITAP at the time of adoption of the accounts by the Board.
5. The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Itanagar only.
6. Any dispute arising out of this Work Order shall be referred to the Registrar, NITAP and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of Director, NITAP.
7. Competent Authority of NITAP reserves the right to reject any or all the applications without assigning any reason(s) thereof.
8. Both the Technical and Financial bids (when called for from the technically selected firms) are to be submitted in separate sealed envelope only. Else bid documents would be rejected by the authority. The tender should reach the Office of the Registrar cell, NIT AP on or before 2 PM, dated **23/06/2022** further, on the top of sealed envelopes the reference number of the advertisement and the nature of the bid (Technical/ Financial) to be specifically mentioned. Again bid documents are to be addressed to :

**To  
The Registrar,  
National Institute of Technology, Arunachal Pradesh,  
JOTE, Arunachal Pradesh-791113, INDIA**

**Evaluation procedure for selection of CA**

(I)	<b>TECHNICAL BID [(a) + (b) + (c)]</b>	<b>TOTAL : 60 marks</b>	
	<b>Professional experience &amp; Turnover of the CA Firm:</b>		
	<b>(a) Existence in years after its registration</b>	20	
	15 to 20 years		15
	>20 Years		20
	<b>(b) Experience of handling similar work/certification works in Educational Institutions of Higher Learning/Associated Institution</b>	20	
	Audit Function		15
	Audit & Other Function		20
	<b>(c) Average Turnover of the Firm in last 3 financial years:</b>	20	
	Up to 10 lakhs		15
	Above 10 lakhs		20
(II)	<b>FINANCIAL BID</b>	<b>TOTAL: 40 MARKS</b>	
	The lowest bidder will get 40 marks. Other bidders will get marks that are proportionate with respect to the lowest bidder.		
	<b>FINAL TOTAL (Marks in I + Marks in II)</b>	<b>100</b>	

**Selection Process:**

- The committee members will evaluate the technical bids from the CA firms. **Technically qualified CA firms would be informed via email & telephone and would be requested to provide the NIT AP the financial bid.**
- After evaluation of the financial bid by the committee the highest scored (taking into account the total marks both from the technical and financial bids) CA firm would be considered for the appointment.
- Appointed CA firm only would be informed by the authority of the NIT AP.