

TENDER NO: - NIT/AP/CA/2018/Internal Auditing

Expression of Interest (Eoi) of Chartered Accountant Firms for Internal Audit (on Quarterly Basis) of National Institute of Technology, JOTE, Arunachal Pradesh for the financial year 2022-23

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

**Prescribed Format for Expression of Interest (Eoi) of Chartered Accountant
Firms for Internal Audit (on Quarterly Basis) of National Institute of Technology,
JOTE, Arunachal Pradesh for 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 Audit Staff :
(Details with Bio-data may be furnished)
12. Whether the Firm was earlier engaged in :
Services to any 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)

Authorised Signatory with Seal

Qualifying criteria for selection of CA firms

- 1) The CA firm must have a continuous practice of more than twenty 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. 25lakhs. 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/ educational 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) Details of Staff in the CA firm should be provided with their Bio-Data and contact numbers.

Scope of Work:

1. Checking of the maintenance of books of accounts on quarterly basis in the office of the NIT and quarterly Internal Audit Report with observation and suggestions. For quarter I, II & III respectively Internal Audit Report should be submitted within first month of the next quarter. The Internal Audit would consist of thorough appraisal of books of Accounts, records and supporting documents and reporting of discrepancies, if any, observed there-on to the Management of the NITAP,
2. Statements of Annual Account prepared in the prescribed format of the ministry are to be verified in the last quarter audit after the end of the financial year. It is to be done within 3months after the end of the financial year,
3. Compliance of audit observation of the previous quarter should be evaluated in the audit of the subsequent quarter and reported,
4. Checking of bank balance Reconciliation statement of all bank accounts at the quarter end. Review, rectification and correction, if any, required as per bank reconciliation statement should be suggested,
5. Verification of all loans and advances (present/past) to be done and detail list of advance (with age wise classification) to be provided in the Internal Audit Report.

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

1. Payment: Within 30 days from the date of delivery of assign work.
2. Time for the audit work: NITAP will intimate the selected firms to undertake the work at least 10 calendar days before the commencement of audit.
3. Fees: As quoted by the selected Firm/negotiable price (less than the quoted price).
4. 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.
5. 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.
6. Competent Authority of NITAP reserves the right to reject any or all the applications without assigning any reason(s) thereof.
7. Both the Technical and Financial bids (when called for by NITAP from the technically selected CA 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)	TECHNICAL BID [(a) + (b) + (c) + (d)]	TOTAL : 70 marks
	Professional experience & Turnover of the CA Firm:	
	(a) Existence in years after its registration	
	15 to 20 Years	10
	Above 20 Years	15
	(b) Experience in Internal/Statutory audit in Social Sector PSU/Govt. Organizations:	
	< 5 Organizations	9
	5 to 10 Organizations	17
	> 10 Organizations	20
	(c) Experience of handling similar work in Educational Institutions of Higher Learning:	
	Only Accounts	10
	Both Accounts and Transaction Audit	15
	(d) Average Turnover of the Firm in last 3 financial years:	
	<15 lakhs	10
	15 to 30 lakhs	15
	>30 lakhs	20
(II)	FINANCIAL BID	TOTAL: 30 MARKS
	The lowest bidder will get 30 marks. Other bidders will get marks that are proportionate with respect to the lowest bidder.	
FINAL TOTAL (Marks in I + Marks in II)		100

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.