



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
Chumukedima, Dimapur
Nagaland - 797 103

**NOTICE INVITING TENDER FOR CHARTERED ACCOUNTANT /COST
ACCOUNTANT FIRMS FOR INTERNAL AUDIT OF NIT NAGALAND**

NOTICE INVITING TENDER

Notice Inviting Tender No.	: 0231/NIT-N/Account/ 2018/ 03-01 Dated:06-03-2018
Tender Document Issue Date	: 06-03-2018
Last Date of Submission of Tender	: 22-03-2018, 2.00 p.m.
Technical Bid Opening Date and Time	: 22-03-2018, 2.30 p.m.
Financial Bid Opening Date and Time	: 22-03-2018, 4.00 p.m.
Tender Document Fee	: Rs. 1,000/- (One Thousand Only)
Address for Submission of Tender	: The Registrar National Institute of Technology Nagaland Chumukedima, Dimapur-797 103
Website	: www.nitnagaland.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
Chumukedima, Dimapur – 797 103, Nagaland

NOTICE INVITING TENDER

0231/NIT-N/Account/ 2018/ 03-01 Date: 06-03-2018

National Institute of Technology Nagaland is one of the newly established Institutes by Ministry of Human Resource Development, Govt of India under the NIT Act 2007 to impart technical education and to promote research activities in the North East region. The permanent campus of the Institute is located in Chumukedima, Dimapur in the state of Nagaland.

NIT Nagaland invites Sealed Quotations from the reputed Chartered Accounts Firms/ Cost Account Firms for conducting Internal Audit of the Institute for the financial year 2017-18, which can further be extended for two more years (on yearly basis) on satisfactory completion of the work.

1. TERMS OF REFERENCE

1.1 Scope of Work

The nature of the work the firm shall be as follows.

1. The Main objective is to appoint a Chartered Accountant or a Cost Accountant Firm is to determine whether the financial management arrangements including Internal Control mechanism as developed are working effectively and to identify areas for improvement and enhancing efficiency.
2. More over the consultant is required to do some attestation function, shall be referred some of the issues/problems which are faced by the Institute for their expert advices and written opinion as so desired.
3. The scope of work for Firm as said above are broadly classified as under:
 - a) The consultant has to conduct an assessment of the adequacy of the financial management and other areas which are required by the management from time to time.
 - b) Check all the financial transactions of the Institute for a particular period and submit MIS reports as required for Management time to time.

- c) Verification of Bank Reconciliation Statement.
- d) Preparation and finalization of Budgets for the Institute.
- e) Finalization of Books of Accounts of the Institute.
- f) Coordinating with the Auditors of C&AG for smooth conduct of Statutory Audit.
- g) Verification and Assessment of the Procurement system including internal controls.
- h) Looking after all types of Tax matters and also statutory compliances for the Institute.
- i) Advise the Institute regarding different financial issues like Investments, Maintaining Bank accounts etc.
- j) The firm should have adequately experienced manpower to deal with the internal audit of the day to day function of in Government Institutions. The Firm will be required to depute such personnel on monthly remuneration basis for regular audit work of the Institute.
- k) The firm should be capable of providing additional manpower with appropriate qualifications as and when required to cope up with the work pressure without any additional cost.
- l) Any other services in connection with the said work and normally rendered by the Chartered Accountant and not referred to in above.

1.2 Time Period

The firm will be required to provide the desired services initially for a period of one year i.e. FY 2017-18 which can be renewed for another year at the same terms and conditions on satisfactory performance upto a maximum of another two years.

Notwithstanding anything contained herein above, the institute reserves the right to discontinue the service of the firm in the event their services are evaluated as unsatisfactory at any time during the period by giving notice of one month.

1.3 Scheduled of Audit

Internal Audit is to be conducted on a quarterly basis. Prior to commencement of Audit for any quarter, a detailed audit programme must be prepared in consultation with the authority.

1.4 Essential Qualifications Criteria for Firms

- 1) The firm should be registered with Institute of Chartered Accountants of India / Cost Accountants of India and must Possess permanent account number (PAN) under Income Tax and registration under Service Tax and should be in operation for at least Fifteen years after its registration.
- 2) The Firm should have the latest empanelment with the C&AG of India for the year 2017-18
- 3) The Firm must have at least two Partners who are FCA one of whom should be DISA qualified. One partner of the CA firm has to be the key contact who must have adequate qualification, knowledge in the subject with experience in audit, taxation and financial consultancy in an entity
- 4) The firm should have their registered office in Dimapur or in Guwahati for the last 10 years.
- 5) The Firm should have 3 years experience of conducting Internal Audit in NITs / IITs /IIITs /Central University.
- 6) The firm should furnish the registration /certificate of GST, PAN, and IT Returns of last three years.
- 7) Average Annual Income (Average Gross Professional Fees earned) of the firm in the last three financial year ending on 31st March 2017 must be equal to or more than 20.00 Lakhs.
- 8) The firm should produce all back up documents mentioned above.

Note: All the supporting documents should be attached with the Technical Bid, without which the tender will be rejected. The bidder need to bring the above original documents at the time of technical opening for the verification.

1.5 Payment Terms

The payment shall be made against the service provided by firm as per the nature of work, subjected to the following terms and conditions.

- 1) The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected firm and accepted by the institute.
- 2) TDS under Income Tax will be deducted at applicable rates.
- 3) The firm will raise the bills in duplicate on submission of the audit report to the institute.
- 4) The quoted fee should be inclusive of Professional Fee, Traveling, Accommodation etc.

2. INSTRUCTIONS TO BIDDER FOR SUBMISSION

Interested firms meeting the criteria are required to submit the tender in two covers, Cover-I (Technical Bid) and Cover-II (Financial Bid). Envelopes of technical bid and financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender reference no. and due date of submission.

Cover-I: Technical Bid (Cover I should be superscribed as Technical Bid and indicating the Tender Reference No.) The bidder shall be required to deposit the tender document fee for an amount of Rs. 1,000/- (Rupees One Thousand only), which is non-refundable by way of Demand Draft only. The Demand Draft shall be drawn in favour of “IRG, NIT Nagaland” payable at Chumukedima, Dimapur. The Demand Drafts must be enclosed in the envelope containing the technical bid. Any technical bid without the tender fee is liable to be rejected.

Cover-II: Financial Bid (Cover-II should be superscribed as Financial Bid and indicating the Tender Reference No. and shall contain Price only) Financial bid should be enclosed in a separate sealed cover and should be written in the format (Summary Sheet) given in the tender document. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer. The bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The rate should be quoted both in words and figures. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialled otherwise the tender shall be invalidated. The rates should be quoted in Indian Rupee including all taxes

3. OTHER TERMS AND CONDITIONS

- 3.1) Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.
- 3.2) Technical bid(s) will be opened on 22-03-2018 at 2.30 p.m. in the Conference Hall, Administrative Block of the Institute in the presence of the bidder(s) or their authorized representative(s) who

are present at the scheduled time. The Financial bid(s) of the technically qualified bidder(s) will be opened on 22-03-2018 at 4.00 p.m.

- 3.3) In the event of the due date of receipt and opening of the tender being holiday/declared as holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
- 3.4) The tender document duly signed and stamped on each page shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of tender. Any amendment and / or addition made to the tender are not permissible after opening of the tender. Incomplete tenders will be rejected.
- 3.5) The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.
- 3.6) The tender document shall be submitted in a sealed envelope bearing the tender reference on the top left corner and addressed to the Registrar, National Institute of Technology Nagaland, Chumukedima, Dimapur, Nagaland - 797 103 so as reach latest by 22.03.2018 at 2.00 p.m.

REGISTRAR

ANNEXURE – A

PROFORMA: A-1

PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No	Criteria	Yes/No	Proof/Document submitted
1	The firm should be registered with Institute of Chartered Accountants of India / Cost Accountants of India and must Possess permanent account number (PAN) under Income Tax and registration under Goods and Service Tax and should be in operation for at least Fifteen years after its registration.		
2	The Firm should have the latest empanelment with the C&AG of India for the year 2017-18		
3	The Firm must have at least two Partners who are FCA one of whom should be DISA qualified. One partner of the CA firm has to be the key contact who must have adequate qualification, knowledge in the subject with experience in audit, taxation and financial consultancy in an entity		
4	The firm should have their registered office in Dimapur or in Guwahati for the last 10 years.		
5	The Firm should have 3 years experience of conducting Internal Audit of NITs / IITs /IITs /Central University		
6	The firm should furnish the registration / certificate of GST, PAN number and IT Returns of last three years.		
7	Average Annual Income (Average Gross Professional Fees earned) of the firm in the last three financial year ending on 31 st March 2017 must be equal to or more than 20.00 Lakhs.		

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

Date: _____

Signature of the Bidder/Firm_____

Official Seal:

Name & Designation_____

ANNEXURE-A

PROFORMA: A-2

Details of CA Firm's Professional Income

[Gross Professional Fees earned]

Particular	Financial Year 2014-15	Financial Year 2015-16	Financial Year 2016-17	Average Annual Income
Annual Income* (in Lakhs)				

*Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 3 (years)

Date: _____

Signature of the Bidder/Firm_____

Official Seal:

Name & Designation_____

ANNEXURE-A

PROFORMA: A-3

Details of Firm's Experience of Similar Services

[During last 3 (three) years]

Sl. No	Name of the Assignment	Duration of the Assignment [Start date / End date]	Name of the Educational Institutions	Nature of the Assignments (PI specify whether work involved Internal Audit)		Nature of the Supporting Documents provided
				Only Accounts Audit	Both Accounts & Transaction Audit	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

*Furnish the copy of the documentary evidence in support of the information provided above

Date: _____

Signature of the Bidder/Firm _____

Official Seal:

Name & Designation _____

ANNEXURE-A

PROFORMA: A-4

Details of Firm's Partners, Name and Registration Nos.

Sl. No	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

*Furnish the copy of the documentary evidence support of the information provided above

Date: _____

Signature of the Bidder/Firm_____

Official Seal:

Name & Designation_____

ANNEXURE - B

FINANCIAL BID

Sl. N	Service	Fees (In Rs)
A.	Fees for the Financial Year 2017-18**	
B.	Add: Tax as per applicable rate on the services provided	
C	Total Fees to be paid (including Tax (A+B))	

In Words Rupees: _____

**The quoted fee should be included of Professional Fee, Travelling, Accommodation, Food and other Expenses.

N.B: statutory Changes in Service tax rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Date: _____

Signature of the Bidder/Firm _____

Official Seal:

Name & Designation _____