

Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi – 110078

Website :<http://ipu.ac.in>

Tender No.:GGSIPU/Accounts/2017-18/

Dated: 12th May, 2017

Registrar, Guru Gobind Singh Indraprastha University Invites tender in two bid system for engaging of Chartered Accountant Firms as Internal Auditor based in Delhi /NCR having atleast 10 years of experience in auditing, for appointment as internal auditor for conducting the audit of the university (as per **Annexure –I**) and assistance in preparation of annual accounts of university.

The firms must be empanelled with the Comptroller & Auditor General of India. The interested firms can apply with profile of the firm along with number of partners, staff available, description of major audit handled during last 10 years. Further, the eligibility criteria, selection criteria, EMD, experience etc. are available in the tender documents which may be downloaded from GGSIPU website www.ipu.ac.in

1	Name of Work	Empanelment of Chartered Accountant Firms as Internal Auditor of the GGSIP University for the Financial Year 2017-18 & 2018-19
2	Last Date, Time & Venue for submission of EMD, Technical bid, & Financial Bid documents	Latest by 01st June, 2017 at 3:00 P.M. in the office of Controller of Finance, GGSIP University, Sector 16-C, Dwarka New Delhi, 110078
3	EMD	INR Rs. 20000/-
4	Date & Time for opening of Technical Bid	02nd June, 2017 at 11:00 A.M.
5	Date & Time for opening of Financial Bid	After evaluation of Technical bid. Date & Time will be notified separately on the website www.ipu.ac.in

(Registrar)

Scope of Work

As per Annexure –I of Tender document

Eligibility Criteria

1. CA firm must have been in existence since 10 years and have an office in Delhi/ NCR based location.
2. CA firm must be empanelled with Comptroller & Auditor General of India (CAG).
3. CA firm shall have at least 3 FCA partners and 1 partner of the firm shall possess have experience of more than 10 Years in Chartered accountancy practice.
4. Firm and/or Partner(s) shall have minimum 3 years' experience of auditing & finalization of the Accounts of any autonomous University of State/ Central Govt. having turnover of Rs. 100 crore at least and total 10 Years' experience in serving of Schools, Colleges or other Educational Institutions.
5. Firm should have audited at least 5 educational institutions among them at least 2 should be registered under section 12AA /80G/10(23C).
6. Firm must have conducted audit of educational institution with Fund based accounting.

Definitions

- (1) **GGSIPIU** means Guru Gobind Singh Indraprastha University, New Delhi
- (2) **University** means Guru Gobind Singh Indraprastha University, New Delhi

Validity period of offer

The rates offered in part –II (Financial bid) should be valid for at least one hundred and eighty days (180) from the date opening of part II (Financial bid) of the Tender.

Sealing and marking of Bids

The bidder shall place two separate envelopes (called inner envelopes) marked 'Technical Bid' with an application form –**as per annexure – II** and all supporting documents as per **annexure –III** (Technical Bid) alongwith EMD (Earnest Money Deposit) in one outer envelope. The inner envelopes will have marking as follows:

- a) Technical Bid
- b) Earnest Money Deposits (EMD)

The sealed outer and inner envelopes containing the technical bid and EMD shall be addressed to the Registrar, (Attn. to Controller of Finance) Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078.

The Sealed tender shall bear the name and identification number of the Tenderer on the cover of the Envelope (s).

In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared nonresponsive and rejected.

Selection Criteria

The technical bid will be opened first and will be evaluated by the Committee constituted by the Competent Authority of GGSIP University and financial bid of those firms, who qualify technically, will only be considered for opening and rates quoted in financial bid.

Mere fulfillment of eligibility criteria and quoting minimum rates in financial bid does not mean to select a firm for empanelment. The requisite experience in University audit & other related works as well as performance during personal interaction will also be the criteria for qualifying of CA firms for selection.

The technical and financial bids must reach to the Registrar, GGSIP University on or before within due date & time by Registered Post/Speed Post or physically. Bid received late shall be summarily rejected.

Each bidder has to pay EMD (earnest money deposit) of Rs.20,000/- in the form of demand draft in favour of the Registrar, GGSIP University payable at Delhi should compulsorily be attached with Technical bid.

The bid without EMD of Rs.20,000/- shall not be considered.

Settlement of Disputes

- (1) The decision of the Competent Authority of GGSIP University shall be final in selection of the CA firms.
- (2) Any dispute between the CA firms and GGSIP University will be resolved by the Committee formed by Competent Authority of GGSIP University. CA firm if dissatisfied with the decision of the Committee may approach the Competent Authority of GGSIP University.
- (3) Empanelled Chartered Accountant shall have to execute MOU/Agreement with the GGSIP University on prescribed format of GGSIP University, at the time of assigning the work.
- (4) All audit objections raised by AGCR audit has to be replied by the CA firm.
- (5) There should be permanent office of the firms at Delhi /NCR.
- (6) All statutory dues/payments to their staffs/ individuals, who deputed in the University, have to be made by the firm.
- (7) Their continuation in the University will be based on their work performance.

Confidentiality

The selected Chartered Accountant firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the service or the information of the University without prior written consent of the Competent Authority

Obligation of the GGSIP University

During the work necessary records, space and infrastructure i.e. Computer system, table etc., will be provided.

Penalties

- (1) If the reports/work delayed the penalty shall be charged. The amount of penalty will be @ 2% per week and maximum of 10% of the fee.
- (2) In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firms personnel, the contract may be terminated and the CA firms may get black listed at the discretion of the Competent Authority of GGSIP University, which shall be communicated to all the Government Department and the Institute of Chartered Accountants for debarring such firms from any assignment of any Government work.

Terms & condition

1. CA firm must have been in existence since 10 years and have an office in Delhi/ NCR based location.
2. CA firm must be empanelled with Comptroller & Auditor General of India (CAG).
3. CA firm shall have atleast 3 FCA partners and 1 partner of the firm shall possess have experience of more than 10 Years in Chartered accountancy practice.
4. Firm and/or Partner(s) shall have minimum 3years' experience of auditing & finalization of the Accounts of any autonomous University of State/ Central Govt. and total 10 Years' experience in serving of Schools, Colleges or other Educational Institutions.
5. Firm should have audited at least 5 educational institutions among them at least 2 should be registered under section 12AA /80G/10(23C)
6. Firm must have conducted audit of educational institution with Fund based accounting.
7. The quarterly report on the Internal Control system should be submitted within 25 days after each quarter.
8. The final report on the accounts of the University must be submitted to the University within a period of 45 days after the close of Financial Year.
9. At least two Articles of Chartered Accountant company must be deputed on a regular basis to take up the complete vouching & audit work. However, quarterly report will be prepared/ finalized under the supervision of deputed Chartered Accountant.

10. One meeting in a month of empanelled Chartered Accountant with Controller of Finance is compulsory to discuss the problematic area and its feasible solution so as to smoothen the accounting system. Besides, Chartered Accountant has to visit the University as and when desired by Controller of Finance.
11. Frequent visit of regular Chartered Accountant is compulsory during the period of preparation of Final Accounts of the University as well as CPF Trust.
12. The initial assignment will be for a period of two years which may further be extended on year to year upto maximum of five years (i.e. 2 plus 3) on the basis of performance.
13. The professional fee will be paid on receipt of bill and on completion of the allocated work. The revision of fee with maximum of 10% increase will be considered only after two years i.e. once in a two year. Hence, fee initially be fixed will remain unchanged for next two years.
14. In case of official visit of Chartered Accountant in University other than the aforesaid purposes, extra honorarium will be paid as per University norms.
15. In case CA has to appear in person, to the Income Tax Department/authorities, extra honorarium will be paid, as per university norms, fixed for the Experts.

Others conditions

- (1) The whole process of tendering can be cancelled without giving any prior note or information by the Competent Authority of GGSIP University
- (2) Any undue influence of any type may disqualify the bidder and the bid will be out rightly rejected.
- (3) CA firm to whom the work is awarded is not allowed to sub contract the work to any other parties (firms) in part or full

Scope of Work

S.No.	Details	Periodicity of work	Extent of Audit of Work
(I)	Finance & Accounts		
1.1	To check all the Cash Books along with vouchers and their recording in the original books of accounts maintained in the Tally Package ERP 9.	Quarterly	100%
1.2	To check all the vouchers and their recording in the original books of accounts maintained in the Tally Package ERP 9.	Quarterly	100%
1.3	To check the correctness of payments released in all respects and sanctions thereto.	Quarterly	100%
1.4	To scrutinize the general ledger pertaining to the Income, Expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted in the Tally ERP 9.	Quarterly	100%
1.5	To scrutinize and check the Bank Reconciliation Statement of all the bank accounts of the University and other entities of the University which are in direct control of the University.	Quarterly	100%
1.6	To check Payroll, Loans and Advances sanctioned to the employees, verification of recoveries and review of outstanding etc.	Quarterly	100%
1.7	To check and scrutinize of the Advances, Imprest and other kind of advance sanctioned to the employees for discharging official duties and its timely settlement as per Govt. rules and review of outstanding advance, if any.	Quarterly	100%
1.8	To periodically verification of the physical cash balances as per the cash book.	Quarterly	100%
1.9	To check and periodically physical verification of the investment instrument made by the University under different heads from the Investment Register maintained in Tally	Quarterly	100%
1.10	To check the correctness of Interest paid by the banks and other agencies on the bank balances, investment and other securities.	Quarterly	100%
1.11	To check all deposits in the University	Quarterly	100%
1.12	To check the reconciliation of all receipts includes fee from students & receivables from institutes etc and point out the discrepancy, if any.	Quarterly and finally yearly report	100%
1.13	To check deduction of TDS, Service Tax, Works Contract Tax and proper timely remittance thereof to the concerned authorities.	Quarterly	100%
1.14	To check the receipt / release of EMD's Security Deposits, Fixed Deposits and Bank Guarantees from vendors/ agencies.	Quarterly	100%
1.15	To check the receipt/ release of Student Security from students.	Quarterly	100%
1.16	To check the security deposited with the various agencies by the University and its timely recovery, if any.	Quarterly	100%

S.No.	Details	Periodicity of work	Extent of Audit of Work
(II)	Administration		
2.1	To check in all respects the quotations, tenders and their opening, listing, comparative statement etc and issue of purchase orders, as per procedures laid down.	Quarterly	Test Check
2.2	To check receipt, issue and stock entry of all consumables items including stationery, printed material etc in accordance with its physical verification report.	Quarterly	100%
2.3	To check the receipt, issue and stock entry of all Non-consumable items including furniture fixtures, computers, machinery etc in accordance with its physical verification report.	Quarterly	100%
2.4	To check the Fixed Assets registers, with a view to ensuring the accuracy of postings and physical verification.	Quarterly	100%
2.5	To check the Annual Maintenance Contracts entered into in respect of equipment, computer etc.	Quarterly	100%
2.6	To check the vehicle maintenance records with a view to economic running of the vehicles.	Quarterly	Test Check
2.7	To check in all respects the applications, agreements, security/ surety bonds/ hypothecation of assets wherever required etc submitted by employees and sanction of House Building, vehicle etc. advances.	Quarterly	100%
2.8	To check the sanctions issued for drawl of allowances/ perquisites, with reference to delegated powers.	Quarterly	100%
2.9	To check drawl of increments, fixation of pay, payment of overtime, allowances, conveyance allowance, Leave Travel Concession, leased accommodation, Children Education Allowance, Medical Reimbursement Claim, etc, with reference to sanction and entitlement.	Quarterly	100%
2.10	To check the stock registers maintained in the different schools and departments.	Quarterly	Test Check
2.11	To check the sanction issue register/ Budget Control Register maintained by different schools and departments.	Quarterly	Test Check
(III)	Final Accounts		
3.1	To assist in preparation, finalization and submission of Final Accounts of University	Yearly	100%
3.2	To assist in preparation, finalization of Final Accounts and submission of CPF Trust	Yearly	100%
3.3	Auditing of Projects sanctioned to faculties	As and when required	100%
3.4	Auditing of various Grants sanctioned to the University	Yearly	100%
3.5	Issue of Utilization of Certificate against Projects and various grants sanctioned to faculties and University	As and when required	100%
3.6	Submission of Internal Audit report	Quarterly	100%

Annexure -II

APPLICATION FOR EMPANELMENT OF INTERNAL AUDITOR

1. Name of the firm :
2. Date of Establishment :
3. Registration No. of firm with ICAI :
(Certificate to be enclosed)
4. Constitution of the firm :
(Individual/ Proprietorship/Partnership)
5. Date of Reconstitution of the firm :
(Copy of latest Constitution Certificate issue by ICAI to be enclosed)
6. Registered Office, if any :

7. Postal Address(Full Address with Pin Code to be given) :
8. No. of full-time Qualified Partners :
9. Staff Strength :
 - a) No. of Chartered Accounts :
 - b) Other Paid assistants :
10. Whether any partner of the firm is ex-banker :
Or the firm has got tie-up with ex-bankers.
If yes, Please furnish details of partner/ tie-up Arrangements
11. Phone Nos.
 - i) Landline(s) :
 - i) Mobile No. (s) :
 - iii) Fax No. :
 - iv) E-Mail ID (s) :
12. Services Tax Registration No. :
13. PAN No. of the Firm :
14. Details of Registration with CAG :
(Certificate to be enclosed)

15. Details of Branch/office of CA firm with address:

Sl. No.	Name of Branch/office	Name of the Branch Head of CA firm	Address	Phone No./Fax No./Mobile No.	E-mail ID

16. Particulars of Partners/Proprietor(Only for full-time Partners):

S.No.	Name	Age	Designation	Qualification	Whether ACA/FCA	Members hip No.	Date of Enrolment with ICAI	Date of Certificate of Practice	Date of joining this firm	Whether DISA/CISA

(Relevant Certificate to be enclosed)

17. Details of Semi-Qualified Assistant

S.No.	Name	Qualification

18. Details of experiences with other

S.No.	Assignments	Name of Bank	Year	Branch/office

19. Bank Details

Bank Name	Branch Name And Address	Account No.	Account Type	IFSC Code

20. Other Corporate/Govt. works handled with details for :
the last 3 years

(Signature of the Tenderer/Bidder alongwith official stamp)

Annexure -III

List of Documents to be attached with the Technical Bid

S. No.	Details	Enclosure no
1.	Demand Draft of EMD of Rs.20,000/- in favour of Registrar, GGSIPU	
2.	A copy of Partnership Deed.	
3.	A copy of letter of ICAI Institute mentioning registration No. and details of partners as upto dated, firm status card copy	
4.	Copy of audited balance sheets and income expenditure statement for the last financial year (f. y 2015-16)	
5.	Copy of Income Tax Returns for the last financial year (F.Y. 2015-16)	
6.	Copy of PAN, TAN, TIN, Service -Tax Returns for the last financial year (F.Y. 2015-16)	
7.	Copy of the Assignment of internal audit of similar institution carried out during last year 3 year	
8.	A detailed profile of the firm (Annexure-II)	
9.	List of the staff with name, qualification & experience	
10.	Certificate that the firm has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi government entities and have not been barred from appointment by any government and/ or semi government entities	

Certified that:

1. All above information are correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

Signature & Seal of the Authorized person

Dated

Note: This is to be submitted in a separate sealed envelope super scribing 'Technical Bid', notice inviting tender No. and name of the bidder. All technical documents as above mentioned are to be put in the same envelope. Financial bid of that company/firm which technically quality, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

Financial Bid

1. Name of the Firm:
2. Address and phone No.:

Rates Quoted for various activities/services

- | | |
|---|-----------|
| 1. Professional fee for Internal Auditor for each quarter | Rs. ----- |
| 2. Professional fee for consolidation & Certification of
Accounts at the end of Financial Year | Rs. ----- |
| Total | Rs. ----- |

Certified that:

1. All above information are correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

Signature & Seal of the Authorized person

Dated: