

UNIVERSITY OF GOUR BANGA

P.O.: Mokdumpur, Dist.: MALDA – 732 103

Advt. No.: 195/UGB/F-16, Dated – October 21, 2016.

Sealed quotation are invited from CP holder C.A/
I.CW.A(I.C.M.A) firm for i) Preparing Asset Register , ii)
Internal Audit, iii) Preparation and finalization of university
accounts of the University of Gour Banga with in 04.11.2016.

Detailed information may be collected from the Office
of the undersigned on office days or may be downloaded from
University website: www.ugb.ac.in

"Tender/Quotation for Engagement of Chartered Accountant/ICWA Firm at UNIVERSITY OF GOUR BANGA" .

The important dates & details of the Tender process are:-

| Sl. No. | Description | Important Information |
|---------|--------------------------------|---|
| 1 | Period of Quotation Submission | 22.10.2016 (Saturday) to 04.11.2016 (FRI DAY) within office hours (10.30 a.m to 5.30 p.m) |
| 2. | Date of Opening of Quotation | Will be notifying later. |

General Conditions and required documents:

1. Name of the CA/ICWA Firm/ Agency -
2. Full Address with contact numbers, website, e-mail etc.
3. Constitution of the Firm/Agency (attach copy)
 - a. Indian Companies Act 1956.
 - b. Indian Partnership Act 1932. (Please give names of partners)
 - c. Any other Act, if not the Owners.
4. If Partnership Firm registered under the Indian Partnership Act, 1932, please state further whether the partnership Agreement/deed has been conferred on the partner who has signed the Tender.
 - I. If No, whether there is any general power of attorney executed by all the partners of the Firm authorizing the partner who has signed the Tender.
 - II. If Yes, please furnish a copy of either partnership Agreement or the general power of attorney, as the case may be. The power of attorney should be admitted on appropriate stamp paper by all the partners and dully attested by a Notary public.
5. Permanent Income Tax Account No of the Firm with circle/ward and Service Tax Registration Certificate (Attested photo copy to be attached).
6. Details of License granted by the concerned Licensing authority (Attested photo copy to be attached) for practice.
7. Any other relevant information.

Part - II

1. Name and address of Firm's representative who would be present at the time of opening of Tenders.
2. Name of the authorized representative of the Tenderer to sign the contract documents. He must be in possession of the valid Power of Attorney.
3. Agency Registration - Registration No. and other details.
4. Certified copies of Income Tax Return for financial years 2014-15, 2015-16.
5. Details of previous experience of services provided by the Tenderer to similar Govt. funded institutions in the last two financial years i.e. 2014-14 to 2015-16. Attach photocopies of letters of award/Agreement of the firms (Atleast one from each financial year) to whom similar services have been provided, along with complete contact details.
6. The Tender must be complete in all aspect and should contain requisite certificate, informative literature etc.
7. Payment for the services will be made only after successful completion of audit, related other work and submission of related reports etc. TDS will be deducted as per rules.
8. The agency shall not sublet the work.

Liquidated damages clause

1. The agency shall be responsible for the 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.
2. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the Institute.
3. The Director IIM Raipur reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the Director IIM Raipur shall be final and binding on the agency/agencies

COVERING LETTER:

To
The Finance Officer
University of Gour Banga
P.O-Mokdumpur
Malda PIN – 732103

Sub: Engagement of CA/ICWA Firm at University of Gour Banga

Dear Sir,

This is with reference to your TENDER notice dated I have examined the TENDER document and understood its contents. I hereby submit my Bid **Engagement of CA/ICWA Firm at University of Gour Banga**

1. The Bid is unconditional for the said Tender.
2. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the Bidders for the above subject Engagement.
3. We certify that all information provided in the Tender and in Annexures is true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
4. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. It is declared that We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State.
8. It is understood that the Institute may cancel the Bidding Process at any time without incurring any liability to the Institute and that you are neither bound to invite the applicants to Bid for the services nor to accept any Bid that you may receive.
9. It is understood that the Institute can use any evaluation scheme/evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
10. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.
11. It is further certified that no investigation by any regulatory agency is pending against us.

In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place:-

Yours faithfully,

Date :.....

(Signature, name and designation of the Tenderer/Authorized Signatory)

Official Seal

DETAILS OF THE CA/ICWA FIRM

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| 1 | Name of the Chartered Accountant Firm | |
| 2 | Name of Proprietor/Partners | |
| 3 | Official Address of the CA /ICWAFirm with complete contact details | |
| 4 | Power of Attorney on agency letter head (To be enclosed with Technical Bid) | |
| 5 | Details of License granted by the concerned Licensing authority | |
| 6 | PAN No. (Enclose a copy of the certificate) | |
| 7 | Service Tax No. (Copy of the Certificate to be enclosed) | |
| 8 | List of similar internal audits carried out by the CA Firm during the last 5 years (at least 5 sample copies of contract/Work Orders (one from each year) executed to be attached) with name and contact number for reference check. | |
| 9 | Details of current contract of similar work (At least 5) with name and contact number for reference check | |
| 10 | Any other information CA Firm wish to give in support of their experience | |

PART - A

Broad terms & conditions of the assignment of internal audit will be as under:

Note: 1. We agree to this – Write Y (for Yes) or N (for No) in the first cell.

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2. We have this competency – Write Y (for Yes) or N (for No) in the second cell.

(A) General:

1.1 Internal audit will be conducted on quarterly basis with quarterly reporting for complete F.Y.....

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1.2 Audit of systems and procedures to assess their effectiveness in the manner of propriety and efficiency-cum performance audit, apart from routine audit of all the transactions/activities/areas of the Institute.

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1.3 All the activities & programmes of the Institute including students' activities and research projects, sponsored/funded projects, consultancies, etc. will be covered in the audit.

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- The manpower of different levels will be deployed on the audit.
- The Firm will present a detailed audit programme to be conducted before commencing the audit of each quarter.

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1.4 Liaison and Filing of various statutory returns/papers regularly on time, including exemption, assessment and other tax related services with concerned departments. Guiding the University on the Circulars issued by the Tax Departments on regular basis and as required.

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1.5 The fees payable for the assignment will be released at the end of the quarter/year on completion of internal audit of all the quarters and for the last quarter after completion of internal audit final balance sheet submission and acceptance by the Institute.

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1.6 Audit Report is to be submitted within 15 days from the completion of internal audit for each quarter, in a sealed envelope in the name of Finance Officer, UGB.

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1.7 Audit personnel and supervisors for efficient conduct of the audit will be deployed, as committed to the Institute. A designated partner of the Firm will be directly responsible for the audit.

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(B) Scope of Audit:

2.1 Routine Financial scrutiny and vouching including extracting and endorsing the Trial Balance up to finalization of accounts including Bank Reconciliation etc.

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2.2 Analytical review of systems and procedures of all important activities/area, conduct audit of the nature of management audit to assess the effectiveness and efficiency in each such area.

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2.3 Certification of accounts of sponsored projects/Consultancies of external agencies and other miscellaneous certification as and when required.

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- 2.4 Conduct of audit of systems and procedure to assess its effectiveness in the manner of efficiency-cum-performance audit.
- 2.5 Physical verification of fixed assets once in a year, including scrutiny and reconciliation of fixed assets register with Financial records, including the assessment of obsolete and unserviceable assets to remove from the Financial records.
- 2.6 Physical verification of inventory on quarterly basis.
- 2.7 Review of various activities of the Institute to conduct propriety audit.
- 2.8 Review of internal control systems and recommendations for additional checks and balances wherever required
- 2.9 Verification of the reconciliation of fees and other revenues with accounts records.
- 2.10 Audit of all expenditures till its relevant booking in the accounts.
- 2.11 Other physical verification as may be required from time to time such as quarterly physical verification of stores, annual verification of library books etc.
- 2.12 Certification of accounts of the University at the end of each financial year.
- 2.13 Assistance in replying statutory audit memos and in getting the observation dropped.
- 2.14 Issuance of certificate as per the requirement of the University during the contract term.

(C) Process of Audit:

- 3.1 Auditor's field personnel will segregate the audit observations and discuss the same with the concerned department/section head for having an in depth understanding of the issues.
- 3.2 The audit observations which did not get settled through discussions with the concerned department/section head will be issued in writing to the concerned department/section head. Replies received from the concerned department/section head will be considered by the audit personnel at a senior level and if he is satisfied, the observations will be dropped and if otherwise the same will be converted into **draft audit paras**.
- 3.3 The **draft audit paras** will be discussed by senior level personnel of the audit Firm with the department/section head as the case may be and after such discussions, if the auditors get satisfied the para will be dropped and if otherwise the para could be considered and incorporated in the **Audit Report**.
- 3.4 The **Audit Report** along with the written replies received from department/section heads will be considered by the Institute Audit Committee. The Committee will request the auditors for an in-depth discussion on each of the issues raised in their report. The Committee may also discuss with the department/section heads for further clarification.
- 3.5 The corrections/review/reorientation of system/procedures, etc. which might emerge at such discussions will be recommended for implementation by the Committee and their implementation will also be monitored by the Committee. However, the auditors will have

the right of not revising the Audit report at this stage

3.6 The Auditor will verify and report on the Department's Compliance with Audit Committee's Observations in a separate chapter of their quarterly Audit report.

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3.7 Specific areas/Points relating to grave deficiencies, if any, which deserve immediate attention of the Finance Officer, will be referred to the Finance Officer by the Audit-Chief through a separate letter before the Audit Report.

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3.8 As per requirements of the Institute the auditors will also be asked to give presentation on findings in the Audit Reports to the Finance, Audit or any other Committee of the Board.

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Part- B

| Sl. No. | Description of work | Rate for full F.Y. | |
|---------|---------------------|-------------------------|----------|
| | | In figures | In words |
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Letter of Consent/Undertaking

We hereby undertake to provide all the required services, as mentioned above, and in the Bid as well as other documents communicated by University, if we are appointed as internal auditors/C.A/ICWA firm/agency. We also agree to continue with our services in the subsequent financial years if University extends our services to subsequent financial years.

Place:

Signature of Tenderer.

Date:

Name

Full Address.....