

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR GUIDING PREPARATION OF TALLY BASED ANNUAL ACCOUNTS AND CONDUCTING INTERNAL AUDIT OF CIT, KOKRAJHAR FOR THE FINANCIAL YEARS 2016-17, 2017-18 AND 2018-19.

Central Institute of Technology, Kokrajhar (Annual grant around Rs. 50.00 crore) invites EOI from chartered/ cost accountant firms registered with the Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India, for guiding preparation of tally based Annual Accounts and conducting internal audit of CIT, Kokrajhar for the Financial Years 2016-17, 2017-18 and 2018-19.

Interested firms which fulfil eligibility criteria may apply by completing the enclosed Annexure (Technical cum Financial bid) and submitting the same to Registrar, CIT, Kokrajhar so as to reach latest on or before 3rd November 2016 up to 03:00 p.m. (IST). The communication/ mailing address is:

**Registrar,
Central Institute of Technology Kokrajhar,
Balagaon, Kokrajhar (BTAD) - 783370, Assam**

Eligibility Criteria:

1. The firm must have 5 (five) years' experience of conducting internal Audit as on 31st March 2016 and minimum 2 (two) years' in Centrally Funded Technical Institutes/ IITs/ NITs located at Assam.

Terms and Conditions:

1. Bid should be submitted strictly as per requirements detailed in 'bid submission' clause Annexure – 1.
2. Main envelop should contain envelop of Technical & Financial Bid (combined) and duly sealed. The envelope must be sealed and super-scribed with 'EOI FOR GUIDING PREPARATION OF TALLY BASED ANNUAL ACCOUNTS AND CONDUCTING INTERNAL AUDIT OF CIT, KOKRAJHAR FOR THE FINANCIAL YEARS 2016-17, 2017-18 AND 2018-19'. The name and address of the applicant Firm must also be mentioned on the envelope.
3. The combined bids will be opened on the same day at 03:15 p.m.
4. Bid received after due date shall not be accepted in any circumstances and shall be returned unopened. No further correspondence on such responses shall be entertained.
5. Respondents, if so desire, may participate in 'Bid Opening' on production of authorization / Identity certificate. Only one person from each firm will be allowed to participate.
6. Bid submitted should be free from correction, over-writing etc.
7. Each page of Bid and EOI should be stamped and signed by the authorized signatory of the firm.
8. Canvassing in any form shall render the submitted Bid liable for rejection.
9. Disregard of any instructions may result in bid being rejected.
10. The firm shall submit internal audit report half yearly for each financial year on 31st October and 30th April and combined report on 15th May of each financial year.
11. The management also reserves the right to withdraw the audit work assigned through EOI with immediate effect.

Important Note: For the purpose this EOI 'Firm' means a Firm of Chartered Accountants and/ or Cost Accountants and includes Limited Liability Partnerships.

For Central Institute of Technology, Kokrajhar

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(Ms. Chaitali Brahma)
Registrar, CIT, Kokrajhar

Format for submission of Expression of Interest

Annexure-1

Technical Bid

Part – I : General Information.

S. No.	Particulars	Details
1	Name of the Firm and address of the Registered Office of the Firm	
2	Date of formation (as per the constitution certificate issued by the Institute of Chartered Accountants of India / Cost Accountants of India)	
3	Full Postal Address of Office/ Branches	
4	Experience in year (appointment letter ,please attach)	
5	Experience of preparation of accounts and audit of IITs /NITs /CFITs (appointment letter, please attach)	
6	Name of the contact person along with mobile numbers and email-id.	
7	Permanent Account Number (PAN) of the Firm	
8	Email address, phone number of the firm of the Head Office	
9	Seal of the Firm	Signature of Authorized Signatory of the Firm

PRICE BID FOR BOTH THE ASSIGNMENT

Guidance on preparation of tally based annual accounts and Internal audit of Annual Accounts of CIT, Kokrajhar for the Financial Years 2016-17, 2017-18 and 2018-19.	Year Wise Fee in Rupees.			All inclusive fees p.a. (in figures and words) @
	2016-17	2017-18	2018-19	

@ All inclusive fees mean fees including TA/ DA and out of pocket expenses but excluding applicable taxes.

(Signature of the Authorized Signatory of the firm with seal)