



EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF
FIRM FOR CONDUCTING INTERNAL AUDIT OF INDIAN
INSTITUTE OF TECHNOLOGY KHARAGPUR FOR THE
FINANCIAL YEAR 2022-23

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Kharagpur- 721 302, Dist: Paschim Medinipur, West Bengal, INDIA



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INVITATION FOR EXPRESSION OF INTEREST (EOI)
FOR CONDUCTING INTERNAL AUDIT OF INDIAN INSTITUTE OF
TECHNOLOGY KHARAGPUR FOR THE FINANCIAL YEAR 2022-23.

Date: 20th September, 2022

EOI Number: No. IIT/ KGP/F&A/IA/2022-23/01

Indian Institute of Technology Kharagpur (IIT Kharagpur) invites Expression of Interest (EOI) from Chartered Accountants/ Cost Accountants Firms for conducting Internal Audit of IIT Kharagpur for the Financial Year 2022-23. Details are available on IIT Kharagpur's website at <http://www.iitkgp.ac.in>. The last date for submission of EOI is **12th October 2022 upto 15:30 hours.**

Place: Kharagpur

Registrar



1. BID-DATA SHEET

EOI Number:	No. IIT/ KGP/F&A/IA/2022-23/01
Date:	20 th September, 2022
Earnest Money Deposit (EMD)	₹50,000 (Rupees fifty thousand only) by way of Demand draft in the name of Registrar, Indian Institute of Technology, Kharagpur , payable at KHARAGPUR should be submitted along with the EOI.
Issue of EOI Forms:	EOI Documents / forms can be Downloaded from the Institute's website at http://www.iitkgp.ac.in
Last Date of Submission of EOI:	12th October, 2022 upto 15:30 hours
Opening of EOI:	12th October, 2022 at around 16.00 hours
Pre-EOI Meeting:	7th October, 2022 at around 15:30 hours
Contact Person:	The Registrar, Indian Institute of Technology, Kharagpur Kharagpur- 721 302, Dist. Paschim Medinipur, West Bengal, INDIA
Contact Address:	Indian Institute of Technology, Kharagpur Kharagpur- 721 302, Dist. Paschim Medinipur, West Bengal, INDIA
Contact Phone Number (s): E-mail Address:	032222-82022/24/82163 registrar@hijli.iitkgp.ac.in
Website:	http://www.iitkgp.ac.in



2. TERMS OF REFERENCE

2.1 BACKGROUND:

The Indian Institute of Technology, Kharagpur (IIT Kharagpur) is set up by the Act of Parliament called “The Indian Institute of Technology Act 1961”.

IIT KHARAGPUR is maintaining its accounts on Accrual Basis following the applicable Indian Accounting Standards/ MoE’s guidelines. The expenditure of the Institute is attributed to two major heads- Recurring and Non-Recurring. Mainly the expenditure related to construction works, purchase of equipment and books etc. are booked under Non-recurring head and expenditure of recurring nature like salary, maintenance etc. are booked under recurring heads. Both Recurring and Non-Recurring expenditure are further subdivided into different sub-heads as per the nature of the expenditure.

The accounts of the Institute are prepared as per the prescribed Format of Accounts of Central Educational Institutions (CEIs).

Most of the payments like salary, reimbursements, scholarships etc. made to the employees/ students of the Institute are done by directly transferring the money to the respective bank accounts. Payments to the vendors and contractors are made by cheque or electronic transfer. Receipts on account of student admission are directly received in banks through “Payment Gateways”. The Accounts are maintained under ERP system developed by the Institute. All records are also kept under ERP system.



2.2 SCOPE OF WORKS

2.2.1 Review of the existing Internal Control System:

- (i) Determine whether the existing system of controls is in harmony with the structure of the Institute. As far as possible keeping the controls within the operating functions acts as a cost effective measure.
- (ii) Review each control and analyze them in terms of costs and benefits.
- (iii) Review the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information;
- (iv) Review the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports, and should determine whether the Institute is in compliance;
- (v) Review the means of safeguarding assets and, as appropriate, verify the existence of such assets. The objective of the Internal Auditor is to ensure that assets are reasonably and adequately protected against loss and that they are properly managed and accounted for. The safeguard of assets should not be restricted to mere pilferage but physical threats like fire, water, electricity, etc.

2.2.2 Review of Works Contracts by following General Financial Rule (GFR) 2017:

- (i) Review of the system for awarding contracts including preparation of estimates, fixation and evaluation of pre-qualification criteria, procedure followed in circulation of NIT, opening of Tender bids and receipt of EMD etc.
- (ii) Review of procedures followed in tender evaluation, preparation of comparative statements.
- (iii) Checking of the documents/statutory registration documents/financials submitted bycontractors.
- (iv) Checking of payments made to contractors as per terms and conditions of the contract, supporting documents, adjustment of advance, TDS. Measurements Books, deduction of LD, final payments, contract closure.
- (v) Review of the system for issuing Project Authority certificates.
- (vi) Checking of accounting made in respect of WIP and capitalization.
- (vii) Checking of internal control systems being followed in project execution in respect of workscontracts.
- (viii) Review of outstanding security deposits/retention moneys/liabilities to be settled, age wiseanalysis of entries outstanding.

2.2.2.1 Extent of checking in respect of Works Contracts:

- (i) Contracts of value above Rs.500 lakh - 100%
- (ii) Contracts between Rs.100 Lakh to 500 Lakh - 50%
- (iii) Contracts below Rs.100 lakhs - 20%



2.2.3 Review of procurement of material/invoices by following General Financial Rule (GFR) 2017:

- (i) Review of the system for Purchase Requirements and procedure followed in issue of NIT and opening of bids, comparative statements and selection of vendors.
- (ii) Life Cycle costing approach followed properly before initiation of procurement of equipment etc.
- (iii) Checking of rate contract, Purchase Orders placed on vendors for procurement of Material/Services etc.
- (iv) Checking of payments made to vendors with reference to Purchase Order terms, other supporting documents, adjustment of advances, deductions for shortage/damage, statutory deductions, L.D. etc.
- (v) Justification and approval from competent authority for variations in the quantity, payment terms, and delivery schedule etc.

2.2.3.1 Extent of checking in respect of Procurement:

- (i) Purchase Orders of value above Rs.25 lakh - 100 %
- (ii) Purchase Orders value between Rs.1 Lakh to 25 Lakhs- 50 %
- (iii) Purchase Orders value below Rs.0.25 Lakhs - 75 %

2.2.4 HR & Personnel:

- (i) Review of leave, LTC Records.
- (ii) Review of Employee master records maintained and updated under ERP system on regular basis.
- (iii) Review of Pensioner master records maintained and updated under ERP system on regular basis.
- (iv) Statutory deductions of EPF, ESI, etc for outsourced Manpower are correctly deposited by the contractor.

2.2.5 Inventory Management:

- (i) Review of stores ledgers maintained, system of receipts and issue under ERP System/ Manual Register.
- (ii) Custody & Physical verification and valuation etc.
- (iii) Inventory management.
- (iv) Disposal of surplus/scrap materials.

2.2.6 Transport:

- (i) Utilization of vehicles/log book maintained
- (ii) Hiring of vehicles, log books
- (iii) Checking of all collection made by transport section and deposit of the same to the Institute Accounts in time.



2.2.7 Finance & Accounts:

- (i) Checking of bank transaction and journal vouchers etc., at least 50% for the period.
- (ii) Review of Account payable and Receivable.
- (iii) Checking of periodical Bank Reconciliation Statements.
- (iv) Checking of classification of expenditure under Object Head wise as per guideline of MoE/ GOI.
- (v) Checking of Expenditure under (EAT) module of PFMS.
- (vi) Ledger scrutiny including sub-ledger, proper adjustments of the various outstanding etc.
- (vii) Deposit of all statutory dues and filing of various reports and returns as per: -
 - (a) Income Tax Act, 1961
 - (b) International Taxation
 - (c) GST - All returns matching with the books of accounts and compliance of statutory provisions applicable under GST.
 - (d) Verification of secured and unsecured advances.
 - (e) Verification and classification of assets created through Higher Education Funding Agency (HEFA) and its record.
 - (f) Review of internal control systems placed / in existence.
 - (g) Reviewing and checking for compliance of the accounting policies, Accounting Standards, Guidelines issued by MoE time to time.
 - (h) Review of the yearly accounts and submit the Review Report on Annual Accounts of the Institute.

2.2.8 Investment:

- (i) Physical Verification of Investment Certificates.
- (ii) To obtain management confirmation and reconcile it with the Banks confirmation in the form of certificates.
- (iii) To Check the Interest Income with the TDS certificates, Interest certificates, etc.
- (iv) To Check the Management Approvals for Investment in FD's like Boards Resolution or the Delegation of Power.

2.2.9 Fixed Assets:

- (i) Check that approval from the competent authority is taken prior to the acquisition of fixed Asset & the same is being recorded properly under ERP system.
- (ii) Check that approval from competent authority is taken before disposal of fixed assets & the same is being recorded properly under ERP system & fixed asset register.
- (iii) Comment upon proper maintenance of records & internal control thereon
- (iv) Comment upon system & its adequacy of physical verification of assets and ensure its necessary financial treatment at the year end.



2.2.10 Estate Management:

- (i) To check the collection of license fees in compliance with the Rules and Regulation of the Institute.
- (ii) All records relevant to the Estate are correctly recorded and updated at a regular intervals.
- (iii) To check the unauthorized occupancy and action initiated by the Management as per rule.

2.2.11 General Provident Fund (GPF), Contributory Provident Fund (CPF) & NPS:

- (i) Check the bank balance of the GPF, CPF and NPS.
- (ii) Match both balances and prepare reconciliation, if necessary and locate the reasons for differences.
- (iii) Obtain monthly contribution sheet of each members and check it thoroughly:
 - (a) Make sure every member's contribution is rightly posted in his accounts.
 - (b) Check for similar names and compare their contributions.
 - (c) Reconcile pay roll with the contribution sheets.
- (iv) Verify the permanent withdrawal and full and final settlement.
- (v) Payables and expenses of GPF and CPF.
- (vi) Investments of the GPF and CPF Fund.

2.2.12 Checking of outsourced service due diligence at IIT Kharagpur:

Auditor should ascertain the level of due diligence of outsourced service done on back ground checks of the person provided or handling the various jobs of the Institute apart from other parameters of due diligence.

2.2.13 Compliance of Statutory Liabilities:

- (i) Review of the different statutory registers & records are maintained as per GFR 2017.
- (ii) Review & reporting about the Compliances of the decision made in Board meeting & Finance Committee meeting, etc.

2.2.14 Other Matters:

- (i) Implementation of the decisions of Board of Governors, Finance Committee and Institute's policies and procedure.
- (ii) Review of contingent liabilities.
- (iii) Examination of legal (Court) cases, their follow up/update status and proper accounting.
- (iv) Examination of claims against Institute and their follow up/update status and proper accounting.

2.3 DURATION OF CONTRACT:

The firm will be required to provide the desired services initially for a period of One year i.e. for the FY 2022-23 which can be renewed for another two years , subject to satisfactory performance. Notwithstanding anything contained herein



above, the Institute reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory at any time during the period.

2.4 SUPPORT AND INPUTS TO THE FIRM:

The Institute shall provide adequate office space to the firm to perform its services. In terms of hardware the Institute will provide computers and printers to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the scope of work.

2.5 MINIMUM ELIGIBILITY CRITERIA:

- (i) The Consultant (Audit firm) shall be independent of the entity to be audited.
- (ii) (a) No partner of the audit firm or any qualified employee of the firm is related to any officer of the Institute. Relative would mean husband, wife, brother or sister or any lineal ascendant or descendant.
(b) Neither the firm nor its partners or Associates have any interest in the business of IIT Kharagpur.
(c) From the time of appointment and for the one year after (to be counted from the date of issue Internal Audit Report) the Firm ceases to be Internal Auditor, no other assignment of any kind to the IIT Kharagpur will be accepted, either by the firm or by its partners or relatives of partner of the firm or by its associates without permission of IIT Kharagpur.
(d) The audit will not be done by a person who was either an employee in the IIT Kharagpur or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.
- (iii) The Consultant (Audit firm) is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. A declaration is to be submitted with EOI by the firm.
- (iv) Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she -
 - (a) has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India; or
 - (b) is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.
- (v) The Consultant (Audit firm) has experience in Internal Audit of at least 3 (three) PSU/ Govt. Organizations during last five (5) years.
- (vi) Either the head office or a branch office of the Consultant (Audit firm) is located in the state of West Bengal.
- (vii) In support of meeting the Minimum Eligibility Criteria, the Consultant (Audit firm) submits documentation as specified in the following table.



A self-attested copy of the latest firm constitution certificate issued by the ICAI / ICWAI. The latest certificate regarding constitution of firm issued by the ICAI / ICWAI is for the Financial Year 2022-23. If, certificate for Financial Year 2022-23 is not received by the Firm they may attach the copy of the Constitution Certificate for the Financial Year 2021-22 and a copy of the acknowledgement for application of the Constitution Certificate to ICAI / ICWAI for Financial Year 2022-23.

A Declaration signed by an authorized partner of the audit firm verifying that the applicant is independent of the entity to be audited in terms of the parameters given in criterion.

A certificate from the audit firm to the effect that the firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force.

A certificate from the firm to the effect that no partner of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India or The Institute of Cost Accountant of India is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.

2.6 PAYMENT TERMS:

The payment shall be made against the services provided by firm as per the scope of works, subject to the following terms and conditions:

- (i) The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly final audit report to the Institute and acceptance of the same by the Institute.
- (ii) Any increase in tax rates during the contract period will be borne by the Institute.
- (iii) TDS under Income tax/GST will be deducted at applicable rates.
- (iv) The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

2.7 PERFORMANCE SECURITY:

The successful bidder will be required to deposit 10% of the bid amount towards Performance Security in the form of Demand Draft in the name of Registrar, Indian Institute of Technology, Kharagpur, payable at KHARAGPUR with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.



2.8 ACCEPTANCE OF EOI & WITHDRAWALS:

The right of final acceptance of the EOI is entirely vested with the Director, IIT, Kharagpur who reserves the right to accept or reject, any of the EOI in full or in parts without assigning any reason whatsoever. There is no obligation on the part of IIT Kharagpur to communicate with rejected bidders. After acceptance of the EOI, the bidder shall have no right to withdraw his EOI. The EOI acceptance authority may also reject all the EOIs for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.



3. SUBMISSION AND EVALUATION OF THE EOI & OTHERS

3.1 SUBMISSION OF EOI:

The interested firms meeting the Minimum eligibility criteria are required to submit their EOI in sealed envelopes. The EOI should contain the following documents:

- I. Minimum Qualification along with all prescribed formats duly filled in and all supporting documents along with Earnest Money Deposit (EMD) of ₹50,000 (Rupees fifty thousand only) in the form of Demand Draft as mentioned in point 3.2 should be kept in a separate envelope be superscripting “EOI”
- II. All the pages of the EOI document including all FORMATS and copy of certificates/documents should be signed by the authorized person of the Firm along with seal of the firm.
- III. The envelope should be superscripted:

“EOI FOR SELECTION OF FIRM FOR CONDUCTING INTERNAL AUDIT OF IIT KHARAGPUR FOR THE FINANCIAL YEAR 2022-23”

Submitted by: (Name, Address, E-mail and Telephone Number of the Firm)

Submitted To: **The Registrar
Indian Institute of Technology, Kharagpur
Kharagpur- 721 302, Dist. Paschim Medinipur, West
Bengal, INDIA**

The Applicant can submit the EOI by registered post / courier/Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the EOI for any reason will be entertained. Any EOI received by the Institute after the deadline shall not be accepted.

3.2 EARNEST MONEY DEPOSIT (EMD):

Earnest Money Deposit of ₹50,000 (Rupees fifty thousand only) by way of Demand draft in the name of Registrar, Indian Institute of Technology, Kharagpur, payable at KHARAGPUR should be submitted along with the EOI. The EMD amount will be returned to unsuccessful firms after finalization of the EOI. In respect of the successful firm the EMD will be returned after acceptance of the offer letter along with the performance security. No interest will be paid on the Earnest Money Deposit.



3.3 PRE-EOI MEETING:

A pre-bid conference will be held at 15:30 hours on 7th October, 2022 in the Committee Room of the Institute. All eligible applicants are encouraged to attend the pre-EOI meeting. The corrigendum, if any based on Pre-EOI meeting will only be available in the website of the Institute.

3.4 LAST DATE OF SUBMISSION OF EOI:

The Last date of submission of the EOI is 12th October, 2022 upto 15.30 hours.

3.5 DATE OF OPENING OF EOI:

The EOI will be opened for technical evaluation on 12th October, 2022 at 16:00 hours in the Committee Room of the Institute. The authorized representatives must carry authorization letter to attend the bid opening.

3.6 SHORT LISTING CRITERIA:

- (i) Long standing of the Consultant (Audit firm) - more than 5 years of existence. Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI/ ICWA.
- (ii) Turnover of the Consultant (Audit firm) for the last three financial years from audit and assurance services has to be ₹100 lakhs and above self-certified, the audit firm will provide the total turnover and the specified turnover. "Specified Turnover" would mean the professional fee earned excluding GST etc. and travelling, if billed separately.
- (iii) Experience of handling Internal Audit of at least 3 (three) PSU/ Govt. Organizations during last five (5) years.
- (iv) List of Partners with date of qualification and number of years of Post Qualification Experience (PQE) with the firm supported by the latest firm constitution certificate issued by ICAI/ ICWAI. Firm is allowed to submit a list of partners of the firm with relevant details as mentioned above with signature of the authorized partner.
- (v) Experience and Association of Qualified full time staff (being CAs or Cost Accountants).
- (vi) List of full time staff with date of qualification and number of years of PQE with firm supported by the latest firm constitution certificate issued by ICAI/ ICWAI. Documentation showing the qualifications and experience of staff other than CAs/ Costs. Firm is allowed to submit a list of partners of the firm with relevant details as mentioned above with signature of the authorized partner.
- (vii) Locational Presence of the Consultant (Audit firm) in the state of West Bengal.
- (viii) Latest firm constitution certificate issued by ICAI/ICWAI. Date of establishment of the branch and name of Partner/CA/CMA qualified employee in charge of the firm.



3.7 EVALUATION CRITERIA FOR OBTAINING FINANCIAL BIDS:

- (i) Firms, which meet the minimum eligibility criteria, would be taken up for detailed evaluation. Each firm meeting the minimum eligibility criteria would be evaluated and given score out of 100 marks.
- (ii) The Method of Technical evaluation is exhibited in page 16.
- (iii) Firm having technical score at least 70 marks out of 100 marks will be taken into consideration for next round which will be a presentation not more than 15 minutes on their company, expertise, experience, and Road map of Internal Audit based on scope of work and will be evaluated by the committee
- (iv) IIT Kharagpur shall obtain financial bid only from the shortlisted bidder/s after the evaluation of technical criteria and presentation.
- (v) Conditional EOIs other than the conditions mentioned in the EOI document will be liable for rejection.

3.8 EVALUATION OF FINANCIAL PROPOSAL:

Shortlisted firm quoting lowest price will be declared as successful. However quoting of lowest price does not entitle the firm for award of contract.

3.9 OTHER GENERAL TERMS AND CONDITIONS:

- (i) EOIs received after the schedule date and time shall not be considered.
- (ii) The firm submitting EOI is required to sign all pages of the EOI Document.
- (iii) After selection of the firms as per the procedures as above, they will be intimated to their registered address to accept the audit as per the scope of the work and the date of commencement and completion of work in writing through registered letters. Within seven days of receiving the offer letter they have to submit the acceptance letter to the Registrar, Indian Institute of Technology Kharagpur, Kharagpur-721302, West Bengal, India. Failing which their offer letter shall treated as cancelled and no further communication in this regard will be entertained. The next best firm will be given the fresh offer letter.
- (iv) After taking up the audit assignments they have to stick to the dead line stated in the offer letter to complete the audit. Failing to complete the audit assignments within the due date the authority reserves the right to cancel the assignment.
- (v) If progress/ performance of the audit team is not satisfactory, the management reserves the right to terminate the appointment of the Firm with 7 days prior notice.



- (vi) The Management reserves the right to seek any information/ clarifications related to engagement at any time during the process of audit as per the requirement.
- (vii) The Audit Firm is not permitted to sub-contract the work to any other firm.
- (viii) They should keep themselves away from illegal & dishonest practices.
- (ix) The Internal Auditor shall have an obligation to work objectively and diligently while performing duties.
- (x) The Audit Report should be in conformity with the "Scope of Work" as indicated in Annexure and Auditor may add more meaningful inputs depending on the findings in the course of Audit.
- (xi) **Settlement of Disputes:**
It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of IIT, Kharagpur. The Bidder shall make request in writing to the Director for settlement of any dispute within 30(thirty) days of arising of the cause of dispute failing which no disputes/claims shall be entertained by IIT, Kharagpur. The decision of the Director, IIT Kharagpur will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law in Kolkata jurisdiction.
- (xii) **Jurisdiction:**
The Court of Kolkata in the State of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract
- (xiii) **Disclaimer:**
IIT Kharagpur reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reason.



4. TECHNICAL EVALUATION CRITERIA

Sl. No.	Particulars	Total Marks	Allocation of Marks
1	Firm's Experience		
a)	Firm's Existence in years a	10	
	5 Years -10 years		2
	> 10 Years -15 years		5
	> 15 Years		10
b)	Average Annual Income of the Firm (in the last 3 financial years) ending on 31st March 2022	20	
	Rs.100 Lakhs to Rs.300 Lakhs		5
	> Rs.300 Lakhs and upto Rs.600 Lakhs		10
	Above Rs.600 Lakhs		20
c)	Experience of handling Internal Audit of at least 3 PSU/ Govt. Organizations during last five (5) years	30	
	Upto 3 Organizations		10
	> 3-5 Organizations		20
	> 5 Organizations		30
d)	Experience of handling similar work in Central funded Educational Institutes/ Other Educational Institutions/ Universities during last five (5) years	15	
	Experience Central funded Institutes		15
	Experience in other Govt. Educational Institutions		10
	Sub Total (01)		75
2.	Key Experts and Manpower		
a)	Number of Partners' in the firm (at least three)	10	
	3- 5 Partners		5
	> 5 Partners		10
b)	Number of Full Time Qualified/Semi Qualified staff on the roll of the Establishment	15	
	Upto 5 Staff (Out of which at least 1 CA/CMA passed)		3
	>5-10 Staff (Out of which at least 2 CA/CMA passed)		7
	>10 Staff (Out of which at least 3 CA/CMA passed)		15
	Sub Total (02)	25	
3.	Total Marks of Technical Evaluation (1+2)	100	



FORMAT - A

Sl. No.	Criterion	Firm's Strength & Capacity	
1.	The firm should be based at West Bengal <i>(Submit supporting document regarding address)</i>	Name of the Firm	
		Address of the Firm	
		Address of Branch at Kolkata	
		Name and address of the Authorized Official	
		Telephone No.	
		Mobile :	
		E-mail :	
2.	The Chartered Accountants/ Cost Accountants firm should have at least three partners;	Provide certificates from the ICAI / ICWAI of India	



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3.	The Chartered Accountants/ Cost Accountants firm should be registered with the Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India. Firms must have Income Tax Permanent Account Number (PAN) and GST Registration (Provide all registration certificates)	If registered then mention Registration Number		
		PAN of the firm		
		GST Registration No.		
4.	The firm should be in operation for at least 5 years after its Registration	Year of Registration/ Starting of operation		
		Nos. of years in operation		
5.	Average Annual Income of the firm for the last 3 (three) years ending on 31 st March, 2022 must be equal to or greater than Rs.100 Lakhs. [Provide copies of the Audited Financial Statements for all the 3 Years (Three) years upto 31st March, 2022 along with a Certified in A-5 Format as per annexure]	Average Annual Income (i.e. Average Gross Professional Fees received/earned) of the CA / Cost Firm in last 3 (three) years ending on 31 st March, 2022)	FY: 2019-20	
			FY: 2020-21	
			FY: 2021-22	



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6.	<i>Experience of handling Internal Audit of at least 3 PSU/ Govt. Organizations during last five (5) years</i>	Nos. (in words): Nos. (in figure):
7.	<i>Experience of handling similar work in Central funded Educational Institutes/Other Govt. Educational Institutions/ Universities during last five (5) years</i>	Nos. (in words): Nos. (in figure):
8.	Nos. of Payroll staff (Full Time)/Articleship incumbent/ Apprentices (if any)	No. of Payroll staff (Full Time) :
		Nos. of Qualified Staff :
		Nos. of Semi Qualified Staff :
		Nos. of Article-ship incumbent :

Date:

Place:

Signature of Authorized Signatories of the
Firm with Seal

Note: Copy of proof of various empanelment and proof of allocation of Audit assignments of the banks mentioned above must be attached with the application.



DECLARATION

1. We confirm that the information furnished herein are correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, IIT Kharagpur is free to initiate any appropriate action against us.
2. We further declare that there have been no adverse comments/ qualification on our performance from the Management/Audit Committee.

Date:

Place:

Signature of Authorized Signatories of the
Firm with Seal



FORMAT - B

Relevant information about the partners:

Sl. No.	Name of Partner	Length of Association with Firm in years	ACA/ACMA Year and No.	FCA/FCMA Year and No.	Relevant Experience	Remarks

Any other relevant information about the partners:

Date:

Place:

Signature of Authorized Signatories of the Firm with Seal



FORMAT - C

Details of Qualified Staff (Chartered Accountants/Cost Accountants)

(Please provide a self-attested copy of Certified of ICAI / ICWAI for each qualified staff)

Sl. No.	Name of Staff	Length of Association with Firm (in years)	Educational Qualification	Area of Key Expertise	Membership No.	Relevant Experience

Date:

Place:

Signature of Authorized Signatories of
the Firm with Seal



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR- 721302, INDIA

FORMAT - D

Details of Semi - Qualified Staff (Including Article, Clerks etc.)

Sl. No.	Name of Staff	Length of Association with the Firm (in years)	Education Qualification	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staff:						
1						
2						
3						
Article Clerks:						
1						
2						
3						
Others:						
1						
2						
3						

Date:

Place:

Signature of Authorized Signatories of
the Firm with Seal



FORMAT - E

Experience of Internal Audit

Sl. No.	Name of the Organization	Type / Nature of Assignment	Duration of Assignment	Proof of the Letter of work or assignment awarded by the Organization

Date:

Place:

Signature of Authorized Signatories of
the Firm with Seal



FORMAT - F

Details of Firm's Professional Income [Gross Professional Fees earned]

Particular	Financial Year 2019-2020	Financial Year 2020-2021	Financial Year 2021-2022	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 the all 3 (three) years

Date:

Place:

Signature of Authorized Signatories of
the Firm with Seal



FORMAT - G

Declaration of Confidentiality

Subject to conditions contained in this EOI, Firm shall take all necessary steps to safeguard the privacy and confidentiality of any information about IIT Kharagpur during the audit and shall use its best endeavors to secure that:

- a) No person acting on behalf of Firm divulges or uses any such information except as may be necessary in the course of providing services to IIT Kharagpur ;
- b) No person seeks such information other than that is necessary for the purpose of internal audit works as specified in the EOI; and
- c) The Firm shall bind its employees to terms of confidentiality clause and shall take all action reasonably necessary to secure the confidentiality of such information against theft, loss or unauthorized disclosure.

This clause shall survive till the termination or expiry of the assignment as Internal Auditor of IIT Kharagpur.

Date:

Place:

Signature of Authorized Signatories of
the Firm with Seal



FORMAT - H

Undertaking

I certify that the information provided in the above Expression of Interest forms is true to the best of my knowledge. I also understand that any misleading or wrong information will disqualified this application straightaway.

Date:

Place:

Signature of Authorized Signatories of
the Firm with Seal