



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

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Engagement of Chartered Accountant firm for Internal Audit and other related works of the National Institute of Technology Delhi

National Institute of Technology, Delhi invites applications for engagement of Chartered Accountants firm for the following matters for the period of one year, subject to further extension on year-to-year basis (up to three years) based on the satisfactory report on the discretion of the competent authority:

- a) Checking of all Vouchers and related documents to ensure proper procedure has been followed as prescribed.
- b) Check whether all Rules & Regulations are being followed w.r.t. GFR 2017, Office Memorandum, Office Circulars, Notifications issued in this regards from time to time
- c) Check whether all the requisite registers and records are being maintained in proper format as prescribed from time to time and proper entries are being done in the registers and other records maintained in physical/electronic mode.
- d) Whether all the necessary compliances related to GST/TDS/Income Tax or such other compliances are being followed in timely manner and to highlight immediately for major observations (if any).
- e) Verification of the Works Accounts
- f) Verification of the Laboratory records
- g) Verification of Library Records
- h) Verification of Financial Records
- i) Verification of Purchase Procedures/Records
- j) Verification of records of Stores/Establishment/Asset Management
- k) Physical verification of stock held by store on 31st of March of each year.
- l) Any other matter that comes to observation of Institute which requires to be taken care in Internal Audit will be communicated to the Firm and firm has to ensure to comply the same.
- m) To submit comprehensive report on quarterly basis in hard copy on letter head of firm and also one soft copy in which firm has to report about all the activities carried out by firm in the complete year, major challenges/issues observed and improvements done and suggestions for future scope of improvements.

ELIGIBILITY CRITERIA FOR ENGAGEMENT

- (i) The Chartered Accountant firm should have a minimum of **5 years** of experience in preparing annual accounts & audit of government educational institutes/ PSUs /autonomous bodies and likewise organizations etc.
- (ii) The Chartered Accountant firm should be empanelled with CAG for FY 2021-22
- (iii) The firm should have its Head Office/Camp Office/Site Office in Delhi NCR.

DESIRABLE CRITERIA

- i) Partner of Chartered Accountant firm should have an association of **3 years** or more with the firm and another partner of the firm should have association of at least **3 years** or more with the firm.
- ii) The minimum number of professional staff (excluding typists, stenographers, computer operators, and sub-ordinate staff etc.) consisting of audit and articulated clerks with the knowledge in book- keeping, bank reconciliation and accountancy and are engaged in outdoor audit should be **minimum 3** having experience of government educational institutes/ PSUs /autonomous bodies and likewise organizations etc.

Kindly arrange to send your detailed profile along with consolidated annual professional fee in the following format for all the above mentioned services. The terms and conditions for engagement of CA firms are as per Annexure-I. The detailed profile should be sent to NIT, Delhi by speed post **within 30 days from the date of NIQ Published on Institute Website (by 05:00 PM)** with the envelope marked as :

“Application for Engagement of Chartered Accountant Firm for Inter Audit & related Works”.

ANNEXURE – I
BRIEF PROFILE OF CA FIRM

- 01- Name of the Firm: _____
- 02- Address: _____
- 03- i. Contact Numbers of Firm: _____
ii. Contact number of Authorized Person: _____
- 04- Type of Constitution (Proprietor / Partnership): _____
- 05- Details of partners of the firm with their membership Number and the date of association with the firm as employee / partner: _____
- 06- Year of Establishment of the firm: _____
- 07- Firm Registration Number of ICAI: _____
(Copy to be enclosed)
- 08- Details of Registration with CAG Office: _____
(Copy to be enclosed)
- 09- Categorization by ICAI, if any: _____
- 10- Income Tax PAN Number of the firm: _____
(Copy to be enclosed)
- 11- GST Registration Number of the firm: _____
(Copy to be enclosed)
- 12- Gross receipts in last 3 financial years: _____
(copy of last three ITRs to be enclosed)
- 13- Details of staff employed : _____
(Specify the number of article clerks and other office staff with designation separately)
- 14- Details of Branches, if any, contact No. of branch, Name of the person in-charge of the Branch: _____
- 15- Details of professional experience in government educational institutes/ PSUs /autonomous bodies and likewise organizations etc.: _____
(Copy to be enclosed)
- 16- Any other information about the firm / partners / employees: _____
- 17- Quotation Consolidated Professional Fee (in ₹). including of GST: (To be submitted in sealed envelope in financial bid)

General Terms and Conditions for Engagement of Chartered Accountants firm for internal audit and other related works of the National Institute of Technology, Delhi

- (i) The firm should intimate their acceptance of the works assigned to them, within a week of receipt of the appointment letter from the Institute.
- (ii) **The firm has to give declaration that no partner/Chartered Accountant employee of the firm has been held guilty of professional misconduct by the Institute of Chartered Accountants of India**
- (iii) The firm has to give a declaration / undertaking that the team shall consist of two or more persons – of which one should necessarily be a partner of the firm. The assigned work would not be done by a person who is neither a partner nor an employee of the CA firm to which the work has been allotted.
- (iv) The Manpower of the firm should consist of minimum Three (03) persons, which includes One (01) Chartered Accountant for minimum 6 hours in a month and Two (02) Semi-Qualified Staff at the clerical level for minimum 12 hours each in a month. The no. of manpower / hours may vary depend upon the requirement or as per the work load.
- (v) The firm, which fulfills the eligibility criteria, would be short-listed. The decision of Institute regarding the selection, constitution and size of the panel would be final.
- (vi) The firm would be required to share the details of the Point of Contact / Nodal Officer with the Institute for timely intimation and scheduling of all the necessary activities to be completed.
- (vii) In case of any change in the constitution of the firm on account of merger, de-merger or for any other reason the same would be brought to the notice of the Institute immediately.
- (viii) In case of violation of any of the above conditions and for any other reason deemed appropriate by the Institute, the engagement of the firm would be liable to be terminated with immediate effect by the Institute and the decision of the Institute in this regard would be final.
- (ix) After the completion of the work the firm would be required to submit the reports in Hard (two copies) and soft form (Compact disc)
- (x) The Report not submitted in accordance with the terms and conditions shall not be accepted by the Institute.
- (xi) The working of the firm should be in accordance with the provisions of the Govt. only.
- (xii) The firm would be required to adhere to all the statutory requirements while providing the above services to the Institute.
- (xiii) The final report on the accounts of the Institute must be submitted within a period of 45 days after the close of Financial Year.
- (xiv) All audit objections raised by CAG audit has to be attended and replied by the CA firm.
- (xv) All statutory dues/payments to their staff/individuals, who are deputed in the Institute, have to be made by the firm.
- (xvi) The work awarded would not be allowed to be sub contracted by the firm to any

other party in part or full.

- (xvii) One meeting in a quarter of the finalized CA firm with the Accounts Department is compulsory to discuss the problematic areas and its feasible solution so as to smoothen the accounting system. Besides, Chartered Accountant would be required to visit the Institute as and when required.
- (xviii) Fees charged by the Firm shall be including all charges i.e. GST / TA / DA etc.
- (xix) If the reports/work delayed by the firm, penalty at the rate of 2% per week up to maximum of 10 % of the fee shall be applicable.
- (xx) 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 firm may get blacklisted at the discretion of the Competent Authority of NIT Delhi, 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.
- (xxi) All the disputes between the CA firm and NIT Delhi shall be resolved by the Committee formed by Competent Authority of the Institute. CA Firm if dissatisfied with the decision of the Committee may approach the Competent Authority of the Institute.
- (xxii) All the disputes will be subject to the territorial jurisdiction of Rohini District Court Delhi.
- (xxiii) Performance Security may be furnished in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a Commercial bank in India for an amount equal to 10% of the total cost of Service.