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**TENDER DOCUMENT FOR INTERNAL AUDITOR AT**  
**NATIONAL INSTITUTE OF DESIGN, ASSAM**

**TENDER NO. NIDJ/2021-22/Internal Auditor/2116 dated 11.08.2021**

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**Tender Notice No.  
NIDJ/2021-22/ Internal Auditor/2116**



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**TENDER FOR INTERNAL AUDITOR AT NATIONAL INSTITUTE OF DESIGN ASSAM CAMPUS AT  
TOCKLAI, RAJABARI, JORHAT-785014**

**NOTICE NO. NIDJ/2021-22/Internal Auditor/2116 Dated 11.08.2021**

Name of the tenderer : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No : \_\_\_\_\_

Last date for submission : 01.09.2021 till 01.00 PM

Date of opening : 01.09.2021

Time of opening : 03.00 PM

**1) BID-DATA SHEET**

<b>Issue of Tender Forms</b>	Tender Documents may to be Downloaded from Institute's website <a href="http://www.nidj.ac.in">www.nidj.ac.in</a> From 11.08.2021
<b>Last Date of Submission of Tender</b>	01.09.2021 upto 13.00 hrs.
<b>Opening of Tender</b>	01.09.2021 upto 15.00 hrs
<b>Contact Person</b>	Sr. Accounts Officer Finance & Accounts Section NID Assam, Jorhat
<b>Contact Address</b>	Finance & Accounts Section, National Institute of Design, Assam Vill: Rajabari, P.O. : Toklai, Jorhat -785014 : Assam
<b>Contact Phone Number (s)</b>	+91-0376-231108/231105
<b>E-mail Address</b>	<a href="mailto:cfa@nidj.ac.in">cfa@nidj.ac.in</a>
<b>Website</b>	<a href="http://www.nidj.ac.in">www.nidj.ac.in</a>

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## **2) TERMS OF REFERENCE**

### **2.1 Background**

The National Institute of Design (NID), Assam is an autonomous Institution of National Importance under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India established at Jorhat through the NID (Amendment) Act, 2019 passed by the Parliament of India. It is an Institution established to provide Design Education and has the mandate to award the Bachelor's degree in Design (B.Des.). The Institute commenced its academic session in 2019-20 from its own campus situated at Vill : Tocklai, P.O. : Rajabari, Dist : Jorhat – 785014 : Assam : India.

NID, Assam is maintaining its accounts on Accrual Basis following the applicable Indian Accounting Standard. The expenditure of the Institute is attributed to two major heads - Capital and Revenue. Mainly the expenditure related to construction works, purchase of equipment, furniture and books & Journals etc. are booked under Capital head and expenditure of recurring nature like salary, maintenance etc. are booked under Revenue heads. The Revenue expenditure are further subdivided into different heads/sub-heads as per the nature of the expenditure. All receipt/payment/settlement related data (On an average about 150 vouchers entry per month at present) are entered into the tally software (Tally ERP.9) / PFMS, which is being used for keeping records.

Most of the payments like salary, reimbursements, scholarships etc. made to the employees/ students of the Institute are made by directly transferring the money to respective bank accounts. Payments to vendors and contractors are made by electronic transfer. Receipts on account of student admission are directly received in banks.

The accounts of the Institute are prepared as per the prescribed format given by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India which will be made available to the selected firm.

### **2.2 Data entry procedure in the Accounts section**

Presently Tally ERP.9 software is in use in the Finance & Accounts section. Expenditure heads both under Capital and Non-Plan heads are distinctly classified. These heads are further subdivided according to the departments / sections. Individual ledgers as per the expenditure heads are maintained in the computer system.

During process of payments, every payment voucher with corresponding Journal vouchers if any, are entered into the computer database by the staff concerned. The tally

software / PFMS automatically gives the fund position at the end of the day. Cash book and Bank book are maintained as per the software format.

### 2.3 Scope of work

Sl.	Scope Area	Detailed Scope
1.	Revenue (Academic, Research sponsorship, Contributions and Grants.	<ul style="list-style-type: none"> <li>• Fees charging and collection, issue of fees receipt and deposition in bank</li> <li>• Control over revenue accounting, deferment and its accuracy Review of Grants and Contribution receipt and utilization</li> <li>• Fees waivers and deferrals</li> <li>• Review of income from research sponsorships (if any)</li> <li>• Review of interest and other income (if any)</li> <li>• Follow up for pending fees and late payment charges thereof</li> </ul>
2.	Procurement and Inventory	<ul style="list-style-type: none"> <li>• Procurement planning and savings</li> <li>• Authority Matrix Vendor selection and appraisal process</li> <li>• Vendor Master management</li> <li>• PO regularization</li> <li>• Receipt management of stock assets</li> <li>• Physical verification of stock</li> <li>• Review of process for control over assets and stock by the administration.</li> </ul>
3.	Statutory Compliances	<ul style="list-style-type: none"> <li>• Review of computation of dues and filling of returns and remittance for statutory dues such as:</li> <li>• GST</li> <li>• Income Tax</li> <li>• Professional tax</li> <li>• Contract Labour Laws</li> <li>• Any other applicable laws</li> </ul>
4.	Finance and Accounts	<ul style="list-style-type: none"> <li>• Review of Accounts payable and receivable</li> <li>• Cash and bank management</li> <li>• Book closure procedures Review of Capital Expenditure</li> <li>• Expense scrutiny</li> <li>• Verification of all accounting entries of the Financial Year 2021-22</li> </ul>

5.	Payroll	<ul style="list-style-type: none"> <li>• Employees Payroll, disbursement and deductions and ensure they are authorized by competent authority Review of policies and guidelines</li> <li>• Review of Loans, Travel advances and Full &amp; Final settlement</li> <li>• Roles &amp; Responsibility matrix</li> </ul>
6.	Operational Activities	<ul style="list-style-type: none"> <li>• Repairs and Maintenance expenses</li> <li>• Facility administration: Canteen, Library and Guest house Hostel facility management Housekeeping Safety and security process and controls</li> <li>• Outsourcing Contracts</li> </ul>
7.	IT Controls	<ul style="list-style-type: none"> <li>• Review of Information Technology general controls</li> <li>• Logical access procedures</li> <li>• Antivirus and Backups. Asset Management</li> </ul>

Firm shall ensure below mentioned points in terms of above review areas:

- i. Identify internal control deficiencies of above activities and provide recommendation for improving these operations.
  - ii. Report risk management issue and provide recommendation
  - iii. Suggestion of improvement of the existing system of accounting/internal control and management information system from time to time.
  - iv. Review of compliance on the previous Internal Audit observations.
1. Assist the Institute in preparation of Final Accounts
  2. Identify internal control deficiencies of operational activities of the Institute like Outsourcing Service and Maintenance Contracts, Hostel Affairs, etc. and provide recommendation for improving these operations.
  3. Report risk management issue and provide recommendation
  4. Suggestion of improvement of the existing system of accounting/internal control and management information system from time to time.
  5. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract with NID Assam.
  6. Review of all statutory obligation compliances such as GST, Income Tax, NPS etc.
  7. Review compliance of Labour Laws, wherever applicable
  8. Evaluation and assess the procurement files
  9. Evaluation and assess the works contract files
  10. Attending Audit queries raised by the C&AG, Statutory Auditor of the Institute

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#### **2.4 Time Period**

The Chartered / Cost Accountant firm will be required to provide the desired services initially for a period of One year i.e. FY 2021–22 which can be renewed for another year at the same terms and conditions based on satisfactory performance for a maximum period of two years.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered / Cost Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

#### **2.5 Schedule of Audit**

Internal Audit is to be conducted on a quarterly basis. Prior to commencement of Audit for any quarter, a detailed audit programme must be prepared in consultation with the Management. The observation of audit shall be discussed with concerned officials of the Institute before issuance of draft report. A draft quarterly report of the Internal Audit shall be submitted to the management for discussion within seven days from the date of completion of quarterly audit. After discussion, a final report shall be submitted to the Institute within seven days. The Auditor shall present the final audit report before the Finance Committee as and when communicated by the Institute.

The Internal Audit for the first three quarters for the Financial Year 2021-22 should be conducted not later than December, 2021 and for the subsequent quarter audit shall be started immediately at the end of each quarter. The final Audited Accounts as well as the report shall have to be submitted by 15<sup>th</sup> May 2022.

#### **2.6 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 nature of work.

#### **2.7 Pre-qualification Criteria**

The firm eligible for the bidding process must satisfy the following eligibility criteria:

1. The Chartered / Cost Accountant Firm should have at least two partners;
2. The Chartered / Cost Accountant Firm should be registered with the Institute of Chartered / Cost Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and Services Tax (GST) Number.
3. The Firm should be empaneled with Comptroller and Auditor General of India (C&AG);
4. The Firm should have been in operation for at least 5 years after its registration;
5. The Firm should have at least 5 full time paid staff;

6. Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31<sup>st</sup> 2021 should be equal to or more than ₹10.00 (Ten) lakhs;
7. The Firm should have experience in handling Internal Audit of at least 3 Public Sector Undertakings or Government Organization, during last five years.
8. The Firm should having experience in handling Internal Audit of at least 1 (One) Educational Institution of Higher Learning during last three financial years will be preferred.

### **2.8 Payment Terms**

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

1. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period.
2. Any increase in GST rates during the contract period will be borne by the Institute;
3. TDS under Income tax & GST will be deducted at applicable rates;
4. The Institute reserves the right to deduct 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.
5. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly audit report to the Institute.

### **2.9 Performance Security**

The successful bidder will be required to deposit 3% of the bid amount towards Performance Security in the form of BG/DD from Scheduled Bank before execution of the agreement. In case of BG, the validity cover should be 60 days beyond the contract period.

## **3. SUBMISSION AND EVALUATION OF THE TENDER:**

### **3.1 Submission of Tender**

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i) Prequalification-cum-technical bid in **Annexure-A** along with all supporting documents
- ii) Financial Bid in **Annexure –B**;

All the pages of the Tender documents including the annexure and copy of certificates should be signed by the authorized person of the Firm, along with seal of the firm. The envelope should be super scribed:



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**“TENDER FOR SELECTION OF CHARTERED / COST ACCOUNTANT FIRM FOR CONDUCTING INTERNAL AUDIT OF NID, ASSAM FOR THE YEAR 2021-22”**

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

Submitted to: **The Chief Administrative Officer, NID Assam, Jorhat - 785014**

The Applicant can submit the Tender 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 Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be opened.

### **3.3 Tender Queries**

Interested Firms may seek clarification on Tender document from the Sr. Accounts Officer, Finance and Accounts. The firms can also go through the Annual Accounts of the Institute and Common Format of Accounts which will be made available to them on receipt of request. The Firms may visit the **Finance & Accounts Section** between **10.00 a.m. to 2.00 p.m.** on any working day before **26.08.2021**.

### **3.4 Last Date of Submission of Tender:**

Last date of submission of the Tender is **01.09.2021** up to **1.00 p.m.**

### **3.5 Date of opening of Tender**

The Tender will be opened on **01.09.2021 at 03.00 p.m.** in the Administrative Building of the Institute. The authorized representatives of the firms (Applicants) may choose to attend the Tender opening. The authorized representatives must carry authorization letter, if they wish to attend the bid opening.

### **3.6 Evaluation of Tender**

The Tender will be evaluated by Tender evaluation committee constituted by the Director, NID Assam. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bid is given weightage of 70 and 30 respectively. The combined score of technical and financial bids will be taken into consideration for finalizing the firm for award of contract. The firm scoring maximum marks will be declared successful. However mere scoring of maximum marks does not entitle the firm for award of contract.

#### **3.6.1 Evaluation of Technical and Financial Proposal**

Technical and financial bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical and financial bid evaluation criteria. Each firm meeting the pre-qualification criteria would be

evaluated and given technical score out of 60 marks and only those firms obtaining 50% marks out of 60 marks would qualify for final evaluation. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated. Further, those firms who do not secure 30 marks in technical evaluation will not qualify for final evaluation.

**Technical bid Evaluation Criteria**

<b>01.</b>	<b>Firm's Experience</b>	<b>40</b>	
	Firm's Existence in years after its registration	5	
	5 Years – 7 years		1
	> 7 Years – 10 years		3
	> 10 Years		5
	<b>Average Annual Income of the Firm (in the last 3 financial years) ended on March 31<sup>st</sup> 2019</b>	10	
	`20 Lakhs – `50 Lakhs		3
	> `50 Lakhs – `100 Lakhs		6
	Above `100 Lakhs		10
	<b>Experience of handling accounting and financial services involving Internal Audit of at least 3 (three) PSU/Govt. Organization during last Five Financial Years</b>	15	
	3 – 5 Organizations		5
	> 5– 10 Organizations		10
	> 10 Organizations		15
	<b>Experience of handling similar work in Educational Institution of Higher Learning during last three financial years</b>	10	
	Only Accounts Audit		5
	Both Accounts and Transaction Audit		10
<b>02.</b>	<b>Key Experts and Manpower</b>	<b>20</b>	
	<b>Number of Partners' in the Firm</b>	10	
	2 Partners		2
	3-5 Partners		5
	> 5 Partners		10
	<b>Number of paid staff (Full Time) on the roll of establishment</b>	10	
	5- 10 Staff		5
	>10-20 Staff		7
	>20 Staff		10
<b>03.</b>	<b>Total Technical Score (01+02)</b>	<b>60</b>	
<b>04.</b>	<b>Qualifying Marks in Technical Bid (50% of 60)</b>	<b>30</b>	

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### **Financial bid Evaluation Criteria**

Final Price to be used for Financial Bid evaluation of the technically qualified bidder will be for the Financial Year 2021-22 with all applicable Taxes.

### **FINAL COMPARISON OF BIDS**

Bids will be evaluated using past credentials and cost based selection method.

Technical bid will get 70% of the weightage and Financial bid will get 30% of the weightage as per following formula.

$$E_s = [0.70 \times (TS_B/TS_H) + 0.30 \times (FS_L/FS_B)] \times 100$$

$TS_H$  = Highest Technical Score

$TS_B$  = Bidder's Technical Score

$FS_L$  = Lowest Qualified Financial Bid

$FS_B$  = Bidder's Quote Financial

The evaluation will be performed assuming that the Contract will be awarded to the Bidder whose Evaluated score ( $E_s$ ) stands highest and is eligible for Contract award, and found to be qualified to perform the Contract. In the event of  $E_s$  being same for two or more firms, the firm who quoted the lowest amongst them in financial bid will be eligible for the Contract. In case, the financial bid being same, the decision of the Director, NID Assam will prevail.

#### **4. Signing of the Contract**

The successful bidder shall be required to execute an agreement within 10 days from the date of issue of the Award Letter. In the event of failure on the part of the successful bidder to sign the agreement within the above-stipulated period, acceptance of the tender shall be considered as cancelled.

#### **5. Jurisdiction**

The contract shall be governed by and construed according to the laws in force in INDIA. The bidder hereby submits to the jurisdiction of the courts situated at **Jorhat** for the purposes of actions and proceedings arising out of the contract and the courts at Jorhat only will have the jurisdiction to hear and decide such actions and proceedings.

**ANNEXURE A**

**PRE-QUALIFICATION-CUM-TECHNICAL BID**

<b>Sl. No</b>	<b>Criterion</b>	<b>Firm's Strength &amp; Capacity</b>	
1.	The Chartered / Cost Accountant Firm should be registered with the Institute of Chartered / Cost Accountants of India and must possess permanent account number (PAN) under Income Tax and registration under GST  <b>(Provide all registration certificates)</b>	Registered with ICAI / ICMAI, If yes, then mention Registration Number	
		PAN of the Chartered / Cost Accountant Firm	
		GST Registration No.	
2.	The Chartered / Cost Accountant Firm should be empaneled with Comptroller & Auditor General of India (C&AG)  <b>(Provide registration certificate)</b>	Empaneled with C&AG	Yes/ No.: _____
3.	The Chartered / Cost Accountant Firm should be in operation for at least 5 years after its registration  <b>(Provide necessary evidence)</b>	Year of Registration/ Starting of operation	
		Nos. of years in operation after registration (in years)	
4.	Average Annual Income of the Chartered / Cost Accountant Firm for the last 3 (three) years ending on 31 <sup>st</sup> March, 2021 [Must be equal to	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the Chartered / Cost Accountant in last 3 (three) years ending on 31 <sup>st</sup> March, 2021)  .....(in figure)	

	<p>or greater than {20 (Twenty) Lakhs]</p> <p><b>[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31<sup>st</sup> March, 2021 along with a Certificate in A-5 proforma as per annexure]</b></p>	<p>` (in words) ..... .... ..... ..... .....</p>
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<p>5.</p>	<p>The Chartered / Cost Accountant Firm should have experience in Internal Audit, of at least 3 PSUs/ Govt. Organizations, in the last 5 years</p> <p><b>(Details to be provided in proforma A-6. Attach copies of works Order/ works completion as evidence)</b></p>	<p>Nos. of Govt. Organizations/ PSUs where similar Service was provided in the last 5 (Five) years</p> <p>Nos (in words): .....</p> <p>Nos. (in figure) .....</p>
<p>6.</p>	<p>Whether similar services as mentioned in Sl.no.5 provided to the Educational Institutes of Higher Learning in the last 3 years</p> <p><b>(Details to be provided in proforma A-7. Attach copies of works order/ works completion as evidence)</b></p>	<p>Nos. of Educational Institutes of Higher Learning where similar Service was provided in the last 3 (Three) years</p> <p>Nos (in words) .....</p> <p>Nos. (in figure) .....</p>
<p>7.</p>	<p>Chartered / Cost Accountant should have minimum 2 (Two) partners</p>	<p>Nos. of Partners</p> <p>Nos (in words)..... ...</p>



	<p><b>(Submit proof of the Ownership pattern &amp; registration certificates along with details of the Chief Functionary (s) of the Chartered / Cost Accountant Firm provided in Performa A-8)</b></p>	<p>Nos. (in figure) .....</p>
<p>8.</p>	<p>Nos. of Payroll staff (Full Time)/ Article ship incumbent/ Apprentices (if any)</p>	<p>i) No. of Payroll Staff (Full Time) : _____</p> <p>ii) Nos. of Article-ship Incumbent: _____</p> <p>iii) Nos. of Apprentice:</p>

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the Chartered / Cost Accountant Firm.

**Date:** \_\_\_\_\_ **Signature** : \_\_\_\_\_

**SEAL** \_\_\_\_\_ **Name & Designation :**

**Proforma to Annexure-A**

**PROFORMA: A1**

**Details of Chartered / Cost Accountant Firm's Professional Income**  
**[Gross Professional Fees earned]**

<b>Particular</b>	<b>Financial Year 2018-19</b>	<b>Financial Year 2019-20</b>	<b>Financial Year 2020-21</b>	<b>Average Annual Income</b>
Annual Income* (` in Lakhs)				

\* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all 3 (three) years

**SEAL:** \_\_\_\_\_ **Signature** \_\_\_\_\_ :

**Date:** \_\_\_\_\_ **Name & Designation :** \_\_\_\_\_

**PROFORMA: A2**

**Details of Chartered / Cost Accountant Firm's Experience of Similar Services**  
**[During last 5(five) years]**

<b>Sl. No</b>	<b>Name of the Assignment</b>	<b>Duration of the Assignment [Start date / End date]</b>	<b>Name of the Client</b>	<b>Nature of the Assignments &amp; services provided (Please specify whether the work involved Internal Audit )</b>	<b>Nature of the Supporting Documents provided</b>
1.					
2.					
3.					
4.					

\* Furnish the copy of the documentary evidence in support of the information provided above. Attach separate sheet if necessary.

**SEAL:** \_\_\_\_\_ **Signature** \_\_\_\_\_ :

**Date:** \_\_\_\_\_ **Name & Designation :** \_\_\_\_\_

**PROFORMA: A3**

**Details of Chartered / Cost Accountant Firm's Experience of Similar Services in  
Educational Institutions of Higher Learning  
[During last 3(three) years]**

Sl. No	Name of the Assignment	Duration of the Assignment [Start date / End date]	Name of the Educational Institutions	Nature of the Assignments (Pl specify whether work involved Internal Audit)		Nature of the Supporting Documents provided
				Only Accounts Audit	Both Accounts & Transaction Audit	
1.						
2.						
3.						
4.						

\* Furnish the copy of the documentary evidence in support of the information provided above. Attach separate sheet if necessary.

**SEAL:** \_\_\_\_\_ **Signature** \_\_\_\_\_ :

**Date:** \_\_\_\_\_ **Name & Designation:** \_\_\_\_\_

**PROFORMA: A4**

**Details of Chartered / Cost Accountant Firm's Partners, Name and Registration Nos.**

Sl. No	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					

\* Furnish the copy of the documentary evidence in support of the information provided above. Attach separate sheet if necessary.

**SEAL:** \_\_\_\_\_ **Signature** \_\_\_\_\_ :

**Date:** \_\_\_\_\_ **Name & Designation:** \_\_\_\_\_



**ANNEXURE B**  
**FINANCIAL BID**

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the Financial Year 2021-22 **			The service Provider will raise the quarterly bills in duplicate on submission of the quarterly Audit Report to the Institute
B.	Add: GST as per applicable rate on the services provided			
C.	<b>Total Fees to be paid [including GST (A+B)]</b>			

**\*\* The quoted fee should be included of Professional Fee, Travelling, Accommodation, Food and Other Expenses.**

**N.B.: Statutory Changes in Income Tax / GST rate shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable**

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

**SEAL:** \_\_\_\_\_ **Signature** \_\_\_\_\_ :

**Date:** \_\_\_\_\_ **Name & Designation:** \_\_\_\_\_