



Sidho-Kanho-Birsha University

Ranchi Road, P.O.- Sainik School
District - Purulia, PIN – 723104, W.B.
Phone : 03252- 202419 Website-www.skbu.ac.in

Ref No: FO/1073/SKBU/19

Date: 18/10/2019

NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANTS/COST ACCOUNTANTS FIRMS(2nd Call)

Sidho Kanho Birsha University (SKBU) Invites Tender from West Bengal based Chartered Accountant/Cost Accountants firms , for conducting Internal Audit of the Institute for the financial year 2019-20.

The last date of submission Tender document is on or before 01.11.2019 at 15.00 PM. Please visit our website <http://www.skbu.ac.in> for downloading the Tender documents. Bidders should regularly visit this website to keep themselves updated.

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1) BID-DATA SHEET

Tender Number:

Date:

Issue of Tender Forms Tender Documents / forms can be Down loaded from the Institute's website www.skbu.ac.in

Cost of Tender Documents {**500.00**, by way of Demand draft in the name of SKBU

, payable at Purulia,

Earnest Money Deposit (EMD) Earnest money of {**5000.00** (Rupees Five Thousand only) to be deposited along with the Tender Documents in the form of Demand Draft favouring SKBU payable at Purulia issued by any Nationalized & Scheduled Bank. Earnest money is refundable.

Last Date of Submission of Tender 01-11-2019 upto 15.00 hrs.

Contact Person : Finance Officer,

SKBU, PURULIA, West Bengal

Contact Phone Number (s) : 8954999958

E-mail Address : fo.skbu@gmail.com

Website <http://www.SKBU.ac.in>

2) TERMS OF REFERENCE

2.1 Background

SKBU PURULIA, was established in 2010 by the Department of Higher Education , Government of West Bengal. SKBU Purulia, is maintaining its accounts on Accrual Basis following the applicable Indian Accounting Standard. The expenditure of the Institute is attributed to two major heads-Recurring and Non-Recurring.

Mainly the expenditure related to construction works, purchase of equipments 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 subheads as per the nature of the expenditure. All payment related data (On an average about 300 voucherS entry per month) are entered into the Accounting software/ tally software (Tally ERP.9), which is being used for keeping records. Besides the vouchers, information related to receipts and payments are easily available from the system.

The accounts of the Institute are prepared as per the prescribed Format Applicable to the Govt of West Bengal, which will be made available to the selected firm.

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 respective bank accounts. Payments to vendors and contractors are made by cheque or electronic transfer. Receipts on account of student admission are directly received in banks.

Presently accounting software/ Tally ERP 9 is being used in the Finance & Accounts section for recording transactions on daily basis. Expenditure heads both under Recurring and Non-Recurring are distinctly classified (i.e. traveling, salary, consumables etc. under recurring and Works and Buildings, equipments etc. under Non-recurring head). As per the expenditure, heads are maintained in the computer system .

2.2

SCOPE OF WORK

The nature of work of the Chartered Accountant Firm shall be as follows.

1. Internal audit of books of accounts and ancillary records and submission of report on quarterly basis.
2. Report risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation.
3. Review of all statutory obligation compliances such as Income Tax, GST, P.Tax, TDS, Pension etc.
4. Review of quarterly and annual return with statutory authority.
5. Review and verify the provisions of accrued expenditure and income as at the end of the year.
6. Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute.
7. Review of bank reconciliation statements maintained on monthly basis.
8. Review of outstanding balances in student's fees receivable and creditors account and to check the reconciliation of students' fees.
9. Review and checking of the Grants received and its utilization as per the terms and conditions.

10. Review and checking Tuition and other fees received by the institution from the students.
11. Review of additions to fixed assets, fixed assets register and physical Verification.
12. To verify the applicability of TDS, GST, Income Tax and other statutory return.
13. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract with SKBU.
14. Suggestion of improvement of of the existing system of accounting/internal control and management information system from time to time.
15. Review the expenses incurred with the approved Budget.
16. Assist the Institute in preparation of Final Accounts in the prescribed format issued by Govt of WB and certifies the annual statement of accounts for submission to FC/EC. The same will be submitted to CAG for statutory audit.
17. Review the last statutory/Internal audit comments and compliances.
18. Vouching/Ledger Scrutiny
19. Evaluation and assess the procurement file
20. Vouching with all supporting documents and checking of all vouchers in filled and matching with the day book.
21. CAG audit report, position of compliances.
22. Checking of Investment of idle fund.
23. Checking of cash collections and its record keeping.
24. Checking of Research and consultancy projects and fund position.
25. Assets accounting and WIP.

2.3

TIME PERIOD

The Chartered Accountant firm will be required to provide the desired services initially for a period of One year i.e. for the FY 2019-2020 which can be renewed for another two years on satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant 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 nature of work.

2.5

PRE-QUALIFICATION CRITERIA

The Chartered Accountant /Cost Accountant firm eligible for the bidding process must satisfy the following

Eligibility criteria:

1. The Chartered Accountant/Cost Accountants firm should be based in West Bengal.
2. The Chartered Accountant/cost Accountants firm should have at least three partners.
- 3.. They must have Income Tax Permanent Account Number (PAN) and GST Registration.
4. The firm should have been in operation for at least 5 years after its registration.
5. The firm should be empanelled with Comptroller and Auditor General of India (C&AG)/AG Bengal.
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 st 2018 must be equal to or more than Rs.20 (Twenty) lakhs.
7. The firm should have experience in handling Internal Audit of at least 3 (three) Govt funded Educational Institutes/ Universities / Public Sector Undertakings or Government Organization during the last five years, one of which should be an Educational Institute, preferably Institute like Govt funded Universities, IISERs, IITs, IIMs, NITs. The Hon'ble Vice Chancellor may at his discretion relax any of the above conditions in order to encourage greater participation.

2.6 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 will be deducted at applicable rates.
4. 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.

5. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly final audit report to the Institute.

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 Sidho Kanho Birsha University, payable at Purulia with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.

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 along with Earnest Money Deposit (EMD) of {5000.00 in the form of Demand Draft as mentioned in point above and Tender Fee for {500.00 in the form of Bank draft as mentioned in point above should be kept in a separate envelope super scribing “ TECHNICAL BID”.

ii) Financial Bid in Annexure-B should be kept in a separate envelope super scribing “FINANCIAL BID” .

All the pages of the Tender document including the annexures and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm. Both Technical bid and Financial Bid envelopes should be kept in a separate envelope. The envelope should be super scribed:

“TENDER FOR SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANTS FIRM FOR CONDUCTING INTERNAL AUDIT OF SKBU PURULIA FOR THE FINANCIAL YEAR 2019-20”.

Submitted by:

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

Submitted To:

The Registrar

SKBU PURULIA , PIN-723104, West Bengal, INDIA

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 accepted.

3.2 TENDER FEES AND EARNEST MONEY DEPOSIT

Cost of the Tender document is {500.00. The Tender document will be downloaded from the website of the

Institute i.e www.skbu.ac.in. The Tender fee should be paid by way of demand draft in the name of SKBU

, payable at Purulia. The Demand Draft should be submitted along with the technical bid.

Earnest Money Deposit of {5000.00 by way of Demand draft in the name of SKBU , payable at Purulia should be submitted along with the bid. The EMD amount will be returned to unsuccessful firms after finalization of the bid. In respect of the successful bidder the EMD will be returned after acceptance of the offer letter alongwith the performance security. No interest will be paid on the Earnest Money Deposit.

3.3 TENDER QUERIES

The interested firms may seek clarification on Tender document from the Finance Officer. 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 can visit the Finance & Accounts Section between 10.00 a.m. to 2.00 p.m. on any working day before 25-10-2019.

3.4 LAST DATE OF SUBMISSION OF TENDER

Last date of submission of the Tender is 01/11/2019 up to 15.00 hours.

3.5 DATE OF OPENING OF TENDER

. The authorized representatives must carry authorization letter to attend the bid opening. The date of opening of financial bids will be communicated later.

3.6 EVALUATION OF TENDER

The Tender will be evaluated by Tender evaluation committee constituted by the University, SKBU.

The detailed evaluation method for Prequalification -cum-Technical and Financial bids is specified below.

In case of not fulfill the minimum criteria in each category of the technical bid, the bid of the respective bidder shall be rejected.

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. Those firms, who do not meet the pre -qualification criteria, shall not be evaluated.

ANNEXURE-A

PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No.

Criterion Firm's Strength & Capacity

1. The firm should be based at West Bengal(Submit supporting document regarding address)

Name of The Firm

Address of the Firm

Name and address of the

authorized official

Telephone No

Mobile:

E-mail:

2. The Chartered Accountant firm should have at least three partners; Provide certificates from The Institute of Chartered Accountants of India / Cost Accounts of India.

3. The Chartered Accountant / Cost Accounts firm should be registered with The Institute of Chartered Accountants / Cost Accounts of India.

of India and. They must have Income Tax Permanent Account Number (PAN) and Service Tax Registration; (Provide all registration certificates) If registered then mention Registration Number

PAN of the Firm Service Tax Registration No.

4. The firm should be empanelled with Comptroller & Auditor General of India (C&AG) / AG Bengal.

(Provide registration certificate) Empanelled with C&AG/ AG Bengal: Yes/ No.:

5. The firm should be in operation for at least 5 years after its registration (Provide necessary evidence)

Year of Registration/ Starting of operation Nos. of years in operation after registration (in years)

6. Average Annual Income of the firm for the last 3 (three) years ending on 31st March, 2018 [Must be equal to or greater than {20 (Twenty) Lakhs] [Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March, 2018 along with a Certificate in A-5 proforma as per annexure]

Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA

Firm in last 3 (three) years ending on 31st March, 2018) {.....
(in figure) {

(in words)

.....

7. The firm should have experience in Internal Audit, of at least 3 PSUs/ Govt. Organizations, in the last 5 years, one of which should be an Educational Institute (Details to be provided in proforma A-6. Attach copies of works order/ works completion as evidence) Nos. of Govt. Organizations/ PSUs where similar Service was provided in the last 5 (Five) years

Nos. (in words).....

Nos. (in figure)

8. Whether similar services as mentioned in Sl.no.7 provided to the Govt. Educational Institutes in the last 5 years (Details to be provided in proforma A-7. Attach copies of works order/ works completion as evidence) Nos. of Govt. Educational Institutes where similar Service was provided in the last 5

(Five) years

Nos. (in words).....

Nos. (in figure)

9. Firm should have minimum 3 (Three) partners (Submit the proof of the Ownership pattern & registration certificates along with details of the Chief Functionary (s) of the CA firm provided in Performa A-8) Nos. of Partners

Nos. (in words).....

Nos. (in figure)

10. Nos. of Payroll staff (Full Time)/ Article ship incumbent/ Apprentices (if any)

i) No. of Payroll Staff (Full Time) :

ii) Nos. of Article-ship Incumbent :

iii) Nos. of Apprentice :

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 CA Firm.

SEAL: Signature : _____

Date: Name & Designation : _____

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Proforma to Annexure-A

PROFORMA : A5

Details of Firm's Professional Income

[Gross Professional Fees earned]

Particular Financial Year

2015-2016

Financial Year

2016-2017

Financial Year

2017-2018

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

SEAL: Signature : _____

Date: Name & Designation : _____

PROFORMA : A1

Details of Firm's Experience of Similar Services

[During last 5(five) years]

Sl. No Name of the Project Duration of theProject [Start date

/ End date] Name of the Client Nature of the Assignments & services provided (Please specify whether

the work involved Internal Audit) Nature of the Supporting Documents provided

1.

2.

3.

4.

5.

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a

page in this format

SEAL: Signature : _____

Date: Name & Designation : _____

PROFORMA: A3

Details of Firm's Experience of Similar Services in Govt. Educational Institutions

[During last 5(five) years]

Sl.

No

Name of the Project Duration of the Project [Start date / End date] Name of the Govt. Educational

Institutions Nature of the Assignments (Pl specify whether work involved Internal Audit) Nature of the

Supporting Documents provided

1.

2.

3.

4.

5.

*

Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL: Signature : _____

Date: Name & Designation : _____

PROFORMA: A4

Details of Firm's Partners, Name and Registration Nos.

Sl.

No

Name of the Member Designation Membership No. Status (FCA/ACA/CMA) Remarks

1.

2.

3.

4.

5.

*

Furnish the copy of the documentary evidence in support of the information provided above . If require, add/append a page

in this format

SEAL: Signature : _____

Date: Name & Designation : _____

ANNEXURE-B

FINANCIAL BID

Sl. Description of Fees Payment

Schedule No. Rupees in Figure Rupees in words

A. Fees for the Financial Year 2019-20 ** 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. Total Fees to be paid

(including GST (A+B))

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

N.B.: Statutory Changes in GST rate if any 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 : _____

