



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: SKBU/Tender/220

Date:09/04/2025

NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANTS/COST ACCOUNTANTS FIRMS

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 **2024-25**.

The last date of submission Tender document is on or before **22.04.2025 at 3 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.

-: TABLE OF CONTENTS :

1 Bid-Data Sheet

2 Terms of Reference

2.1 Background

2.2 Scope of work

2.3 Time Period

2.4 Support and Inputs to the Firm

2.5 Prequalification Criteria

2.6 Payment Terms

2.7 Performance Security

Submission and Evaluation of the Tender

3.1 Submission of Tender

3.2 Tender Fees and Earnest Money Deposit

3.3 Tender Queries

3.4 Last Date of Submission of Tender

3.5 Date of opening of Tender

3.6 Evaluation of Tender

EVALUATION OF TECHNICAL AND FINANCIAL PROPOSAL

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,

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/ Cost Account Firm shall be as follows.

1. Internal audit of books of accounts and ancillary records and submission of report.
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 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.
26. Audit Report & Certified Annual statement of Accounts must be submitted within 2 months form receiving the work order.

2.3

TIME PERIOD

The Chartered Accountant/ Cost accountant firm will be required to provide the desired services initially for a period of One year i.e. for the FY 2024-2025 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/Cost Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period. In case of renewal, no additional fees will be paid.

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 . **The firm must have a minimum of 3 years of experience in auditing for any government educational institution.**
5. **The firm should be empanelled with Comptroller and Auditor General of India (C&AG)/AG Bengal.**

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 w o u l d b e a l l o w e d 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.

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 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 envelops should be kept in a separate envelop. The envelope should be superscribed:

“TENDER FOR SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANTS FIRM FOR CONDUCTING INTERNAL AUDIT OF SKBU PURULIA FOR THE FINANCIAL YEAR 2024-25”.

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.

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 22/04/2025.

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.

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.

Sd/-

Financial bid format:-

Sl No	Particulars	Amount(Rs) quoted with GST
1	Audit fees for the F.Y 2024-25	

**** TA/DA & Accommodation for stay will not be paid .**

Signature of the Firm

