



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) KOLKATA
Mohanpur- 741 246, Dist. Nadia, West Bengal, INDIA
NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS

Tender No: IISERK/Accounts/Internal Audit/2015-16/001, Date: 08.09.2015

IISER KOLKATA invites tender from Kolkata based Chartered Accountant/Cost Accountant Firms having branch at Kolkata, for conducting Internal Audit of the Institute for the financial year 2015-16.

The last date of submission tender document is on or before **30.09.2015 at 15.00 PM**. Please visit our website **<http://www.iiserkol.ac.in>** for downloading the tender documents. Bidders should regularly visit this website to keep themselves updated.

Sd/-
Registrar



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) KOLKATA

(An Autonomous Institute established by Ministry of Human Resource Development, Govt. of India)

Mohanpur- 741 246, Dist. Nadia, West Bengal, INDIA

Notice Inviting Tender (NIT)

from

CHARTERED ACCOUNTANT /COST ACCOUNTANT FIRMS

***Internal Audit of IISER KOLKATA
for the Financial Year 2015-16***

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1) BID-DATA SHEET

Tender Number: Date:	IISERK/Accounts/Internal Audit/2015-16/001 08.09.2015
Issue of Tender Forms	Tender Documents / forms can be Downloaded from the Institute's website <i>www.iiserkol.ac.in</i>
Cost of Tender Documents	₹500.00 , by way of Demand draft in the name of IISER KOLKATA , payable at Kolkata
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 IISER Kolkata payable at Kolkata issued by any Nationalized & Scheduled Bank. Earnest money is refundable.
Last Date of Submission of Tender	30-09-2015 upto 15.00 hrs.
Opening of Tender	01-10-2015 at 15.30 hrs.
Contact Person	Registrar Finance & Accounts Section Indian Institute of Science Education and Research Kolkata Mohanpur- 741 246, Dist. Nadia, West Bengal
Contact Address	Indian Institute of Science Education and Research Kolkata Mohanpur- 741 246, Dist. Nadia, West Bengal
Contact Phone Number (s) E-mail Address	+91-033-64510541, 8016702468 registrar@iiserkol.ac.in
Website	http://www.iiserkol.ac.in

2) TERMS OF REFERENCE

2.1 Background

Indian Institute of Science Education & Research-Kolkata (IISER Kolkata) was established in 2006 by the Ministry of Human Resource Development, Government of India and has been recognized as an *Institute of National Importance by an Act of Parliament vide Gazette Notification dated 7th June 2012*. IISER Kolkata is designed to reach the prestigious position in the global setting that IISc, IIMs and IITs presently enjoy. The central focus of the institute is to promote and integrate quality education with research in basic sciences so that undergraduate teaching as well as doctoral and postdoctoral research work could be carried out in symbiosis.

IISER KOLKATA 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 sub-heads as per the nature of the expenditure. All payment related data (On an average about 700 voucher entry per month) are entered into the 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 Central Government Autonomous Bodies (CAB)***, 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 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 in Tally ERP 9.

2.2 SCOPE OF WORK

The nature of work of the Chartered Accountant/Cost 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, Service Tax, P.Tax, STDS, NPS 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
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, Service Tax, 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 IISER
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 MHRD.
17. Review the last statutory/Internal audit comments and compliances.
18. Vouching/Ledger Scrutiny
19. Evaluation and assess the procurement file
20. Presentation of comprehensive report highlighting major issues, objections, suggestions and corrective measures before the Finance Committee at least twice in a Financial Year.

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 2015-2016** 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.

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 Accountant firm should be based at Kolkata or should have a branch at Kolkata.
2. The Chartered Accountant/Cost Accountant firm should have at least three partners.
3. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and similarly Cost Accountant firm should be registered with The Institute of Cost Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Service Tax 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).
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 31st 2015 must be equal to or more than ₹20 (Twenty) lakhs.
7. The firm should have experience in handling Internal Audit of at least 3 Public Sector Undertakings or Government Organization during the last five years, one of which should be an Educational Institute, preferably Institute like IISERs, IITs, IIMs, NITs. The Director 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 service tax 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 **IISER Kolkata**, payable at **Kolkata** 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 3.2. and Tender Fee for **₹500.00** in the form of Bank draft as mentioned in point 3.2 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 envelop. The envelope should be superscribed:

“TENDER FOR SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM FOR CONDUCTING INTERNAL AUDIT OF IISER KOLKATA FOR THE FINANCIAL YEAR 2015-16”

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

Submitted To: **The Registrar
Indian Institute of Science Education and Research (IISER) Kolkata
Mohanpur - 741 246, Dist. Nadia, 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.iiserkol.ac.in. The tender fee should be paid by way of demand draft in the name of **IISER Kolkata**, payable at **Kolkata**. 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 **IISER Kolkata**, payable at **Kolkata** 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 Registrar. 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 **30-09-2015**.

3.4 LAST DATE OF SUBMISSION OF TENDER

Last date of submission of the Tender is **30-09-2015** up to **15.00 hours**.

3.5 DATE OF OPENING OF TENDER

The Tender will be opened for technical evaluation on **01-10-2015 at 15:30 hours** in the LHC Meeting Room of the Institute. 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 Director, IISER Kolkata. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bid will be given weightage of 60 and 40 respectively. In case of not fulfill the minimum criteria in each category of the technical bid, the bid of the respective bidder shall be rejected. 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 financial score out of 40. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated.

Technical and Financial Evaluation Criteria

01.	Firm's Experience		40
	Firm's Existence in years after its registration		5
	5 Years – 7 years	1	
	> 7 Years – 10 years	3	
	> 10 Years	5	
	Average Annual Income of the Firm (in the last 3 financial years) ended on 31st March 2015		10
	₹20 Lakhs – ₹30 Lakhs	3	
	> ₹30 Lakhs – ₹50 Lakhs	6	
	Above ₹50 Lakhs	10	
	Experience of handling accounting and financial services involving Internal Audit of at least 3 (three) PSU/Govt. Organization during last Five		10
	3 – 5 Organizations	2	
	> 5– 10 Organizations	6	
	> 10 Organizations	10	
	Experience of handling similar work in Govt. Educational Institution during last five years		15
	Experience in IISERs, IIT, IIM and NITs	15	
	Experience in other Govt. Educational Institution.	5	
02.	Key Experts and Manpower		20
	Number of Partners' in the Firm		10
	3 Partners	5	
	> 3 Partners	10	
	Number of paid staff (Full Time) on the roll of establishment		10
	5- 10 Staff	5	
	>10-20 Staff	7	
	>20 Staff	10	
03.	Total Technical Score (01+02)		60
04.	Score on Financial Proposal		40
Grand – Total (03+04)			100
<u>Formula for calculation of Financial Proposal</u>			
The lowest evaluated financial proposal will be given maximum score of 40.			
The score of other firms would be calculated as per the formula:			
F (other than lowest bidder) = (price quoted by lowest bidder/ price quoted by the bidder) X 40			

PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No.	Criterion	Firm's Strength & Capacity	
1.	The firm should be based at Kolkata or have a branch at Kolkata <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 Accountant/Cost Accountant firm should have at least three partners;	Provide certificates from The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India	
3.	The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and similarly Cost Accountant firm should be registered with The Institute of Cost Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Service Tax Registration; <i>(Provide all registration certificates)</i>	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) <i>(Provide registration certificate)</i>	Empanelled with C&AG	Yes/ No.: _____
5.	The firm should be in operation for at least 5 years after its registration <i>(Provide necessary evidence)</i>	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 31 st March, 2015 [Must be equal to or greater than ₹20 (Twenty) Lakhs] <i>[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March, 2015 along with a Certificate in A-5 proforma as per annexure]</i>	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 (three) years ending on 31 st March, 2015 ₹..... (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 <i>(Details to be provided in proforma A-6. Attach copies of works order/ works completion as evidence)</i>	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 <i>(Details to be provided in proforma A-7. Attach copies of works order/ works completion as evidence)</i>	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 <i>(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)</i>	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** : _____

Proforma to Annexure-A

PROFORMA : A5

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

Particular	Financial Year 2012-2013	Financial Year 2013-2014	Financial Year 2014-2015	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** : _____

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

Sl. No	Name of the Project	Duration of the Project [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** : _____

**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 (PI 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** : _____

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

Sl. No	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	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** : _____

FINANCIAL BID

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the Financial Year 2015-16 **			The service Provider will raise the quarterly bills in duplicate on submission of the quarterly Audit Report to the Institute
B.	Add: Service Tax as per applicable rate on the services provided			
C.	Total Fees to be paid (including Service Tax (A+B))			

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

N.B.: *Statutory Changes in Service tax 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** : _____