

# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi - 110078

Website :<http://ipu.ac.in>

Tender No.: GGSIPU/Accounts/2021-22/423

Dated: 07/06/2022

**TO ENGAGE THE CAG EMPANELED CHARTERED ACCOUNTANT FIRM FOR INTERNAL AUDIT / FINALIZATION OF ACCOUNTS OF THE GGSIP UNIVERSITY & PROVIDENT FUND TRUST (AS PER SCOPE OF WORK SPECIFIED IN ANNEXURE - I) FOR THE FINANCIAL YEAR 2022-23**

1	Name of Work	Empanelment of Chartered Accountant Firms of the GGSIP University for the Financial Year 2022-23
2	Pre-bid meeting	13 <sup>th</sup> June 2022 at 3:30 P.M.
2	Last Date, Time & Venue for submission of EMD, Technical bid, & Financial Bid documents	Latest by 24 <sup>th</sup> June at 3:00 P.M. in the office of Controller of Finance, GGSIP University, Sector 16-C, Dwarka New Delhi, 110078
3	EMD	Bid Securing EMD of Rs. 7,000/-
4	Estimated Cost (Estimated cost has been taken on the basis of previous year's expenditure)	INR Rs. 3,37,500/- per year
5	Date & Time for opening of Technical Bid	24 <sup>th</sup> June at 3:30 P.M.
6	Date & Time for opening of Financial Bid	After evaluation of Technical bid, Date & Time will be informed separately.

  
 Registrar

**(1) Eligibility Criteria**

1. CA firm must have been in existence since 10 years and have an office in Delhi/ NCR based location.
2. CA firm should possess experience of more than 10 Years in Chartered accountancy practice.
3. CA Firm should have minimum 3 years' experience of auditing & finalization of the Accounts of any University having turnover of Rs. 30 crore at least.
4. Firm must be empaneled with CAG.

**(2) Bid Validity**

The Bids (including the Financial Bid) shall be valid for 180 days (one hundred and eighty days).

**(3) Terms & condition**

1. The final report on the accounts of the University must be submitted to the University within a period of 25 days from the date of the award of the work.
2. At least two Articles Assistant of Chartered Accountant Firm must be deputed on a regular basis to take up the complete checking of the vouchers and audit work. The articles who are deputed for the purpose will sign their attendance on regular basis. However, quarterly report will be prepared/ finalized under the supervision of Chartered Accountant deputed for the purpose.
3. The initial assignment will be for a period of two years which may further be extended for one year or more (maximum five years) on mutual consent, subject to satisfactory execution of work.
4. Full & final payment will be made after the successful/satisfactory completion of work annually every year.

**Others conditions**

- (1) The whole process of tendering can be cancelled without any prior notice or information by the Competent Authority of GGSIP University
- (2) Any undue influence of any type shall disqualify the bidder and the bid shall be rejected.
- (3) Successful Bidders shall not be allowed to sub contract the work to any other parties (firms) in part or full.

**Payment Conditions**

1. 15% of awarded amount will be released after the successful completion of the activities of each quarter of the Financial year as per scope of work.
2. 30% of awarded amount will be released on successful completion of all activities as per scope of work of the financial year.
3. Balance 10% of awarded amount will be released on submission of final reply of SAR of respective year to the AGCR.

**(4) Submission of Bids****a) Technical Bid**

(i) The bidder shall place two separate envelopes (called inner envelopes) one marked "Technical Bid" with an application form –as per Annexure – II and all supporting documents as per Annexure – III and bid security declaration in one outer envelope. Accordingly, the inner envelopes will have marking as follows:

(ii) The sealed outer and inner envelopes containing the technical bid shall be addressed to the Registrar, (Attention: to Controller of Finance) Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078.

(iii) The Sealed envelopes shall bear the name and identification number of the Bidder on the cover of the Envelope (s).

In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared nonresponsive and rejected.

**Pre - Bid Meeting:** The date of pre bid meeting is..... at ..... in the O/o Controller of Finance, all prospective bidder may submit their observation/queries on or before the day of Pre-Bid meeting. No further queries will be attended after the day of Pre-Bid meeting.

#### **(5) Selection Process**

1. The technical bid shall be opened first and shall be evaluated by the Committee constituted by the Competent Authority of the GGSIP University. The financial bid of technically qualified bidders shall only be considered for opening of the financial bid. Lowest bidder for the financial year 2022-23 will be selected on the basis of lowest quoted rates in the financial bid.
2. Mere fulfillment of eligibility criteria and quoting minimum rates in financial bid does not mean selection of the vendor. Vendor shall be considered selected only on the award of work to a vendor by the University.
3. The technical and financial bids must reach to the Registrar, GGSIP University on or before within due date & time by Registered Post/Speed Post or physically. Bids received late shall summarily be rejected.
4. Each bidder has to submit Earnest Money Deposit in favour of Registrar, GGSIP University failing which the tender will stand rejected.
5. Successful bidder has to pay 3% Security Deposit of estimated cost in the form of demand draft in favour of the Registrar, GGSIP University payable at Delhi after signing the agreement/MoU.
6. A list of technically qualified Chartered Accountant Firms shall be prepared on the basis of bids received, which shall be kept as Panel for obtaining quotations in reference to any work in future.

#### **(6) Settlement of Disputes**

- (1) The decision of the Competent Authority of GGSIP University shall be final in selection of the CA firms.
- (2) Any dispute between the CA firms and GGSIP University will be resolved by the Committee formed by Competent Authority of GGSIP University. CA firm if dissatisfied with the decision of the Committee may approach the Competent Authority of GGSIP University.
- (3) Empaneled Chartered Accountant Firm shall have to execute MOU/Agreement with the GGSIP University on prescribed format of GGSIP University, at the time of assigning the work.
- (4) All audit objections raised by AGCR audit has to be replied by the CA firm.
- (5) There should be permanent office of the firms at Delhi /NCR.
- (6) All statutory dues/payments to their staffs/ individuals, who are deputed in the University, have to be made by the firm.

#### **(7) Confidentiality**

The selected Chartered Accountant firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the service or the information of the University without prior written consent of the Competent Authority

**(8) Penalties**

(i) If the reports/work get delayed the penalty shall be charged. The amount of penalty will be @ 2% per week and maximum of 10% of the fee.

(ii) In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firm or its personnel, the contract may be terminated and the CA firms may get black listed at the discretion of the Competent Authority of GGSIP University, which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firms from any assignment of any Government department.

<b>Scope of Work (Part A)</b>			
<b>INTERNAL AUDIT &amp; CONTROL</b>			
S.No.	Details	Periodicity of work	Extent of Audit of Work
<b>(I)</b>	<b>Finance &amp; Accounts</b>		
1.1	To check all the Cash Books along with vouchers and their recording in the original books of accounts maintained in the Tally Package ERP 9.	Quarterly	100%
1.2	To check all the vouchers and their recording in the original books of accounts maintained in the Tally Package ERP 9.	Quarterly	100%
1.3	To check the correctness of payments released in all respects and sanctions thereto.	Quarterly	100%
1.4	To scrutinize the general ledger pertaining to the Income, Expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted in the Tally ERP 9.	Quarterly	100%
1.5	To scrutinize and check the Bank Reconciliation Statement of all the bank accounts of the University and other entities of the University which are in direct control of the University.	Quarterly	100%
1.6	To check Payroll, Loans and Advances sanctioned to the employees, verification of recoveries and review of outstanding etc.	Quarterly	100%
1.7	To check and scrutinize of the Advances, Imprest and other kind of advance sanctioned to the employees for discharging official duties and its timely settlement as per Govt. rules and review of outstanding advance, if any.	Quarterly	100%
1.8	To periodically verification of the physical cash balances as per the cash book.	Quarterly	100%
1.9	To check and periodically physical verification of the investment instrument made by the University under different heads from the Investment Register maintained in Tally	Quarterly	100%
1.10	To check the correctness of Interest paid by the banks and other agencies on the bank balances, investment and other securities.	Quarterly	100%
1.11	To check all deposits in the University	Quarterly	100%
1.12	To check the reconciliation of all receipts includes fee from students & receivables from institutes etc and point out the discrepancy, if any.	Quarterly & yearly report	100%
1.13	To check deduction of TDS, Service Tax, Works Contract Tax and proper timely remittance thereof to the concerned authorities.	Quarterly	100%
1.14	To check the receipt / release of EMD's Security Deposits, Fixed Deposits and Bank Guarantees from vendors/ agencies.	Quarterly	100%
1.15	To check the receipt/ release of Student Security from students.	Quarterly	100%
1.16	To check the security deposit with the various agencies by the University and its timely recovery, if any.	Quarterly	100%
<b>(II)</b>	<b>Scope Of Work (Part B)</b>		
1	To prepare, finalize, certification and submission of Final Accounts of University and framing of reply to Audit Para raised by CAG.	Yearly	100%
2	To prepare, finalize, certification of Final Accounts and submission of Provident Fund Trust.	Yearly	100%
3	Filing of Audit return U/S 10(23C)	Yearly	100%
4	Filing of Income Tax returns of University & GGSIPU Provident Fund trust as well as settlement of Income Tax assessment/scrutiny proceedings, thereof.	As per statutory Requirement	100%
5.	To proactively take up the issues of the University & GGSIPU Provident Fund trust with the Income Tax department in regard to refund of Tax etc.	As per statutory Requirement	100%

<b>(III)</b>	<b><u>Scope Of Work (Part C)</u></b>		
1.	Statutory Compliance under section 26Q & 24Q of the Income Tax Act in addition to GST.	As per statutory Requirement	100%
2.	To issue of Form 16 & 16 A	Yearly	100%
3.	To provide the training to the staff regarding the Accounting Procedure/ Entries & Taxation.	Half Yearly or as when the changes occurs	

**APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT**

1. Name of the firm :
2. Date of Establishment :
3. Registration No. of firm with ICAI :  
(Certificate to be enclosed)
4. Constitution of the firm :  
(Individual/ Proprietorship/Partnership)
5. Date of Reconstitution of the firm :  
(Copy of latest Constitution Certificate issue by ICAI to be enclosed)
6. Registered Office, if any :
7. Postal Address (Full Address with Pin Code to be given) :
8. No. of full-time Qualified Partners :
9. Staff Strength:
  - a) No. of Chartered Accounts :
  - b) Other Paid assistants :
10. Whether any partner of the firm is ex-banker :  
Or the firm has got tie-up with ex-bankers.  
If yes, please furnish details of partner/ tie-up Arrangements
11. Phone Nos.
  - i) Landline(s) :
  - i) Mobile No. (s) :
  - iii) Fax No. :
  - iv) E-Mail ID (s) :
12. Goods & Services Tax Registration No. :
13. PAN No. of the Firm :
14. Details of Registration with CAG :  
(Certificate to be enclosed)

15. Details of Branch/office of CA firm with address:

Sl. No.	Name of Branch/office	Name of the Branch Head of CA firm	Address	Phone No./Fax No./Mobile No.	E-mail ID

16. Particulars of Partners/Proprietor (Only for full-time Partners):

S.No.	Name	Age	Designation	Qualification	Whether ACA/FCA	Member ship No.	Date of Enrolment with ICAI	Date of Certificate of Practice	Date of joining this firm	Whether DISA/CISA

(Relevant Certificate to be enclosed)

## 17. Details of Semi-Qualified Assistant

S.No.	Name	Qualification

## 18. Details of experiences with other .....

S.No.	Assignments	Name of office	Year	Branch/office

## 19. Bank Details

Bank Name	Branch Name And Address	Account No.	Account Type	IFSC Code

20. Other Corporate/Govt. works handled with details for :  
the last 3 years

(Signature of the Tenderer/Bidder alongwith official stamp)



Annexure -IIIList of Documents to be attached with the Technical Bid

S. No.	Details	Enclosure no
1.	A copy of Partnership Deed/Firm Registration Certificate	
2.	A copy of letter of ICAI Institute mentioning registration No. and details of partners as upto dated, firm status card copy	
3.	Copy of audited balance sheets and income expenditure statement for the last 03 financial year	
4.	Copy of Income Tax Returns for the last 03 financial year	
5.	Copy of PAN, TAN, TIN, GST Returns for the last financial year	
6.	Copy of the successful completion of internal audit of any University having turnover of Rs. 30 crore at least carried out during last year 3 years.	
7.	A detailed profile of the firm (Annexure-II )	
8.	List of the staff with name, qualification & experience	
9.	Undertaking that the firm has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi government entities/ University and have not been barred from appointment by any government and/ or semi government/University entities	
10.	Copies of documents for <u>Eligibility Criteria</u> proof	

Certified that:

1. All above information is correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

**Signature & Seal of the Authorized person**

**Dated**

Note: This is to be submitted in a separate sealed envelope super scribing 'Technical Bid', notice inviting tender No. .... and name of the bidder. All technical documents as above mentioned are to be put in the same envelope. Financial bid of that company/firm which technically quality, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

Financial Bid for the Scope of Work - A, B & C

1. Name of the Firm:
2. Address and phone No.:

Rates Quoted for various activities/services

1. Total professional fee per annum for the work (Excluding GST) Rs. \_\_\_\_\_ (in figures) Rs. \_\_\_\_\_ in words.

The amount quoted in words and figures should be the same failing, which the amount quoted in the words will be considered.

Certified that:

1. All above information is correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

**Signature & Seal of the Authorized person**

**Dated:**