

## **COTTON UNIVERSITY**

PANBAZAR, GUWAHATI, Assam - 781001

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

### **EXPRESSION OF INTEREST (EOI)**

**EOI No. CU/2018/06 Dated: 06/10/2018**

Sealed quotations are invited on behalf of **Cotton University** from experienced Chartered Accountant firms for "**Internal Auditor and Tax Consultant**" for the FY **2018-2019**. Detailed tender document along with Scope of work can be downloaded from the University official website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

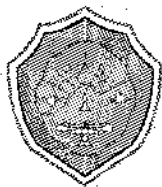
Demand Draft has to be drawn in favour of "**The Registrar, Cotton University**" of Rs. 1,000.00 (non-refundable) towards the cost of tender application and Rs. 10,000/- towards EMD in the form of Demand Draft pledged to Registrar, Cotton University, payable at Guwahati should be enclosed separately with the respective technical bid. The eligible firms as per terms should submit the completed EOI documents on or before **23.10.2018 at 2.00 P.M.** The **Technical bids will be opened on same date at 2.30 P.M.** in the presence of bidders or their authorised representatives in the Conference Hall, Administrative Block of the Institute.

Sd/-

Registrar

*Dulm*  
6/10/18

Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam



অগ্রমচন বহুত্বম্

# COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

## Expression of Interest of (EOI) for Appointment of Internal Auditor & Tax Consultant of Cotton University for the FY 2018-19 (EOI No. CU/2018/06 Dated: 06/10/2018)

### Back Ground:

Cotton University was established via an Act "Cotton University Act. 2017" by the Government of Assam w.e.f 01.06.2017 to upgrade the Cotton College, Guwahati as a University, to constitute and establish a teaching and research, unitary, residential University at Guwahati by upgrading the existing Cotton College into a University. Grants have been received from Government of Assam and other funding agencies to the University. Two types of Grants have been received under the head of salary from GoA through treasury mode and Grants in mode.

Therefore, the Cotton University Invites Expression of Interest (EOI) from the reputed Chartered Accountant Firm for appointment as Internal Auditor & Tax Consultant of the Institute for the financial year 2018-19.

### 1. TERMS OF REFERENCE

#### 1.1 Scope of Work

The nature of the work the firm shall be as follows:-

1. The Main objective is to appoint a Chartered Accountant Firm whether the financial management arrangements including Internal Control mechanism as developed are working effectively and to identify areas for improvement and enhancing efficiency.
2. The Audit of accounts should be carried out on quarterly basis. Quarterly Audit Report and Annual Audit Report need to be submitted to the Vice Chancellor, Cotton University in triplicate after completion of each quarter.

#### 3. Details scope of work for Firm as said above are broadly classified as under:

- a) Audit of Books of Accounts and ancillary records of the University.
- b) Annual Accounts related work – verification of all accounting statements / schedules.
- c) Submit annual Receipts and Payments A/C, Income & Expenditure A/C & Audited Balance Sheet along with auditor's Report for the FY 2018-19 as per prescribe format.
- d) Looking after all types of Tax matters and also statutory compliances for the Institute.
- e) Preparation and filling of e-TDS quarterly returns within applicable due date and also give necessary feedback form to all the employees for calculation and exemption of Income Tax.

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- f) Preparation of Income Tax return and submission of same to Income Tax authorities.
- g) Carrying out physical verification of fixed assets and inventories situated in different dept. of the university at least once in a financial year.
- i) Preparation, submission and follow up (attending) of replies against any notice issued by any tax authority from time to time.
- j) Consultations as and when required for any Taxation Matters.
- k) Preparation of Utilisation Certificate and Statement of expenditure against the grants received from Central, State, UGC and other funding agency.
- l) Reporting of outstanding C & AG audit paras at the end of each reporting period of internal audit with remarks of Cotton University for non-compliance/non-settlement.
- m) Any other services in connection with the said work and normally rendered by the Chartered Accountant and not referred to in above.
- n) Advice on tax withholding rates on various categories of payments (including salary).
- o) Review of quarterly statements in respect of tax deducted/deposited from Salary, Honorarium and Contractors, etc. before filing return.
- p) Audit firm is required to visit and perform the audit work at Cotton University Office as per scope of work.
- q) For all matters, the Cotton University internal auditor will co-ordinate with Registrar.
- r) Ensure that outstanding staff loans and advances are recovered as per stipulated terms.
- s) The checking and verification of fees / incomes/ receipts on test check basis and the review of the reconciliation of fees/income /receipts to ensure that no revenue leakage exists.

## 1.2 Time Period

The firm will be required to provide the desired services initially for a period of one year i.e. FY 2018-19 which can be renewed for another year at the same terms and conditions on satisfactory performance up to a maximum of another two years.

Notwithstanding anything contained herein above, the institute reserves the right to discontinue the service of the firm in the event their services are evaluated as unsatisfactory at any time during the period by giving notice of one month.

## 1.3 Scheduled 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 authority.

*[Handwritten Signature]*

#### 1.4 Essential Qualifications Criteria for Firms

- 1) The firm should be registered with Institute of Chartered Accountants of India.
- 2) The Firm should have the latest empanelment with the C&AG of India for the year 2018-19
- 3) The Firm must have at least two Partners who are FCA on the date of EOI submission.
- 4) The Firm should have experience in internal audit of Higher Education Institution for a period of at least 10 years including three (3) years in any University in the NE Region and should have their registered office in Guwahati since that date.
- 5) The firm should furnish the registration /certificate of GST, PAN, and IT Returns of last three years.
- 6) Average Annual Income (Average Gross Professional Fees earned) of the firm in the last three financial year ending on 31st March 2018 must be equal to or more than 20.00 Lakhs.
- 7) Details of court cases/arbitration cases / or any other pending against the Firm / Organisation, if any.
- 8) The firm should produce all back up documents mentioned above.

**Note: All the supporting documents should be attached with the Technical Bid, without which the tender will be rejected.**

#### 1.5 PAYMENT TERMS :

The payment shall be made against the service provided by firm as per the nature of work, subjected 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 firm and accepted by the institute.
- 2) TDS under Income Tax will be deducted at applicable rates.
- 3) The firm will raise the bills in duplicate on submission of the audit report to the institute.
- 4) The quoted fee should be inclusive of Professional Fee, Travelling, and Accommodation etc.
- 5) The Cotton University will not pay any advance to the selected audit firm under any circumstances.

#### 2 CONFIDENTIAL:

The Consultancy firm shall not disclose the documented management systems to any third party including their internal department.

### 3 SUB-CONTRACTING:

The consultancy firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.

### 4 INSTRUCTIONS TO BIDDER FOR SUBMISSION

Interested firms meeting the criteria are required to submit the tender in two covers, **Cover-I (Technical Bid)** and **Cover-II (Financial Bid)**. Envelopes of technical bid and financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and superscribed with the tender reference no. and due date of submission.

**Cover-I: Technical Bid** (Cover I should be superscribed as Technical Bid and indicating the Tender Reference No.) **Detailed EOI documents along with Scope of work can be downloaded from the University website : <http://www.cottonuniversity.ac.in>** . Demand Drafts' has to be drawn in favour of "Registrar, Cotton University, Panbazar Guwahati for Rs. 1,000/- ( Rupees One Thousand Only) towards cost of tender application and for Rs. 10,000/- ( Rupees Ten Thousand Only) towards EMD in the shape of DD pledged to Registrar, Cotton University, Payable at Guwahati must be enclosed with EOI and the offers without EMD shall be straightway rejected.

**Cover-II: Financial Bid** (Cover-II should be superscribed as Financial Bid and indicating the Tender Reference No. and shall contain Price only) Financial bid should be enclosed in a separate sealed cover and should be written in the format (Summary Sheet) given in the tender document. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer. The bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The rate should be quoted both in words and figures. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialled otherwise the tender shall be invalidated. The rates should be quoted in Indian Rupee including all taxes.

### 5 OTHER TERMS AND CONDITIONS

5.1) Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.

5.2) **Technical bid(s) will be opened on 23.10.2018 at 2.30 P.M.** in the Conference Hall, Administrative Block of the Institute in the presence of the bidder(s) or their authorized representative(s) who are present at the scheduled time. **The Financial bid(s) of the technically qualified bidder(s) will be opened on 23.10.2018 at 4.00 p.m.**

- 5.3) In the event of the due date of receipt and opening of the tender being holiday/declared as holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
- 5.4) The **EOI document duly signed and stamped on each page** shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of tender. Any amendment and / or addition made to the tender are not permissible after opening of the tender. Incomplete tenders will be rejected.
- 5.5) The Institute reserves the right to eject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever and the tendered shall not be entitled to claim any damage or compensation due to such rejection. In case of any dispute, the decision of Vice Chancellor, CU shall be final and binding.
- 5.6) EOI received in the single-bid system ie. having the technical bid as well as financial bid in the same small envelope shall be rejected.
- 5.7) This EOI is subject to the jurisdiction of the local courts at Guwahati only. All disputes arising out of the EOI process shall have the jurisdiction of the local courts at Guwahati.
- 5.8) The EMD in respect of unsuccessful offers shall be released within 15 days after issuance of allotment letter in favour of the successful firm. The EMD of the successful firm shall be kept as security deposit which shall be released after successful completion of the assignment.
- 5.9) Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
- 5.10) The minimum bid price for the job has been fixed as a lump sum of Rs. 90,000.00 (Rupees Ninety Thousand only) which is inclusive of all other taxes/entire assignment expenses but excluding GST.
- 5.11) These are only proposed draft terms and conditions and can be modified at any time by the University at its sole discretion.
- 5.12) The tender document shall be submitted in a sealed envelope bearing the tender reference on the top left corner and addressed to the Registrar, Cotton University, Panbazar, Guwahati **so as reach latest by 23.10.2018 at 2.00 P.M. and opening will be done on the 23.10.2018 at 2.30 P.M. in which the bidders may attend.**

  
REGISTRAR

Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam

## ANNEXURE - A

PROFORMA: A-1

## PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No	Criteria	Yes/No	Proof/Document submitted
1	The firm should be registered with Institute of Chartered Accountants of India must Possess permanent account number (PAN) under Income Tax and registration under Goods and Service Tax and should be in operation for at least Ten years after its registration.		
2.	The Firm should have the latest empanelment with the C&AG of India for the year 2018-19		
3.	The Firm must have at least two Partner or employee		
4	The Firm should have experience in Internal Audit of Higher Education in the NE region for a period of at least Ten (10) years including Three (3) years in any University in the NR Region and should have their registered office in Guwahati.		
5	The firm should furnish the registration / certificate of GST, PAN number and IT Returns of last three years.		
6.	Average Annual Income (Average Gross Professional Fees earned) of the firm in the last three financial year ending on 31 <sup>st</sup> March, 2018 must be equal to or more than 20.00 Lakhs.		
7	Firm having HQ/ Branch Office registration in Guwahati		
8	Whether there are any court/arbitration/any other legal case against the firm/organization(if yes, give a brief note of the case indicating its present status)		

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Panbazar, Guwahati-781001, Assam

ANNEXURE-B

PROFORMA: A-2

**Details of CA Firm's Professional Income**

(Gross Professional Fees earned)

Particular	Financial Year 2015-16	Financial Year 2016-17	Financial Year 2017-18	Average Annual Income
Annual Income * ( In Rupees)				

\*Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax

Date: \_\_\_\_\_

Signature of the Bidder/Firm \_\_\_\_\_

Official Seal:

Name & Designation \_\_\_\_\_



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**ANNEXURE-A**

**PROFORMA: A-3**

**Details of Firm's Experience of Similar Services**

**[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 Assignment ( Please specify whether work involved Internal Audit)		Nature of the Supporting Documents provided
				Only Accounts Audit	Both Accounts & Transaction Audit	
1						
2						
3						
4						
5						
6						
7						
8						

**\*Furnish the copy of the documentary evidence in support of the information provided above**

Date: \_\_\_\_\_

Signature of the Bidder/Firm \_\_\_\_\_

Official Seal:

Name & Designation \_\_\_\_\_

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ANNEXURE-A

PROFORMA: A-4

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 support of the information provided above

Date: \_\_\_\_\_

Signature of the Bidder/Firm \_\_\_\_\_

Official Seal:

Name & Designation \_\_\_\_\_

  
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**ANNEXURE - B**

**FINANCIAL BID**

SI No.	Service	Fees( In Rs.)
A	Fees for the Financial Year 2018-19**	
B	Add: Tax as per applicable rate on the services provided	
C	Total Fees to be paid (including Tax (A+B))	

**In Words Rupees:** \_\_\_\_\_

\*\*The quoted fee should be included of Professional Fee, Travelling, Accommodation 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.**

Date: \_\_\_\_\_

Signature of the Bidder/Firm \_\_\_\_\_

Official Seal:

Name & Designation \_\_\_\_\_



**Registrar**  
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