

CENTRAL STORE(HQ)
Dr.RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, BIHAR
PUSA , SAMASTIPUR-848125

No. : 199/CS , DRPCAU, Pusa

Date: 14/09/, 2018

NOTICE INVITING TENDER

For Selection of CAG empanelled Chartered Accountant

DRPCAU, Pusa invites tender in two bid system for engaging Chartered Accountant Firms as Internal Auditor for conducting the audit of the university accounts for fy 2014 – 15 to 2015- 16.

The firms must be empanelled with the Comptroller & Auditor General of India. The details of the NIT may be downloaded from website www.rpcau.ac.in

Interested firms are requested to provide quotation on or before 03.10.18, in sealed cover with duly mentioning " *Selection of Chartered Accountant for Audit, fy 2014-15 to 2015- 16* of the account of the university ", Only by way of Speed Post or RPAD. Bids/ Quotation sent through any other means are liable to be rejected out rightly.

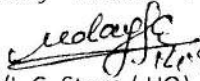
No. : 199 /CS/DRPRAU

dated : 14/09 /2018

Copy forwarded to Consultant (Information & Publicity) with a request to publish the above quotation notice (size 8 x 8 cm approx) Daily Newspaper at the earliest on DAVP rates. The bill in duplicate along with the tear sheet of the advertisement may kindly be sent to the undersigned for payment.


O/I, C. Store (HQ)

CC to : O/I, ARIS Cell, DRPCAU, Pusa (alongwith the soft copy and hard copy) with a request to place the quotation notice and bidding documents on the University website : www.rpcau.ac.in.


O/I, C. Store (HQ)

Approved

13/9/18

AUDIT FOR FY 2014-15 TO 2015-16

A. General Scope of Work:

1. The checking of Annual Account with Unit's Account
2. The checking of opening balance and closing balance of annual account with Units Account
3. The checking and verification of the cash book and bank statement.
4. The checking and verification of payment transaction on the basis of cash book and vouchers.
5. The checking and verification of fees/incomes/receipts// on test check basis and the review of the reconciliation of fees/income/receipts to insure that no revenue leakage exists.
6. Checking and verification of government grants(central/ state) received with cash book.
7. To ensure the compliance with applicable statutory requirements like income tax, service tax, EPF etc.
8. To ensure that outstanding staff loans and advances recovered as per the stipulated terms and rules.
9. To review of inter- campus transactions from cash book(remittances)
10. To check the sanction issue register/ budget/ control register maintained by different units.
11. Other audit related works as directed by the concerned officer.
12. Number of Units to be covered for Audit : 41 (30 Units at Pusa & Dholi Campus while 11 unit as Krishi Vigyan Kendras in 11 different districts)

B. Payment Terms:

1. After completion of the assignment you will raise the bills at Comptroller office.
2. Payment will be released after completing the work within a month from the date of submission of the bill.
3. The rate- should be quoted in the specific format attached in schedule B enclosed herewith.

C. Selection Criteria:

1. The appointment will be made for the audit of financial year 2014-15 to 2015- 16.
2. The bidder should have continuous experience of 10 years or more in full time practice for audit work. The cut-off date for ascertaining experience will be the date of issue of NIT.
3. Practicing Chartered Accountant, who have experience any Public Sector Unit (PSU) and educational institutions would be given first preference. Copy of appointment order should be enclosed or else it would not be entertained.
4. The Competent Authority reserves the right to accept or reject any quotes or to cancel the entire process.
5. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Vice- Chancellor, DRPCA, Pusa will be final and binding on both the parties to the contract.
6. Also please provide all the details in the attached Performa here.
7. Experience of Public Sector in Bihar or other State will be preferred .
8. Annual turnover of last three years (ITR to be submitted)
9. The prospective firm should have head office in Patna/ Samstipur/Muzaffarpur/ Darbhanga.

OFFER /DETAILS TO BE SUBMITTED (SHEDULE 'A')

SN	PARTICULARS	COMPLIANCES
1	Name of the Practicing Chartered Accountant. Name (s) of the Contact person(s) and the Contact details	
2	Date of Commencement of Practice : Date of registration : Certificate of Practice (COP) Number / Registration Number : (Please attach copy)	
3	Details of Office (s) Address: Telephone Nos: Fax No.: Email: Website	
4	Post Qualification Experience in fulltime practice of No of years:	
5	PAN No (please attach copy) : GST Registration No. (please attach copy)(if any)	
6	Empanelment with CAG	
7	Profile of the firm	
8	List of major clients of past and present as mentioned in Point No. 3 in selection criteria along with the work order, Profit & Loss Account & Balance Sheet.	
9	Self-Attested copy of ICAI Registration Certificate	
10	EMD	
11	Any other relevant information	

Declaration:

1. All the information provided by me / us herein above is correct.
2. I/We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I/We hereby undertake that, I will not sub contract the work assign to me or my firm.
4. I/We hereby undertake that, neither I nor any of my partners have any interest in the business of the Company.

Name & Signature of Authorised signatory with date and seal

SCHEDULE B (FORMAT OF PRICE-BID TO BE SUBMITTED IN SEPARATE SEALED COVER)

1. Name of the Firm:
2. Address & Phone/ e- mail:
3. Consolidated Fee for the Audit of said period with scope of work including all applicable taxes:-----

Name & Signature of Authorised signatory with date and seal