

**Dr B R Ambedkar National Institute of Technology
Jalandhar**

Expression of Interest (Eoi)

Dr B R Ambedkar National Institute of Technology, Jalandhar is a CFTI under Ministry of Education, Government of India, imparting Technical Education and engaged in Research Activities.

Sealed Bids are invited for the following items subject to the terms and conditions from the reputed Chartered Accountants Firms. The quotations in the firm's Business letter head should be addressed to the "Director, NIT, Jalandhar". The envelope shall be super scribed with the "EXPRESSION OF INTEREST FOR PROVIDING CA SERVICES TO NIT JALANDHAR".

Eoi No.: NITJ/Accounts/CA/01-2022	
Published Date	23.06.2022
EMD Submission end date	07.07.2022 till 11.00 hours
Bid submission start date	23.06.2022
Bid submission end date	07.07.2022 till 12.00 hours
Bid opening date	08.07.2022 at 12.30 hours

IMPORTANT NOTES: -

- 1. Detailed Terms and Conditions are available in this document. The complete document for the Expression of Interest is also available on Institute's website www.nitj.ac.in . Expression of Interest bids only through post/courier/by hand will be accepted.**
- 2. NITJ reserves the right to accept/reject any/all bids in part/full without assigning any reason thereof.**
- 3. Any changes / corrigendum/extension of opening date in respect of this Eoi shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.**

**Place: Jalandhar
Date: 23.06.2022**

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Registrar**

INSTRUCTIONS TO THE CA FIRMS

The bids shall be submitted in accordance with these instructions and any bid not confirming the instructions as under is liable to be rejected straightaway. These instructions shall form the part of the bid and contract.

Sr. No.	Name of the work	Eol Bid Fee	EMD
1	Tender for Empanelment of hiring of CA firms for maintenance of internal accounts and financial statements of Dr B R Ambedkar National Institute of Technology, Jalandhar	Rs.500/-	Rs.10,000/-

The Bidders are required to submit two separate Demand Drafts (Bid fee and EMD) as detailed under:

- (i) Eol bid fee of Rs. 500/- in the form of DD in favour of **Director, Dr B R Ambedkar NIT, Jalandhar must be submitted**
- (ii) EMD of Rs. 10,000/- in the form of DD in favour of **Security Account, Dr B R Ambedkar NIT, Jalandhar must be submitted.**

Bids for Expression of Interest should reach at following address before the last date of receipt and time.

Kind Attention:

***Assistant Registrar
Accounts Section***

***Dr B R Ambedkar National Institute of Technology,
GT Road Amritsar By-Pass, Jalandhar-144027, Punjab***

The bids will be opened by the committee duly constituted for the purpose on due date and time.

1. All the bids/enquiries should be addressed to the Director, Dr B R Ambedkar National Institute of Technology, Jalandhar.
2. In case of non-compliance of instructions and all the terms & conditions, the offer will not be considered.
3. Bids received after the due date will not be considered unless the date is extended.
4. While submitting the bids for Eol, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid is liable to be summarily rejected. If any Bidder stipulates any condition of his own, such conditional bid is liable to be rejected.
5. Director, NITJ, reserves the right to reject any bid wholly or partly without assigning any reason.
6. All the Eol documents & Financial Bid to be submitted as per this Eol are to be signed

by the bidder.

7. Bids received physically through courier/post/delivered personally will only be considered.
8. No doubt/clarification pertaining to this EoI by any Bidder shall be entertained after **01.07.2022** by the Institute.

9. Basic Eligibility Criteria & Minimum Requirements

Sr. No.	Eligibility Criteria	Minimum Requirement
1.	Empanelment with Comptroller & Auditor General of India (CAG)	<ul style="list-style-type: none">✓ Self-certified copy of the empanelment certificate issued by CAG to be attached.✓ Mere furnishing the copy of acknowledgement of application for such empanelment will not be a valid submission.✓ Audit firm should have its Head /Branch Office in Punjab.
2.1	Audit firm should have its Head /Branch Office in Punjab preferably near to Jalandhar	<ul style="list-style-type: none">✓ Self-certified copy of Firm Constitution Certificate issued by ICAI as on the date of Expression of Interest shall be furnished in support of information required under clause 2.2,2.3 & 2.4.
2.2	Audit firm should be in existence for more than 15 years as on the date of Expression of Interest	
2.3	<ul style="list-style-type: none">- At least two (02) full time partners should be there in the firm.- At least two (02) Partners of Chartered Accountant firm should have continuous association of 12 years or more with the firm.-All partners must have minimum of 12 years of experience in Statutory/Internal audit, Accounts, Taxation (including appeals with authorities etc.) and other allied accounts related services.	
3.	Providing of 2 persons who will be on full time basis at the disposal of NIT Jalandhar for the work of maintenance of internal accounts of different books, taxation (Returns/appeals/reply	<ul style="list-style-type: none">✓ One qualified CA and one semi qualified is required at NIT Jalandhar on full time basis.✓ To ensure above, at the time joining of workforce must produce their certificates to this effect to the institute along with a Govt. issued IDs for verification purposes.

	to the notices) Reconciliation of various banks, issue of 15 CB, utilization certificates of various projects and other works as per requirements of the institute.	
4.	Turnover of the firm	<ul style="list-style-type: none"> ✓ Minimum Turnover of the firm should not be less than Rs. 25.00 Lacs per annum in last three financial years. ✓ Audited balance sheet is required in support of the claim.
5.	Minimum number of Staff	<ul style="list-style-type: none"> ✓ The minimum number of professional staff (excluding typists, stenographers, computer operators, and sub-ordinate staff etc.) consisting of audit and articled clerks with the knowledge in book-keeping, bank reconciliation and accountancy and are engaged in outdoor audit should be minimum 10 (Ten).
6.	Minimum number of professional Associates	<ul style="list-style-type: none"> ✓ At least 03 professionally qualified (CA/CMA/CS) members should be associated with the firm.
7.	Declaration regarding professional misconduct/guilty	<ul style="list-style-type: none"> ✓ The firm has to give declaration that no partner/Chartered Accountant employee of the firm of auditors has been held guilty of professional misconduct by the Institute of Chartered Accountants of India [Self-attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorised person of the firm].
8.	Experience with Central or State Govt./ Central autonomous bodies/Central or State PSUs	<ul style="list-style-type: none"> ✓ Within the last 5 years from the date of Expression of interest (EOI) firm must have Statutory/Internal Audit/Accounting experience for at least 3 years with Central or State Govt. /Central autonomous bodies/Central or State PSUs for at least 02 different organizations. ✓ In support of above work orders/ Letter of award provided by the auditee organization is required. ✓ Bank branch audit will not be considered for this experience. Therefore, no document of branch audit should be submitted with EOI.

10. Scope of Work

10.1 Maintenance of Internal Accounts

- Firm will maintain day to day internal accounts viz. Main Account(Grant), Other earmarked/ endowment funds, all projects and TEQIP (if applicable) and pass accounting entries of different accounts on accounting software of the institute on daily basis.
- Monthly bank reconciliation of all bank accounts should be done on monthly basis preferably before 7th of each succeeding month and assisting the accounts official in clearance of outstanding entries appearing in Reconciliation reports

10.2 Financial Statements

- Preparation of Consolidated annual account on quarterly Basis and finally for financial year with internal audit report as per prescribed format of Ministry of Education, Govt. of India.
- Providing relevant information and assisting accounts personnel in case of statutory and regular audit is conducted by CAG team.
- Preparation of Utilization Certificate of Institute Grant account, STC/Conferences/FDP etc. and project accounts including TEQIP (if applicable).

10.3 Investment Records

- Maintaining the appropriate records for investment transactions of the institute which includes but not limited to FDRs/Bonds details fund wise and accrued/received interest thereon during a financial year and ensure incorporation of the same in the annual financial statements of the institute.

10.4 Dealing with various returns/notices/appeals under Income Tax/GST and other Acts

CA Firm will ensure the following returns (**not limited to**) on monthly/quarterly/annually basis as the case may be:

- Filing of yearly Income tax returns of NIT Jalandhar before its due date.
- Filing of all TDS returns (24Q/26Q/27Q etc.) on quarterly basis before due date and defaults in return should be rectified immediately as soon as notice is received in this regard (if any)
- Filing of all GST Return (GSTR1, GSTR7, and GSTR3B) on monthly/quarterly/annual basis before the prescribed period.
- Preparation of Form 16 (Part A & B) on traces on yearly basis.
- Ensuring all correspondences to be made by the CA firm against notices/appeals received from Income tax and GST Authorities within prescribed period and on priority on behalf of the institute including past ongoing cases.

11. Terms and Conditions:

- The contract would be initially for three (3) years which can be extended on satisfactory performance and requirement of the Institute.
- The firm will provide mandatorily one qualified CA and one semi-qualified CA-inter on full time basis at the disposal of the NIT Jalandhar. Firm will provide qualified and competent persons along with attested copies of certificates of education qualifications.
- The firm will maintain the accounts for various books of accounts and other services as indicated in scope of work.
- Firm shall ensure submission of Annual financial statements before 20th June every year for onward submission to the CAG Chandigarh office.
- The personnel so deputed by the firm shall not be changed in any case without the permission of Registrar/Director of the institute.
- Both the personnel shall mark the attendance daily in the institute.
- The payment shall be released based on the full time presence report of your personnel, failing which necessary deductions @ Rs. 500/- per day per person shall be made from your fees.
- All the works shall be done by the firm within the specified time frame from time to time.
- The contract shall be discontinued/terminated at any time without assigning any reason by the Institute. The Director of NITJ shall be the final authority in this case.
- The firm can discontinue the work assigned by serving a 3 (three) months' Notice to the Director, NITJ.
- The institute files various returns under GST/Income tax etc. Due to default or late filing of returns, the financial implication, if any arises, that is to be borne by the firm.

- The institute has to remit the payments abroad in foreign currency for which form 15CA/15CB is required from the Chartered accountant. No separate bills shall be entertained for this work
- The firm will file all the returns on behalf of the institute and will be liable to settle cases (in favour of institute) on behalf of the institute in the above matters. The firm will ensure that it is periodically monitored.
- The firm will conduct internal audit of the institute accounts including projects.
- The firm shall appear before the Assessing authority/Appellate authority/Tribunal/Courts of law as and when required or ordered by the institute.
- In the case of exigencies of work, the firm shall depute their trained/skilled personnel even on weekly off days or holidays.
- The firm shall provide on monthly basis the information of actual receipts and payments and financial position in prescribed format.
- The firm shall also prepare and authenticate the utilization certificates in respect of grant in Aid accounts, all projects account, TEQIP and other grants (if any). No separate bills shall be entertained for this work.
- The firm shall be liable to depute fulltime qualified personnel as stated in terms and conditions above for quick disposal of NITJ queries.
- The firm shall be liable to obtain 12A/10(23C) exemption certificate for institute (for non-deduction of income tax)
- In case of any dispute, the decision of the Director shall be final.
- The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes shall be within the jurisdiction in Jalandhar

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Registrar

BID SUBMISSION DETAILS

The bids (complete in all respect) must be sealed in a single Big Envelope/Cover with two Envelope/Covers (COVER-I and COVER-II) inside as explained below: -

<u>COVER-I</u>		
(Following documents to be provided)		
S. No.	Types	Content
1	Document (Bid Form)	Annexure-I
2	Document	Copy of PAN Card should be attached
3	Document	Copy of GST registration certificate should be attached
4	Document	Copy of Firm Constitution Certificate issued by ICAI should be attached
5	Document	Earnest Money Deposit Proof
6	Document	Turnover Proof (Audited Balance Sheet)
7	Document	Experience Certificate/Proof of Work Order/Letter of Award copy to be attached
8	Document	Copy of self-attested affidavit on Rs. 100/- (non-judicial stamp) regarding non misconduct on part of the firm in Profession

<u>COVER-II</u>		
(Following documents to be provided)		
S. No.	Types	Content
1	Financial Bid	Price bid to be filled in as per the below format as per Instructions given in price bid (Annexure-II)

All the documents have to be signed by the bidder.

Registrar

BID FORM

1.	Name of the Bidder and name of the firm/company	
2.	Full Postal Address	
3.	Telephone Nos./ Mobile Nos/	
4.	E-mail	
5	PAN Account No. (copy of PAN Card should be attached)	
6.	GST No. (copy of GST registration certificate should be attached)	
7.	Constitution of Firm (Tick the appropriate one) (copy of Firm Constitution Certificate issued by ICAI should be attached)	Sole Proprietorship Concern
		Partnership Firm/LLC
7.	EMD Demand Draft No. and Date	
	Issuing Bank Details	
	Amount	
8.	Turnover Proof (Audited Balance Sheet)	
9.	Experience Certificate/Proof of Work Order/Letter of Award copy to be attached	
10.	Copy of self-attested affidavit on Rs. 100/- (non-judicial stamp) regarding non misconduct on part of the firm in Profession	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/We give the rights to the competent authority of the office of the Dr. B R Ambedkar NIT Jalandhar to forfeit the Earnest Money/Security money deposit by me/us if any delay or failure occur on my part or fail to abide by the provisions of the contract.
4. I hereby undertake to execute the work as per direction given in the EOI document/work order.
5. I hereby declare that no partner/CA employee of my firm has been held guilty of professional misconduct by the Institute of Chartered Accountants of India, New Delhi.
6. In case, at any stage it is found that the documents/declaration submitted by me are found incorrect, the Institute reserves the right to take legal action against my firm and I will be liable to pay the damages to the Institute as assessed by the Institute.

Date :-

Place:-

**(Signature of the Bidder)
Designation:****(Office seal of the Bidder)**

SCHEDULE OF PRICE BID

Note: The below mentioned Price bid format is provided along with this Bid document.

I, M/s _____ do hereby quote the rate of Rs. _____ (in figures) per month i.e. Rupees _____ (in words) for providing the professional services of CA as per this Bid document i.e. EoI No.: NITJ/Accounts/CA/01-2022 dated 23.06.2022 (excluding GST).

1. The bidder shall quote Consolidated Rate (inclusive of all taxes except GST).
2. Rates quoted in any other manner than the above will be summarily rejected. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
3. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered.
4. The Fee shall be quoted in Indian Rupee only.

Yours faithfully,

(_____)
Signature of Bidder
(Capacity in which signing)

Seal of Firm