

GUJARAT NATIONAL LAW UNIVERSITY

(Established Under Gujarat Act No.: 09 of 2003)



EOI Notice No.: PC- 03/2023

Expression of Interest (EOI)

For

Providing Pre Audit Service

For the year 2023-24 to GNLU

Gujarat National Law University

Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub P. O.),

Gandhinagar - 382426 (Gujarat), INDIA.

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Expression of Interest (EOI) Notice No: PC- 03/2023

EOI Notification

Gujarat National Law University (GNLU), Gandhinagar, invites sealed expression of Interest from eligible, reputed audit firms as per the requirement of this document.

EOI may be downloaded from GNLU website <http://www.gnlu.ac.in/tender.php>. The prescribed non-refundable fee, as mentioned in the EOI, shall be sent with your offer through DD drawn in favor of "Gujarat National Law University", payable at Ahmedabad. Any subsequent amendments in the EOI will be available on the above mentioned website.

Detailed Technical offer and Financial offer shall be submitted in separate sealed cover in the prescribed format as per the link given so as to reach the University at the office address by Regd. AD / Speed Post / Courier latest by 14th June 2023 in separate sealed envelopes duly marked "Technical Offer for Pre Audit for year 2023-24" and "Financial Offer for Pre Audit for year 2023-24" addressed to, The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar-382426, Gujarat, India (Gujarat State).

| | | |
|-----|--|---|
| 1.0 | NAME OF WORK | Providing Pre Audit Service for the year 2023-24 |
| 2.0 | EOI Fee | Rs. 2,500/-(Non Refundable) |
| 3.0 | Earnest Money Deposit (EMD) | Rs. 5,000/- |
| 4.0 | Date of issue of Tender | 30 th May 2023 on http://www.gnlu.ac.in/tender.php |
| 5.0 | Last date for receiving hard copy of all the documents along with Tender Fees. | 14 th June 2023 up to 05:00 pm. |
| 6.0 | Technical Opening Date | 15 th June 2023 at 11:00 pm. |
| 7.0 | Address for Communication, Queries and Submission of filled Tender. | The Registrar, Gujarat National Law University Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub P.O.), Gandhinagar-382426 Gujarat, India. |

The Firm / Company appointed shall not be entitled to any other monetary benefits in addition to the professional fees quoted by it. **Professional fees should be quoted on per annum basis including GST as applicable. Professional fees shall be reimbursed on actual basis but excluding the out of pocket expenses.**

The Firm/Company shall have to depute 1 qualified and experienced resource having B.com/M.com educational qualification at the office of GNLU, Gandhinagar, on predetermined days, Twice a Week. Additionally, 1 CA shall also be deputed who shall be visiting GNLU, Gandhinagar to approve the Pre-Audit Payments/Vouchers, on predetermined days, Once a Week. He and his resource shall also have to

visit on additional days in a Week, upon request, if the circumstances so warrant. Work shall have to be carried out at GNLU, Gandhinagar.

Quarterly Pre-Audit Report shall have to be submitted within 21 days of the end of the quarter.

GNLU reserves the right to accept or not to accept lowest responsive offer based on evaluation and to reject any or all offers without assigning any reason.

Technical Offers received will be opened on 15th June 2023 at 11.00hrs at GNLU, Gandhinagar. Financial offers of only technically qualified Firms/Companies will be opened. It will be opened at GNLU, Gandhinagar.

This is to Clarify that as per the guidelines issued by ICAI, it is mandatory to quote minimum Fees during inviting offers from CA Firms. The minimum fees for the said assignment would be Rs. 45,000/- (Rupees Forty-Five Thousand) per month plus taxes as applicable but excluding out of pocket expenses. No out of pocket expenses shall be reimbursed / paid for work being done at GNLU, Gandhinagar.

ELIGIBILITY CRITERIA FOR THE FIRM

- 1.** The Firm/Company of Chartered Accountants should be registered with the Institute of Chartered Accountants of India, New Delhi and for a minimum period of 10 years. **Main office / Head Office of the firm / Company should be situated in Ahmedabad / Gandhinagar.**
- 2.** The Firm / LLP of Chartered Accountants should be **empanelled with C&AG, New Delhi.**
- 3.** The Partnership Firm shall have at least **Seven Chartered Accountants** and at least **Five Chartered Accountants** should be PARTNERS of the firm and out of those 3 Partners must be FCAs, as on 01.01.2023 ICAI Firm Constitution Certificate.
- 4.** At least 1 Partner of the Firm must have completed Certificate Course on Forensic Accounting and Fraud Detection conducted by ICAI.
- 5.** The Partnership Firm / Company shall have an average Professional Fees of Rs. **75.00 lakhs** per year in the last **3 years.**
- 6.** The Partnership Firm / Company shall have carried out at least **SIX** Internal / Statutory Audit of Government Entities i.e. Universities / Companies / Corporations / Boards in last three years. **AND** shall have carried out at least **THREE** Pre-Audit assignment of Government Entities i.e. Universities / Companies / Corporations / Boards in last three years. *Experiences of Internal / Statutory audit of Branch/Division will not be considered.*

Firms / Companies complying with the above eligibility criteria should only apply.

A. Terms & Conditions

1. GNLU is not bound to select any of the firms submitting offer. Further as quality is the principal selection criterion, GNLU reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.
2. Appointment shall be from the financial year 2023-24 onwards, renewable for next 3 years, subject to satisfactory performance of the CA Firm.
3. Professional fees should be quoted per annum, GST will be reimbursed extra on actual basis. No Out of Pocket expenses shall be paid or reimbursed.
4. Firm / LLP shall deploy required number of qualified and experienced resources to ensure timely completion of the work.
5. Firm needs to demonstrate the capability and preparedness of the Internal Audit by submitting Plan & Methodology to complete the work, with reference to their experience and achievements/accreditations to an expert group constituted by GNLU.
6. All documents and submissions shall be duly signed by Authorized Partner and serially numbered along with index. Submission without authorized Partner's signature will be considered as technically not qualified.
7. Firm will have to perform the functions as per the scope of work and terms and conditions mentioned and will submit the reports/other outputs as mentioned therein.
8. Appointment orders will be issued to the qualified firms of Chartered Accountant on completion of the process of selection.
9. Technical Offer submitted by the firms meeting with the minimum eligibility criteria will be evaluated and marks will be assigned as per marking system as in Annexure II. Financial Offer of only those firms successfully qualifying with 75 Marks in the technical evaluation process will be considered for opening of financial offers.
10. Upon allotment of work EMD shall be converted to non-interest bearing security deposit.
11. No offer shall be accepted/opened in any case received after the due date and/or time, irrespective of delay due to postal service or any other reasons and that GNLU shall not assume any responsibility for the late receipt of the offer. The offer received late will not be accepted.

B. Documents to be submitted along with Technical Offer

- i. Profile of the Firm
- ii. Copy of Firm Card of the Firm issued by ICAI as on 01.01.2023
- iii. Copy of latest Partnership Deed
- iv. Copy of Certificate of passing of Certificate Course on Forensic Accounting and Fraud Detection by Partners / Paid Chartered Accountants of the Firm
- v. Copy of Appointment Letters / Order
- vi. Copy of Income Tax Returns for the FY 2019-20, 2020-21 & 2021-22.
- vii. Copy of Audit Report and Audited Financial Statement of the Firm for the FY 2019-20, 2020-21 & 2021-22.
- viii. Copy of Proof of Head Office
- ix. Copy of PAN Card & GST Registration Certificate
- x. Copy of GST Annual Return for the FY 2019-20, 2020-21 & 2021-22.

- xi. Copy of Letter of empanelment with C&AG as on 01.01.2023.
- xii. Copy of Tender Document and Corrigendum if any, duly signed by authorised partner, confirming the acceptance of the Scope & Terms and Conditions.
- xiii. Authority Letter to Partner to sign on behalf of the Firm by all Partners of the Firm.
- xiv. Demand Draft of Tender Fees & EMD in separate cover.

TECHNICAL OFFER FORMAT

- 1. Name of the Firm/Company: -
- 2. Year of Establishment: -
- 3. Firm Registration No. with ICAI, New Delhi:
- 4. Constitution (Partnership/Company): -
- 5. Office Address: -
- 6. Phone Nos.: -
 Fax: - Email: -
- 7. Details of Partners/Directors: -

| Sr. No | Name | ACA / FCA | Membership No./ Year of Reg. with ICAI | Post Qualification Experience |
|--------|------|-----------|--|-------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |

- 8. Details of Staff
 (A) Details of Total Staff

| Sr. No. | Particular | No. |
|---------|-----------------------|-----|
| 1 | Chartered Accountants | |
| 2. | Audit Staff | |
| 3. | Article Staff | |
| 4. | Others | |
| Total | | |

(B) Details of Chartered Accountants in Employment (Other than Partners):

| Sr. No. | Name | ACA /FCA | Membership No./ Year of Reg. as C.A. | Working with the firm since | Post Qualification Experience |
|---------|------|----------|--------------------------------------|-----------------------------|-------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

(C) Audit Assistants/Clerks: -

| Sr. No. | Name | Qualification | Experience |
|---------|------|---------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |

(D) Article Clerks: -

| Sr. No. | Name | Qualification | Experience |
|---------|------|---------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |

9. Experience

(A) Internal / Statutory Audit of Government Entities i.e. Universities / Companies / Corporations / Boards in last three years i.e. 2020-21, 2021-22 & 2022-23

| Sr. No. | Name of Org. | Address of Org. | Year of allotment of Audit | Audit Report submitted or not? |
|---------|--------------|-----------------|----------------------------|--------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |

(B) Pre-Audit assignment of Government Entities i.e. Universities / Companies / Corporations / Boards in last three years i.e. 2020-21, 2021-22 & 2022-23

| Sr. No. | Name of Org. | Address of Org. | Year of allotment of Audit | Audit Report submitted or not? |
|---------|--------------|-----------------|----------------------------|--------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Note: - Mandatory to submit copies of Appointment Letter / Order for all the work done and completed in last 3 years from 2019-20 to 2021-22, if not submitted then it will not be considered. Appointment Letter for each year will be considered as one appointment. In case of, joint appointment of Pre cum Internal the same shall be considered as separate assignment and marks shall be allocated accordingly.

10. Turnover Details

| Sr. No. | Financial Year | Turn Over / Professional Fees Received (Rs.) | Remarks (Details of necessary proofs attached) # |
|---------|----------------|--|--|
| 1 | 2019-20 | | |
| 2 | 2020-21 | | |
| 3 | 2021-22 | | |

Audited Balance Sheet & Income Expenditure and Professional Fees Certificate from Chartered Accountant Firm

11. Details of personnel to be deputed for audit work of GNLU including name of the partner in charge of the audit.

| Sr. No. | Name | Designation | Qualification | Total Experience | Date of Appointment | Contact No. & Email Address |
|---------|------|-------------|---------------|------------------|---------------------|-----------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

12. The Partner in charge of the Audit shall have to visit GNLU at least once in a month to discuss issues with Accounts Officer and / or designated Officer of GNLU.

13. Work Plan & Methodology :

Chartered Accountant Firm to submit along with Technical Offer – A Note briefly describing the Plan & Methodology of undertaking the Pre Audit work of GNLU and explaining the experiences and achievements / accreditations in professional services that will be provided.

We, the undersigned, offer to provide the audit services in accordance with your Offer for Internal Audit work for GNLU, Gandhinagar. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

We hereby declare that all the information and statements made in this Offer are true and accept that any misinterpretation contained in it may lead to our disqualification.

Fees quoted separately have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the offer and to bear any further pre-contract costs.

We understand that GNLU is not bound to accept the lowest or any offer or to give any reason for award, or for the rejection of any offer.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the Offer.

Your faithfully
For M/s.....
FRN No.....

(CA.....)
M.No.
Authorised Partner

[Seal of the Firm]

ANNEXURE – I

SCOPE OF WORK OF PRE AUDITOR OF GUJARAT NATIONAL LAW UNIVERSITY (GNLU), GANDHINAGAR:

The Pre audit will be carried out in accordance with Standards of Auditing, generally accepted in India and shall include such tests and controls, as the Auditor considers necessary under the circumstances. The major areas will be covered are as under:

The scope of work shall be as follows:

1. Pre-Audit:

Pre-Audit is to be conducted for All the Bills/Payments/Vouchers above Rs. 50,000/-.

A. To cover the areas ensuring that:

- Transactions are recorded as per principles of commercial accounting and as per the guide line of Central Government for autonomous body are booked to proper accounting heads.
- Transactions are undertaken on the basis of proper authority.
- Auditor shall ensure that Purchase/Procurement guidelines have been followed or not.
- Auditor shall verify whether rules of delegation of powers have been followed or not with respect to purchases, sanction, payment and other applicable matters.
- Utilization of all funds is in accordance with the Financing Agreements / Government Resolution/Terms and Conditions of Grants / Funds / Advances provided.
- Transactions are duly supported by proper supporting documents and clear linkage between Books of Accounts and reports presented to Bank/FA.
- Where special accounts have been used, they have been maintained in accordance with the provisions of the relevant Financing Agreements / Grant Orders.
- Propriety of the transactions.

B. Checking of component-wise, category-wise and account head-wise expenditures.

C. Checking of running bills raised for payment under each projects pertaining to GNLU.

D. Suggesting revision in forms and formats from time to time.

E. Checking of running bills/final bills submitted for payment under project and ensure various compliances in conformity with terms & conditions of contract. A scientific/proper sampling method be devised in consultation with management.

F. Compliance and related activities:

- Ensure Compliance of Pre-Audit Queries from the auditee.
- Co-ordinate, follow up for the Compliances at all the divisions/campuses.
- Checking and verifying the relevant records to ascertain that compliance to Pre-Audit Report is complete in all respect.

The Auditor must pass and affix stamp on each Payment / Settlement voucher and other records as a token of audit carried out by them. All the payment files have to be pre-audited by the auditor before the approval of final authority. All files have to be cleared in a maximum weeks' time with clear opinion to the authority. Uncleared Files for more than one week shall be brought to the notice of the Designated Officer by written communication.

2. Other Services

As and when required by GNLU, the Auditor can be called upon to provide any additional services than those stated above for the smooth functioning of the University on a mutually agreed upon terms and conditions.

3. System Improvement

The selected Auditor will report to GNLU and any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported.

4. Compliance of Guidelines of funding - Government/other Authorities.

5. Internal Control System

Examining and suggesting improvement in Internal Control System

6. To give quarterly report and suggestions for improvement in the system and report to management on focus area.
7. To suggest the measures for cost control, where necessary, noticed during the Pre Audit assignment on month to month basis.
8. To give executive summary incorporating all points, matters, which are of very important nature and request the important consideration.
9. Process of Pre Audit from commencement to its closure by Approval should be communicated to and approved by the GNLU before start of the Pre Audit assignment, GNLU reserves right to revisit and refine or change the manner and method of the same, in consultation with the Pre Auditor.
10. Format of all the deliverables needs to be discussed and approved by GNLU, GNLU reserves the right to change the same before the commencement of each quarter before commencement of the work.

Activities and its Timelines:

| ACTIVITES | TIME FRAME |
|--|---|
| 1. Deployment of staff for carrying out Pre Audit. | Ongoing activity |
| 2. Preparing and submitting the issues report comments/compliance | Quarterly within 21 days from the end of Quarter. |
| 3. Reviewing the replies received and finalizing the Quarterly Report. | Within 1 Month from the date of submission of Report. |
| 4. Any additional services required by GNLU. | As and when required. |

| DELIVERABLES | TIME FRAME |
|--|---|
| 1. Monthly Reports – Work Done | Within 10 days from end of the Month |
| 2. Quarterly Reports | Within 21 days from the end of the Quarter. |
| 3. Audit Status Report | On Quarterly basis. |
| 4. Report regarding Status of Compliance | Quarterly within 21 days from the end of Quarter. |
| 5. Flash Report | As and when required. |
| 6. Any other special reports | On request. |

FINANCIAL OFFER [Format – on CA Firm’s Letter Head]

| | |
|--|--|
| PRE AUDIT – GNLU, Gandhinagar | |
| Professional Fees FOR THE FY 2023-24 (Including Out of Pocket Expenses) | Rs./ Rupees (In Figures & Words) |

NOTE :

1. Out of Pocket expenses will not be reimbursed / paid.
2. GST will be extra and paid on actual basis.
3. Services can be renewed for next three years or more if work is done satisfactorily.
4. To cover increase in volume and inflation an 7.5 % Increment to the professional fees will be given on each renewal.
5. The Firm will raise the bill on quarterly basis for the work provided at the rates as agreed and accepted by GNLU.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the Offer.

Your faithfully

**For M/s.....
FRN No.....**

**(CA.....)
M.No.
Authorised Partner**

[Seal of the Firm]

ANNEXURE II EVALUATION MATRIX

Eligibility criterion of the firms shall be based on the various criterions as given in the table below. The technical EOI evaluation shall be based on the following parameters.

| Sr. No. | Particulars | Minimum Criteria | Marks | Evaluation Criteria |
|----------------|---|-------------------------|--------------|---|
| 1 | 5 Full Time Partners, Firm Status as on 01.01.2023 | 5 | 15 | Firm with CAs Minimum 5 = 5 Marks More than 5 up to 8 = 8 Marks More than 8 = 15 Marks |
| 2 | FCA Partners in the Firm as on 01.01.2023 | 3 | 15 | Firm with FCAs Minimum 3 = 5 Marks More than 3 up to 5 = 8 Marks More than 5 = 15 Marks |
| 3 | Audited Professional Fees | Rs. 75 Lacs | 10 | Professional Fees Average of 3 Years Up to 75 Lacs = 3 Marks Above 75 Lacs to 200 Lacs = 5 Marks Above 200 Lacs to 500 Lacs = 7 Marks Above 500 Lacs = 10 Marks |
| 4 | No of Partners having completed Forensic Accounting and Fraud Detection course by ICAI as on 01.01.2023 | 1 | 10 | No of Partners : Minimum 1 = 3 Marks Upto 2 = 6 Marks 3 and Above = 10 Marks |
| 5 | Firm should be in Registered with ICAI as Partnership Firm / LLP for a period of more than 10 years | 10 | 10 | Partnership Firm / LLP registered with ICAI Up to 10 years = 3 Marks More than 10 up to 20 = 7 Marks More than 20 = 10 Marks |
| 6 | Internal / Statutory Audit Experience of the Firm for last 3 years | 6 | 10 | No of Audit Assignments Up to 6 = 3 Marks More than 6 up to 10 = 7 Marks More than 10 = 10 Marks |
| 7 | Pre - Audit Experience of the Firm for last 3 years | 3 | 10 | No of Audit Assignments Up to 3 = 3 Marks More than 3 up to 5 = 7 Marks More than 5 = 10 Marks |
| 8 | Note briefly describing the Plan & Methodology of undertaking the Pre Audit work of GNLU. | --- | 20 | Evaluated by GNLU with the information as: Experience, Achievements, Accreditations, Work Flow, Methodologies, Coverage to Scope of Work, Team details. |
| TOTAL | | | 100 | |

NOTE: Financial Bid of Firms having minimum 75 marks shall be opened and unqualified Firm's Bid shall be returned unopened.