



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal
Website: www.knu.ac.in

E-Tender Document

Request for Proposal for Engagement of Internal Auditor

For Kazi Nazrul University

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Kazi Nazrul University
Nazrul Road, Kalla Bypass More, Asansol,
Paschim Bardhaman – 713340



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Ref.No: KNU/EO/ 02 /24-25
16.04.2024

Date:

Request for Proposal (RFP) through E-TENDER platform

KAZI NAZRUL UNIVERSITY (KNU) intends to engagement of Internal Auditor for Kazi Nazrul University, Asansol through Online e Tender. Two bid system (i.e. Technical & Financial) are invited from eligible firm CAG empanelment Chartered Accountant Firms for 'Engagement of Internal Auditor' initially for the Financial Year 2023-24 and 2024-25 which may be renewed up to three (3) years on yearly basis (i.e. FY 2025-26, 2026-27 & 2027-28) subject to satisfactory performance on the same professional fee and terms & conditions are mentioned below.

1. Scope of Work: The nature of work of the firm shall be as follows:

- i) Internal audit will be conducted on quarterly basis with quarterly reporting for the Financial Years audit.
- ii) Verification and Certification of bills, vouchers, records i.e. General Ledger, Fixed assets, Statutory Obligation like gratuity, EL encashment and bonus, Expenses as per budgetary provision, Statutory Dues, Taxation and financial statement like Income & Expenditure, Balance Sheet and Receipt & Payments along with schedules required to be maintained by KNU, Asansol.
- iii) Verification of Store, Purchase, Stock register, Campus related activities and Library.
- iv) Verification of establishment/HR/Academic/IT records/ Procurement.
- v) Verification of all the activities & program of the university including events and Research Projects, sponsored/funded projects, consultancies etc. will be covered in the audit.
- vi) Vouching: Audit of transactions which involves examination of supporting documents, Concurrence and approval of the competent authority.
- vii) Verification of filing of all the statutory returns regularly in time.
- viii) Checking of trial balance, Fixed Assets registers & stock registers, scrutiny of general ledger and reconciliation of each head of accounts thereof wherever necessary.
- ix) Supervision for preparation of Balance Sheet with necessary schedules and certification of the annual accounts for the period under audit.
- x) Checking of expenditures incurred with reference to the laid down procedures, delegation of powers and budgetary provisions.



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- xi) Checking of calculations and payments of statutory dues and all tax (Income Tax, TDS, GST, and Professional Tax etc.) related matters as applicable to KNU, Asansol from time to time.
- xii) To see whether the stocks/assets required/purchased in quantity and price are in line requisition of the office/department with proper tendering system.
- xiii) To check the bank reconciliation statements and investments.
- xiv) To check the bank book to ascertain whether bank balance in hand has been verified by the competent authority at regular intervals.
- xv) To check the calculations of salary and reimbursement made to faculty/officers /staff to ascertain the legitimacy of payments and deductions thereof.
- xvi) To check the listing of contingent liabilities, if any, in the notes to Balance Sheet.
- xvii) Checking whether all liabilities against the accepted claims have been provided for in the books of accounts for the full accounting year and verifying compliance with statutory obligations of employer towards the employees: viz Gratuity, Leave encashment, Provident fund, Bonus etc. Similar checks to be done in respect of TA/DA and claims for reimbursements.
- xviii) To review compliance with laid down policies and procedures in respect of calling of tenders, related approvals, budgetary provisions made and letters of award (LOA) issued for work contracts.
- xxi) To verify the validity BGs obtained from parties to whom the work is awarded.
- xx) To verify whether BGs are kept in safe custody of competent authority and whether related records are properly maintained.
- xxi) To check whether the stationary & Stocks have duly been accounted for as per accounting rules and whether records have been properly maintained to ensure safeguard of such stocks of KNU, Asansol.
- xxii) To check all the filing of the due statutory returns of the University was done well within the time.
- xxiii) Certification of accounts of sponsored projects/ Consultancies of external agencies and other miscellaneous certification as and when required.
- xiv) Issuance of advisory/opinion/guidance to the University if required on the accounts, direct & indirect taxation, professional tax and other academic area etc.
- xv) A partner of the firm must be present in the University for at least two days in a month.



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xvi) Attendance of 10(Ten) working days in a month by a staff of the firm will be compulsory other than attendance by partner.

Xvii) Internal audit report needs to be submitted on quarterly basis 1st, 2nd & 3rd quarter reports need to be submitted within one month of quarter closing. Internal audit report for the full year with certificate of Annual accounts need to be submitted within 4 months of financial year ending.

2. Eligibility Criteria:

i) The firm must be empaneled with CAG for the year 2023-24 with office within West Bengal. Valid empanelment letter for the year 2023-24 issued by CAG should be submitted.

ii) The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. Valid registration letter having particulars of partners, year of establishment, addresses of Head Office and Branch etc., issued by the ICAI should be submitted.

iii) The firm should have Average Annual Financial Turnover of Rupees 20 lakhs during the last three financial years, ending on 31st March 2023. Copy of Audited Profit & Loss Account statements, Balance Sheets and ITRs of above FYs must be enclosed as proof in support of this.

iv) The firm should have minimum three (3) full time partners with at least two(2) being Fellow CA(FCA). Valid registration letter issued by the ICAI should be submitted.

v) The firm should have experience of completing minimum five (5) Internal Audit/Statutory Audit in any State aided Universities, Central/State Govt. Department, Institutes of higher learning, during past five (5) years out of which minimum two (02) audit should be in the Educational Institution of national importance from the last date of submission of bids. Copy of work order/contract agreement/successful completion certificate of contract in any of the above organizations should be submitted as proof.

3. Submission of Bid:

3.1) The interested firms meeting the pre-qualification/eligibility criteria are required to submit their tender two bid system. The tender should contain the following documents:

Annexures

- Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)
- Application for Tender - (Vide Annexure II) (to be submitted in “Annexure” folder)
- Authorization letter - (Vide Annexure III) (to be submitted in “Annexure” folder)



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- d) Affidavit Performa (Vide Annexure IV) (to be submitted in “Annexure” folder)
e) Declaration on KNU (Vide Annexure V) (to be submitted in “Annexure” folder)

4) Financial Bid

The Financial Bid should contain Bill of Quantities (BOQ) in one cover (folder): Performa (Do not quote here)

Sl. No	Items	Rate (INR)		GST amount @.... %	Amount (INR) C=A+(AXB)
		A (Per year)	B		
1.	Annual Professional Fee for Internal Audit (Per year)				

GST, if any, should be indicated separately in the Financial Bid. The Bidder shall not modify the financial bid format in any manner. In case if the same is found to be modified in any manner, bid will be completely rejected.

All the pages of the tender document including Annexures, copy of certificates/documents and financial bids should be signed by the authorized person of the firm along with seal of the firm.

5. Acceptance of Bids & Withdrawals:

The Tender Selection Committee reserves the right to cancel the tender due to unavoidable Circumstances and no claim in this respect will be entertained.

6. Validity of Bids:

The bid should be valid for 180 days from the last date of submission of bids.

7. Selection of Successful Bidder:

The bidder offering the lowest ‘Lump-sum Annual Fee’ will be declared as the successful service provider. In the event of receiving more than one financial bid quoting the same lowest ‘Lump-sum Annual Fee’, the final selection of successful bidder shall be made in the following manner:

A) If more than one bid having same date of registration, the one with the highest turnover during the last 3(Three) years put together.



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B) The earliest one having Firm Registration Certificate issued by ICAI.

8. Duration of Contract:

The firm will be required to provide the audit service initially for a period of two year i.e. for the FY 2023-24 & 2024-25 and which may be renewed up to three (3) years(i.e. FY 2025-26, 26-27 & 27-28) on yearly basis on same professional fees and terms & conditions with the mutual consent and satisfactory performance. Notwithstanding anything contained herein above, the University reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory with one month notice.

9. Support and Inputs to the service provider/firm:

The University shall provide office space to the service provider to perform its services. In terms of hardware the University will provide computers and printers to the firm within the department of the University. The University will provide all primary data to the firm for carrying out the jobs listed in the 'Scope of Work'.

10. Payment of Fee:

The payment of 'Annual Lump-sum Fee' shall be made against the services provided by firm as per the 'Scope of Work', subject to the following terms and conditions:

- The payment during the entire contract period shall be made in accordance with the 'Annual Lump-sum Fee' quoted by the selected bidder in its financial bid and accepted by the University. No price variation would be allowed during the contract period.
- GST will be borne by the University as applicable.
- Statutory deduction under Income tax will be deducted at applicable rates.
- The service provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the University.
- No expenses towards accommodation, food, TA,DA or any other expenses will be paid to the service provider other than agreed 'Annual Lump-sum Fee'.
- The University reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the University will be the final in this regard.

11. The service provider shall not sublet the contract or transfer the contract to any other service provider or person in any manner.

12. Any act on the part of the tenderer to influence anybody in the University is liable to rejection of this tender.



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13. Dispute Resolution: In the event of any dispute or differences arising under this contract, the decision of the KNU, Asansol shall be final and binding on both parties. All legal actions are subject to Kolkata jurisdiction only.

14. Important dates:

Sl. No	Particulars	Date & Time
1	Date of publication E-tender	16 .04.2024 (17.00 hrs.)
2	Document download start date & time	16 .04.2024 (18.00 hrs.)
3	Document download end date & time	07 .05.2024 (12.00 hrs.)
4	Bid submission start date & time	16.04.2024 (17.00 hrs.)
5	Last date & time of online submission of Technical Bid & Financial Bid	07.05.2024 (17.00 hrs.)
6	Date & time of opening of Technical Bid in the office of the Finance Officer, KNU, Asansol	To be notified later
7	Date of uploading of list of technically qualified Bidder(Online)	To be notified later
8	Date& time of opening of financial Bid in the office of the Finance Officer, KNU, Asansol	To be notified later
9	Date of uploading of list of Bidders along with the approved rate	To be notified later

15. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal online after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

16. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected outright without any prejudice.

17. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable Circumstances and no claim in this respect will be entertained.

Sd/-



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Estate Officer (Additional Charge)

Annexure-1

FURNISHING BASIC INFORMATION- (To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
	Professional Tax Registration No. (Please enclose copy of Professional Tax)	
	Power of Attorney/Authorization Letter, if bid is submitted by the authorized representative of the agency	
8	Do you have previous experience for providing similar service at Educational Institute of Higher Learning OR any government office(Please enclose copy of Work Order& user list, if yes)	Yes/No (Please put tick mark)
9	Income Tax Returns submitted for the Financial year 2020-21(Please enclose copy)	Yes/No (Please put tick mark)
	Income Tax Returns submitted for the Financial year 2021-22(Please enclose copy)	Yes/No (Please put tick mark)



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	Income Tax Returns submitted for the Financial year 2022-23(Please enclose copy)	Yes/No (Please put tick mark)
10	Annual Turnover as per Audited Accounts / Accounts certified by Chartered Accountant	2020-21: Rs..... 2021-22: Rs..... 2022-23: Rs..... Average Annual Turnover: Rs.....
11	The firm must be empaneled with CAG for the year 2023-24	Yes/No (Please put tick mark)
12	The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988.	Yes/No (Please put tick mark)

For and on behalf of

(Signature of Authorised Signatory)

Name:

Designation:



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Seal:

Annexure II

APPLICATION FOR TENDER

(To be furnished in the firm's official letter pad with full address and contact no, E mail address etc.)

To
The Estate Officer (Additional Charge)
Kazi Nazrul University, Asansol

Sub: Tender for the Engagement of Internal Auditor for Kazi Nazrul University

Ref: Tender No.....dated.....

Madam,

Having examined the pre-qualification & other documents published in the Tender No..... Dated, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....in the capacity of duly authorized to submit the offer. The authorization letter from the company is attached in Annexure III.
2. We accept the terms and conditions as laid down in the tender document vide Clause 1 and declare that we shall abide by it throughout the tender period including its extensions, if any.



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3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the mentioned work and assure work to Kazi Nazrul University
5. In the event of being selected, we will deliver the work within the stipulated period excepting the condition which is beyond our control.

Date:

Signature and name of applicant

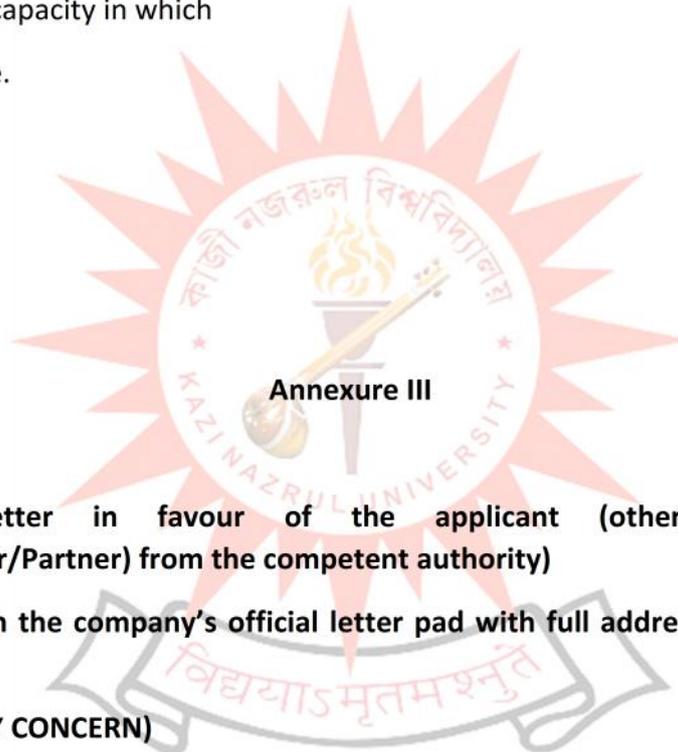
Including title and capacity in which

Application is made.

Contact no:

E-mail address:

Postal Address



(Authorization letter in favour of the applicant (other than Managing Director/Proprietor/Partner) from the competent authority)

(To be furnished in the company's official letter pad with full address and contact no, E mail Address etc.)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr. (Name), Employee of this organization as (Official Designation) is hereby authorized to submit tender online, Vide Ref. No., datedon behalf of the Organization.

Signature of the Authorized Person.....



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Signature of Mr.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV

(Affidavit Performa)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt..... the Managing Director/Proprietor (etc.) of the Company/
Firm..... (Name of the Company/Firm) at
(address)..... do hereby

Solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified deliver work to any Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my Company/Firm in any criminal court of law to work for the Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.



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4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.

5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s)

ANNEXURE V

(Affidavit Performa)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

DECLARATION ON KNU

I, the undersigned, do hereby declare that on behalf of my organization, I will comply with all the formalities that are required to be complied with as per KNU and I will observe all clauses of the KNU (including Terms & conditions). In case of any non-observance of any clause(s), we will be bound to follow the decisions taken by the Kazi Nazrul University for taking decision related with the tender.

Full signature of the Person (Designation with Seal)

Date:

Place:



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