

National Institute of Urban Affairs
1stFloor, Core 4B India Habitat Centre
Lodhi Road, New Delhi –110007

Ref No.: NIUA/EOI/SA/E- Dated: 03 June, 2024

**INVITATION FOR EXPRESSION OF INTEREST FOR APPOINTMENT OF
STATUTORY AUDITOR**

National Institute of Urban Affairs (NIUA) is a premier Institute for research, capacity building and dissemination of knowledge for the urban sector in India. NIUA is registered under the Societies Registration Act, 1860 and is an autonomous body of the Ministry of Housing and Urban affairs. NIUA accepts various projects from the Government, International bodies etc.

NIUA conducts research in emerging subjects/areas such as urbanization, urban policy and planning, municipal finance and governance, land economics, transit oriented development, urban livelihood, environment and climate change and smart cities and such other topics. NIUA have a large number of Projects from Central and State governments, National and International Agencies and also some with FCRA discipline.

NIUA is presently having a balance sheet size of Rs. 70-80 crores and have core and professional staff of nearly 210, including personnel engaged on short-term contracts on fixed remuneration basis.

NIUA is registered under section 12A(1) and 80(G) of the Income Tax Act, 1961 and have a CPF scheme approved by the Ministry of Pensions & Pensioners' Welfare.

NIUA invites "Expression of Interest" for appointment of a firm/company/LLP of Chartered Accountants for the financial year 2023-24. The appointment may be further extended by mutual consent between the NIUA and the selected agency in writing.

NIUA is looking to appoint a firm/company/LLP having its Head Office in Delhi-NCR and CAG registered chartered accountants for Statutory Audit and other attendant work of NIUA's Annual accounts.

The applicant should have a minimum experience of 10 years in audit of annual accounts, financial statements, FCRA Accounts and also CPF Accounts, filing of ITRs, assessment of IT returns etc. of similar institutions/bodies.

The general scope of work is indicated below:

- i. Statutory Audit of the Annual accounts of the NIUA;
- ii. Audit of Contributory Provident Fund of the NIUA;
- iii. Audit under FCRA;
- iv. Filing of Income Tax Returns & Forms; and
- v. Attending the assessment proceedings, in case required during scrutiny, if necessary.

Interested Firms/Companies/LLPs of the Chartered Accountants should submit their EoIs latest by 12th June, 2024, 17:00 hrs. IST.

Interested Firms/Companies/LLPs having their Head Office in Delhi-NCR and registered with CAG along with having requisite experience may please furnish details as follows:

1. Applicants Expression of Interest as per Form-1;
2. Power of Attorney as per Form-2;
3. Affidavit certifying that Entity is not Blacklisted as per Form-3;
4. Profile of their Firms/Companies/LLPs as per Form-4;
5. Details of experience in a tabular format with a list of organization as per Form-5;
6. Audited turnover as per Form-6;
7. Empanelment details with CAG; and
8. Financial Proposal as per Form-7

The method of selection will be **Quality Based Selection (QBS)** based on experiences in conducting similar nature of assignments as per following criteria –

Eligibility Criteria

Sr. No.	Requirements
1.	At least 10 years of existence of Firm
2.	The Firm should have minimum 3 partners with at least 1 of them should be FCA
3.	The firm should have Statutory Audit experience of minimum 5 years in Public Sector Undertakings/ Government Entities/ Autonomous or Statutory Bodies or Bank Branches
4	The firm must be empanelled with the Comptroller and Auditor General of India.
5.	Annual average turnover of firms for the last three financial years ending on 31st March 2023 should be at least Rs. 50 Lacs.
6.	Head office of the firm should be located in Delhi-NCR
7.	The Firm should have valid GST Registration Number

Disqualifications: The Chartered Accountants firm shall not be eligible for assignment if

Sr. No.	Disqualifications
1.	The Chartered Accountants Firm or any of its partners has been declared guilty of any professional and/or other misconduct under the provisions of the Chartered Accountants Act, 1949 and/or Company Secretaries Act, 1980 during the current year and immediate past five years
2.	Any of the partners of the firm or their relative is /was a member of NIUA during the current year and immediate past five years i.e. from 1st April, 2019 to till date.

Declaration:

The Chartered Accountants Firm while expressing their interest shall be required to submit a declaration on their letter head that they do not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect information furnished by the applicant shall lead to rejection of the application.

Technical Score:

S. No.	Evaluation Criteria	Max Marks
1.	<p>The CA Firms should have been in operation in India for at least 10 years after registration as on date of issuance of EOI.</p> <p>Registration: 10 Years to 12 years= 10 marks >12 Years to 15 Years =12.5 marks >15 Years = 15 marks</p>	15
2.	<p>Minimum Two, Full Time Partners (FTPs) associated with the firm for not less than 3 years with at least one being a Fellow CA (As per latest Certificate of ICAI not issued before six months of the date of this EOI)</p> <p>Number of FTP: 01 to 03 = 2 marks > 03 to 05 = 4 marks >05 = 6 marks</p> <p>Number of FCA: 01 to 03 = 2 marks > 03 to 05 =4 marks >05 =6 marks</p> <p>Number of ACA: 01 to 03 = 1 marks > 03 to 05 =2 marks >05 =3 marks</p>	15
3	<p>Average Annual Turnover of firm for the last three FYs ending on 31st March 2024 should be equal to or greater than Rs 50 Lakhs-</p> <p>Turnover INR: 0.5 Crore to 01 Crore = 20 marks > 01 Crore to 03 Crore =25 marks >03 Crore =30 marks</p> <p>The Balance Sheets, P/L account and positive net worth certificate should be submitted for FY 2020-21, 21-22 and 22-23.</p>	30
4	<p>Work experience of carrying similar assignments of working as Statutory Auditor –</p> <p>i. Minimum three Assignments – 10 marks ii. Four to six assignments – 20 Marks iii. Seven to ten assignments – 30 Marks iv. More than ten assignments – 40 marks</p>	40

	Copy of Contract/ Work Order and Completion Certificates from the Client OR Copy of Contract / Work Order and Self-Certificate of Completion certified by the Chartered Accountant and Authorized Signatory on the Letter Head of the Company with relevant information like name of the assignment, date of start, date of completion, contract amount and total payment etc	
	Total	100

The minimum qualifying marks are 70 out of 100 marks.

A lump sum fee of ceiling amount up to Rs. 1.5 lakh plus GST as applicable will be paid to the Statutory Auditor after completion of the assignment.

The applicant is requested to submit their financial proposal as per Form 7 of the EOI. Any proposal exceeding the ceiling amount will be rejected.

In case of any clarification/or information required, please feel free to contact Mr. Jitendra Anand, Procurement Specialist, NIUA prior to 07th June.2024, 17:00 hrs. IST through email jitendra@niua.org

Interested firms/Companies/LLPs should send/submit their EoI in Hard copy in an envelope mentioning “EoI for appointment of Statutory Auditor at NIUA” latest by 12th June, 2024, 17:00 hrs. IST. Financial proposal should be in the separate envelop. Submissions need to be addressed to “The Director- National Institute of Urban Affairs”, Core 4B, 1st Floor India Habitat Centre- Lodhi Road, New Delhi- 110003.

In case, the applicant is selected and Letter of Award is issued then the firm should be able to mobilize within a week and take up the assignment.

Sd/-

Dr Sandeep Thakur

SRO, Admin & Accounts Officer and Executive Officer, NIUA

Disclaimer: National Institute of Urban Affairs reserves the right to accept or reject EoI of any firm/company/LLP at the sole discretion of the Institute. The NIUA may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document or cancel this process.

Other terms & conditions

1. There shall be no fees for the application.
2. Any amendment / corrigendum / clarification to the EOI will be posted on the website of NIUA, i.e. <https://niua.in/tenders>
3. The NIUA shall not be liable for non-receipt/late receipt of any of the Application.
4. The NIUA reserves the right to reject any of the applications without assigning any reason at any time and may call for any other details or additional information from any of the applicants at its own discretion during the tendering process. Non submission of details sought for will render the firm ineligible for the assignment. In this regard, the decision of NIUA shall be final on all the applicants.
5. The decision of the NIUA shall be final as regards to the criteria to finalize the firm out of the applications so received and selection of auditor.
6. Incomplete applications shall be summarily rejected.
7. Audit shall be conducted by appointed firm only and shall not be allowed to sublet the audit assignment.
8. The auditor shall maintain professional integrity and confidentiality of information obtained during the course of audit.
9. In the event of any dispute arising out of the assignment, the Director, NIUA shall be the primary decision making authority.
10. In case any dispute/difference/claim arises out of or in connection with the assignment or its subject matter, the aggrieved Party shall, following service of written notice to the other, attempt to resolve amicably such dispute by way of good faith discussion and negotiations as soon as reasonable possible, failing which the same shall be referred to and finally resolved by Arbitration. The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 and any Statutory modification or amendment thereof. Arbitration proceedings shall be held at Delhi and the language of the arbitration proceeding shall be in English. The arbitral award shall be final and binding upon both the parties. All arbitral awards shall be in writing and shall state the reasons thereof. The cost of the arbitration shall be equally borne by both the parties.

FORM - 1:
Applicant's Expression of Interest

_____ [Location, Date]

To:

The Director,
National Institute of Urban Affairs
Core 4B, 01st Floor, India Habitat Centre
Lodhi Road, New Delhi – 110003

Dear Sir:

We, the undersigned, offer to provide the Services for [Insert title of Services] in accordance with your Invitation for Expression of Interest dated [Insert Date] and our Proposal. We are hereby submitting our Technical Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal shall lead to the rejection of our Proposal by the Client;
- b) Our Proposal shall be valid and remain binding upon us for the period of 60 days;
- c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We acknowledge and agree that the Client reserves the right to annul the selection process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to us.

We remain,

Yours sincerely,

Authorizd Signature [in full and initials]: _____

Name and Title of Signatory: _____

Name of Consultant (company's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and email): _____

FORM - 2
Power of Attorney

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms..... son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for XXXXXX, proposed to be developed by the (the “Client”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Client in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarised by a notary public.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Bidders from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Apostille certificate.

FORM - 3

Format for Affidavit Certifying that Entity is not Blacklisted

(On non – judicial stamp paper of INR 100/- or such equivalent document duly attested by notary public)

I / We Proprietor/ Partner(s)/ Director(s) of M/s ----- hereby declare that the firm/company namely M/s----- -----has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s ----- hereby declare that the firm/company namely M/s----- -----was blacklisted or debarred by any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- ----- . The period is over on -----and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled.

Dated this Day of, 2024....

Yours sincerely,

Name of the Consultant: _____

Signature of the Consultant: _____

Address: _____

FORM - 4

Bidder Information Form

a	Name of Firm with full address	:	
b	Tel. No.	:	
c	Mobile No.	:	
d	Email Address	:	
e	Pan No	:	Copy of pan card to be provided.
f	GST Registration Number	:	Copy of GST registration certificate to be submitted.
g	ICAI Firm Registration No.	:	Copy of firm Registration certificate to be submitted.
h	Date of Constitution of Firm	:	
i	Number of Full-Time Partners as on the date of EOI		(Details to be provided in “Annex-A”)
j	Name and address of the person holding the Power of Attorney.	:	
k	Name of Bankers with full address.	:	
l	Are you presently debarred / Blacklisted by any Central/ State Government Department / Union Territory (If Yes, please furnished details)	:	
m	Name and details (Tel / Mobile / Email) of contact persons	:	

(On Firms Letter Head)

Annex-A

Details of Full time partners of the Firm

Sr. No	Name of the Partner	Membersh ip No.	Whether FCA / ACA	Date of joining the firm (full time)

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Form - 5
Details of Experience

Starting Year	Ending Year	Contract Identification	Type of Supporting document attached
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	

FORM - 6

Average Annual Turnover

Average Annual Turnover of the Bidder (Equivalent in Rs. Crores) By Audit Firm / Chartered Accountant

Bidder	------(Name of Bidder)				
FY	2020-2021	2021-2022	2022-2023	Total	Average
Annual Turnover					
Certificate from the Statutory Auditor This is to certify that..... (Name of the Bidder) has received the payments shown above against the respective years. Name: Seal: Date: UDIN : (Signature, name and designation of the authorised signatory)					

* The Bidder should provide the Financial Capability based on its own financial statements. Financial Capability of the Bidder's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Bidder.

* Bidder should fill in details as per the row titled Annual turnover. Kindly provide supporting balance sheets / P&L statements

FORM - 7
Financial Proposal submission form

[Location, Date]

To:

The Director,
National Institute of Urban Affairs
Core 4B, 01st Floor, India Habitat Centre
Lodhi Road, New Delhi – 110003

Dear Sir/Madam,

We, the undersigned, offer to provide the Services for *[Insert title of Services]* in accordance with your Invitation for Expression of Interest dated *[Insert Date]* and our technical Proposal.

Our attached financial Proposal is for the amount of *[Indicate amount(s) in words and figures including taxes, duties and fees]*.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you reserve the right to annul the process and reject all Proposals at any time prior to Contract award.

We remain,

Yours sincerely,

Authorized Signature: _____ *[In full and initials]*

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

Email: _____