

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

Silchar – 788 010 (ASSAM)

No: NITS/PS-152(a)/Hiring of CA Firm(BHM)/et/2025(R)

Date-23/05/2025

NOTICE INVITING e-TENDER (LIMITED TENDER)

**“FOR HIRING OF A CHARTERED ACCOUNTANT (CA) FIRM TO
AUDIT THE ACCOUNTS OF BOARD OF HOSTEL MANAGEMENT
(BHM)”**



1	Tender No. & Date	No: NITS/PS-152(a)/Hiring of CA Firm (BHM)/et/2025(R)
2	Name of the work	“FOR HIRING OF A CHARTERED ACCOUNTANT (CA) FIRM TO AUDIT THE ACCOUNTS OF BOARD OF HOSTEL MANAGEMENT (BHM), NIT SILCHAR”
3	Last Date and Time of E- submission	28/05/2025 at 15.00HRS.
4	Date and Time of E-opening of Technical Bid	N/A
5	Date and Time of E-opening of Financial Bid	29/05/2025
6	Tender Fee	Rs.1000.00(One Thousand) (Non-Refundable)
7	EMD	Rs.16,000.00 (Sixteen Thousand) (Refundable)
8	E-Tender Processing fee	AS APPLICABLE ONLINE



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR - 788 010

No: NITS/PS-152(a)/Hiring of CA Firm(BHM)/et/2025(R)

“NOTICE INVITING e-TENDER (LIMITED TENDER) “FOR THE HIRING OF A CHARTERED ACCOUNTANT (CA) FIRM TO AUDIT THE ACCOUNTS OF BHM”. Detail specification/Terms and conditions/Scope of Work of required item/items/service are given in (**Annexure–A**). The e-Tender document/bid forms and other details can be obtained from the website of the Central Public Procurement Portal (CPPP) as mentioned below:

<https://eprocure.gov.in/eprocure/app>

The e-Tender Fees, EMD to be deposited to the following bank account before the tender closing date and time:

Account Number	:	38478849539
Account Name	:	National Institute of Technology Silchar
IFSC	:	SBIN0007061
Bank Name	:	State Bank of India
Bank Branch	:	NIT SILCHAR
Account Type	:	Savings

The tender documents, along with the proof of deposit of applicable Tender Fees, EMD must be uploaded to the portal. Kindly ensure that the transaction details are submitted strictly in accordance with the attached format (**ANNEXURE-I**). The exemptions on Tender Fees, EMD will be applicable in accordance with the guidelines of the General Financial Rules (GFR).

For any technical-related queries please call at 24 x 7 Help Desk Number provided on website of the Central Public Procurement Portal (CPPP).

The last date and time for submission of e-Tender document will be 28/05/2025 up-to 15.00HRS.

Director, NIT Silchar reserves the right to extend the date or cancel the tender, accept or reject any/all tenders or not to purchase all or any of the items.


Registrar, NIT Silchar

E-Tender No: NITS/PS-152(a)/Hiring of CA Firm (BHM)/et/2025

General Terms and condition: -

Mere fulfilment of eligibility criteria and quoting minimum rates in financial bid does not guarantee selection of the firm. The requisite experience in University audit & other related works will also be the criteria for qualifying CA firms for selection.

1. A qualified Chartered Accountant of the CA firm shall closely supervise the work and be available in the NIT Silchar Office on requirement basis for consultation and ensure timely progress of the work in accordance with the laid down norms/ procedure and also for consultation/advice on all matters relating to audit/accounts/tax.
2. One meeting in a month of Chartered Accountant with Deputy Finance Officer/Registrar NIT Silchar is compulsory to discuss the problematic area and its feasible solution so as to smoothen the accounting system. Additionally, Chartered Accountant must visit the NIT Silchar as and when desired by Deputy Finance Officer/Registrar NIT Silchar.
3. Frequent visit of regular Chartered Accountant is compulsory during the period of preparation of Final Accounts of the NIT Silchar.
4. The CA firm shall maintain confidentiality of the contents of the files/records made available to them.**

The files and other records pertaining to NIT Silchar will not be allowed to be taken out of its office.

5. **Quoted rate should be inclusive of all taxes. Nothing extra will be paid by the Institution. If there is any increase / decrease of statutory taxes it will be reimbursed accordingly. Rate should be quoted through online only,**
6. Payment shall be made as per Institute policy.
7. The Institute reserves the right to accept, cancel or extend the contract on satisfactory service.
8. Each Firm/bidder shall submit only one quotation/bid/proposal.
9. Evaluation of Quotations :
 - a. NIT Silchar will evaluate and compare the tender/quotations/bids/proposals determined to be substantially responsive i.e. which are **digitally signed**
 - b. Confirm to the terms and conditions, and specifications.

10. Award of contract:

NIT Silchar will award the contract to the bidder whose tender/quotation/bid/proposal has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

11. The bidder whose bid is accepted will be notified of the award of contract by the NIT Silchar prior to expiry of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.
12. Acknowledgement of the Work Order: The firm shall have to give an acknowledgement of the Work Order within 7(seven) days from the date of the work Order. In case, the firm fails to acknowledge the work Order within the stipulated time, the Institute is at liberty to cancel the work Order.
13. No alternations in tender forms shall be made by the bidder and if any such alteration is made, the tender is liable to be rejected.
14. All necessary documents shall be furnished along with the bid.
15. The tenders submitted shall clearly mention the name of the firm/person in whose favour the work order is to be placed.
16. Any representation by the firm will be considered only upto 48 hours of uploading the decision in the CPP Portal.
17. Contact details of the person for all communication purpose should clearly be given with Name & Designation, Phone No, Mobile, E-mail and official address.
18. If the awardee firm fails or refuses to carry out the assigned work/contract within the specified period, the work Order is subject to cancellation, and further proceedings will be conducted in accordance with the guidelines outlined in the General Financial Rules (GFR).
19. The whole process of tendering can be cancelled without giving any prior note or information by the Competent Authority of NIT Silchar
20. Any undue influence of any type may disqualify the bidder and the bid will be out rightly rejected.
21. CA firm to whom the work is awarded is not allowed to sub contract the work to any other parties (firms) in part or full.
22. All legal disputes shall be under the jurisdiction of the Silchar Court of Cachar District in the state of Assam.
23. Errors & omission exempted.

BASE PRICE

1. The estimated base price for the work is **INR 7,50,000.00 (Rupees Seven Lakhs Fifty Thousand Only)**, inclusive of GST.
2. Fees may be quoted inclusive of all taxes and other charges where applicable.

Timeline of completion of work.

1. The maximum tenure for completing the work will be **2 (Two)** months, in all respects and submit consolidated report of the accounts within this timeframe.

Settlement of Disputes

1. The decision of the Competent Authority of NIT Silchar shall be final in selection of the CA firms.
2. Any dispute between the CA firms and NIT Silchar will be resolved by the committee formed by the Authority of NIT Silchar. CA firm if dissatisfied with the the decision of the Committee may approach the Competent Authority of the NIT Silchar/Registrar NIT Silchar.
3. Selected Chartered Accountant firm shall have to execute MOUI Agreement with the NIT Silchar, at the time of assigning the work.
4. All audit objections raised by financial officer of NIT Silchar/ or other competent authorities has to be replied by the CA firm.

Confidentiality**

1. The selected Chartered Accountant firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the service or the information of the NIT Silchar without prior written consent of the Competent Authority of the NIT Silchar during and after accomplishment of work/ project.

Penalties

After the audit is completed, if any incorrect entry/discrepancy is found in future by any competent authority, the "2nd Party/the consultant" shall be liable to provide remedial measures.

In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firms personnel, the contract may be terminated and the CA firms may get black listed at the discretion of the Competent Authority of NIT Silchar, which shall be communicated to all the Government Department and the Institute of Chartered Accountants for debarring such firms from any assignment of any Government work. The Consultant shall not assign this Contract or subcontract any portion of it without the Client's prior written consent.



Registrar, NIT Silchar

E-Tender No: NITS/PS-152(a)/Hiring of CA Firm (BHM)/et/2025

SCOPE OF THE WORK

The Chartered Accountant (CA) firm selected for this tender will be responsible for performing a comprehensive audit of financial records and operations under Board of Hostel Management (BHM) Accounts. The scope of work covers the following key areas:

1. Creation of Cashbook and Bank Book:

- Prepare a detailed cashbook to record all cash transactions, ensuring accuracy and completeness.
- Maintain a bank book to track all banking transactions.

To prepare Income and Expenditure Statement:

- Year wise statement of income and expenditure statement for each financial year.
- Ensure all income and expenditure items are appropriately recorded and categorized.
- Comply with the applicable accounting standards and regulations issued by the Government of India (GOI).

Preparation of Balance Sheet for Each Financial Year:

- Balance sheet for each financial year covering the period from FY 2019-2020 to FY 2024-2025.
- Verify all assets and liabilities for accuracy and proper classification along with value of depreciation.
- Ensure the balance sheet reflects true & fair and accurate view of the BHM's financial position.

Creation of Receipt of Payment Records:

- Develop a system to track all receipts of payments made to/by BHM NIT Silchar.
- Ensure that each payment received is recorded in accordance with the prescribed accounting procedures.

Creation of Ledger for Payments:

- Prepare a comprehensive ledger for all payments made during each financial year.
- Ensure that all payment entries are accurately recorded in the ledger, with appropriate categorization.

Bank Reconciliation Statement:

- Perform a detailed bank reconciliation for each financial year.
- Cross-check the bank statements with the cashbook and bank book to identify and rectify any discrepancies.

Scrutiny of Assets and Liabilities:

- Conduct a detailed examination of all assets and liabilities.
- Ensure that all assets are recorded at their correct value, including the necessary rate of depreciation.
- Verify the proper recording and classification of liabilities.

Reconciliation of Transactions of Each Student:

- Review and reconcile the transactions for each student to ensure that all fee payments, receipts are accurately reflected.
- Perform checks to ensure that no revenue leakage exists, and verify that all student fees have been accounted for.

Tax-Related Matters Regarding Vendor Payments:

- Examine the tax-related aspects of payments made to vendors.
- Provide recommendations and suggestions for compliance with applicable tax laws, including TDS and GST regulations.

Management report on BHM Processes and Operations:

- Provide management reports on the processes and functioning of the Board of Hostel Management (BHM) NIT Silchar.
- Identify and report any systematic flaws and recommend corrective actions.
- Report any outstanding audit paras from the Comptroller and Auditor General (C&AG) audit.
- Develop and recommend SOPs for BHM and the Dean SW Section to ensure standardization and compliance with internal controls.

Audit of Staff Salaries (BHM Staffs)

- Audit the salary payments made to the staff to ensure alignment with their terms and conditions of employment.
- Verify the accuracy and consistency of salary payments, including tax deductions (statutory Dues) & timely remittance of the same.

Procurement of Goods and Services:

- The Firm may suggest and advice about the process of procurement of goods and services related to purchase from BHM fun.

Adherence to NIT Statutes, Rules, and Regulations:

- Ensure that all financial transactions and operational activities comply with NIT Statutes, Rules, and Regulations.
- Provide feedback on any instances of non-compliance and suggest corrective measures.

DELIVERABLES

All tasks outlined in the scope of work should be submitted to concerned authority of the Board of Hostel Management (BHM), NIT Silchar in a consolidated report, both in **hard copy** and **soft copy**. The consolidated report should include:

- Full financial data for all students.
- Complete records for each hostel.
- Detailed data on all types of receipts, payment and transactions.
- Adherence to applicable accounting standards and Government of India regulations.
- All the chart of Accounts mentioned under the Section “Scope of Work”

RECORDS/DOCUMENTS AVAILABLE:

The firm will receive the following from NIT Silchar for the purpose of completing the audit:

1. **Student Payment Records:** Hard copies and physical ledgers.
2. **Fee Payment Records:** Excel sheets of payments made through SBI Collect (online).
3. **Payment Bills/Approvals:** Physical voucher files containing bills and approvals.

4. **Cheque Register:** Physical register of transactions made via cheques.
5. **Refund: Caution Money, Excess money etc:** All list available in hard copies.
6. **Investment details-Fixed deposits.**
7. **Bank statements of relevant unit/office** (both Hard and soft copies in excel format)

Other TERMS AND CONDITIONS

1. **Scope of Works:**
 - The auditor(s) will be required to prepare and consolidate the audit for the last five financial years (FY 2019-2020 to FY 2024-2025).
2. **Data Entry Work:**

No staff from NIT Silchar will be provided for data entry tasks. The CA firm must manage all aspects of data collection and entry independently.
3. **Tally version:**

The data should be entered in tally which is existing in the institute.
4. **Payment terms and conditions:**
 - Payment of 90% of the Invoice value shall be made after successful completion of the assigned works and upon receipt of the satisfactory report of the monitoring committee.
 - Remaining 10% of the Invoice value shall be made after completion of Audit by the Statutory Audit (CAG of India)
5. **Treatment as per Accounting Standards:**

The audit should be conducted in compliance with the latest accounting standards and any other standards issued by the Government of India (GOI) from time to time.
6. **Accommodation and Fooding:**
 - Accommodation and fooding will be made available on the campus, subject to payment for the same as per applicable rates available in the Institute Website; the rates subject to variation.
 - Food costs may be paid directly to the caterer of the guest house.
 - Maximum of 6 (Six) persons will be given accommodation in the campus.

7. **Selection Criteria:**

- If multiple firms quote the same amount, the contract will be awarded to the firm that offers the shortest duration for completion of the work.

8. **Progress Monitoring:**

- The work progress will be reviewed every 15 days (fortnightly) by internal/external experts from the Institute, Internal Audit Officer or by the committee constituted for the purpose.

9. **Mobilization of Manpower:**

- The firm should mobilize the required manpower within 15 days from the issuance of the Work Order.

10. **Office Infrastructure:**

- 2 (Two) desktop computer along with a printer facility will be provided in the administrative building to support the auditing work.
- No internet facility shall be provided from the institute.

The CA firm is required to accept all the terms and conditions mentioned in this tender document.

CONCLUSION

The CA firm should adhere to the terms and conditions outlined in this tender document. The completion of all tasks as specified in the scope of work is crucial to ensure the accurate and efficient auditing of BHM NIT Silchar's financial records. The firm will be expected to deliver a detailed and consolidated report that meets the standards and regulations set by the institution and the Government of India.



Registrar, NIT Silchar

ON THE LETTER HEAD OF THE FIRM

DECLARATION

It is hereby declared that I/We agree to all the terms/clauses mentioned in this tender notice vide Tender No. dtd. I/We shall be liable to disqualification in case of any violation of the terms/clauses and I/We shall abide by the decision of National Institute of Technology Silchar (NITS).

Further, it is also declared that the firm has not been blacklisted/ terminated/ suspended by any organization and that no case has ever been contemplated or lying pending in any court of law.

Signature:

Date:

NO DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender and we do not have any deviation to this tender enquiry. We hereby undertake and confirm that we have understood the scope of work properly and shall be carried out as mentioned in this tender enquiry.

(Signature & seal of the contractor)

Place:

Date:

CHECK - LIST

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of Requirement	Yes / No / NA	Page No.
1.	Tender Cost Rs.1000/- (Non-refundable) to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT		
2.	EMD Rs.16,000/- (Refundable) to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT		
2	Other documents : As per Annexure-A (if any)		
3	Declaration certificate		
4	No Deviation certificate		
5	Firm's/ Bidder's details		
6	Technical Specification (if any/ as per applicability)		
7	NSIC/SSI/MSME Certificate where applicable		

(Signature & seal of the firm/contractor)

Place:

Date:

(To be printed in the letter head of the bidder/firm)

BID DECLARATION FORM

To
The Registrar,
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR-788010, ASSAM, INDIA

I/We M/s. _____ (Name) bid
for _____ the _____ tender
_____ (Tender No.)
towards Supply/Service/Rate Contract/AMC of
_____ (Name of the item/service) declare that if we
withdraw or modify our Bids either during the period of validity of bid or fail to execute the
contract on award the purchase order/contract, we understand and agree that our firm will be
debarred for the period of one year for further bidding of any tender of your institute. Further,
we agree that your institute is at liberty to intimate this debarment to all departments/
organizations of government and governmental organizations.

Authorized signatory with seal

Transaction Details of Tender Fees, EMD

ANNEXURE-I

Note: Amount to be deposited to the following bank account in two separate transactions for Tender Fees & EMD.

Account Number : 38478849539
Account Name : National Institute of Technology Silchar
IFSC : SBIN0007061
Bank Name : State Bank of India
Bank Branch : NIT SILCHAR
Account Type : Savings

Transaction Details of Tender Fees:

Amount (in ₹)	
Date	
UTR	
Remarks (if any)	

Transaction Details of EMD:

Amount (in ₹)	
Date	
UTR	
Remarks (if any)	

Bank Details of Firm/ Bidder

Account Number :
Account Name :
IFSC :
Bank Name :
Bank Branch :
Account Type :

Signature of Vendor

BoQ Format

Sl. No.	Item Description	Estimated Rate in Rs. P	QUOTED RATE (including all taxes) In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT, including taxes Rs. P	TOTAL AMOUNT in Words
1	2	6	7	12	13
1	THE HIRING OF A CHARTERED ACCOUNTANT (CA) FIRM TO AUDIT THE ACCOUNTS OF BHM				
1.01	Scope of the work: As per the tender document	7,50,000.00		0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only			

SHEET-B

Sl. No.	Item description	No. of Staff allotted for the work	No. of days to complete the work	Total Amount including taxes Rs. P.
1.	THE HIRING OF A CHARTERED ACCOUNTANT (CA) FIRM TO AUDIT THE ACCOUNTS OF BHM			