



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY
Shibpur, P.O. Botanic Garden (Formerly Bengal Engineering and Science University)
HOWRAH (West Bengal, India)-711103
Phone: 033 26684561

Notice Inviting Tender

Tender No: **08/DY.REG/21-22**

Date: **18.06.2021**

Sealed quotations are invited from reputed Chartered Accountants / Cost Accountants Firms having office at Kolkata as **Internal Auditors** for conducting internal audit of the Institute for FY 2020-21. Details are available on Institute's Website at <http://www.iests.ac.in>.

The quotation will be received in the drop box.

Important Information	
Drop Sealed Quotation at	Office of Deputy Registrar, Stores and Purchase
Start date of tender Submission	19.06.2021
Time	Between 11:00 am and 5:00 pm (on all working days)
Last date of tender submission	23.06.2021 at 01:00 pm
Tender Opening date	23.06.2021 at 02:00 pm

REGISTRAR

Points to be noted:-

1. Credentials have to be made as per NIT available on Institute's Website at <http://www.iests.ac.in>.
2. No advance payment can be made.
3. The Order no is to be noted on both Challan & Bill.
4. Payment will be made on submission of proper bill, Challan etc., by A/C payee cheque. No cash payment will be made under any circumstances.
5. Copies of the PAN Card & GST Registration Certificate and Trade License and Professional TAX Certificate should be attached with the quotation.
6. A bill for payment will not be entertained unless it is presented in triplicate and is accompanied with the original copy of the order issued to the vendor and challans in duplicate.
7. Date of submission of quotation is **23.06.2021 up to 1:00 pm at the Office of the Deputy Registrar, Stores & Purchase or may be sent via post at "The Deputy Registrar, Stores & Purchase, IEST, Shibpur, Howrah - 711103"**
8. **Opening on 23.06.2021 at 2.00 pm at the office of the Registrar, IEST, Shibpur.**

S. N. Datta
Deputy Registrar
Stores and purchase

Copy forwarded for information and necessary action to:

1. Institute Website
2. Office of the Registrar
3. All Notice Board

Bidder Name, Address, Contact no. and email id must be super scribed on the sealed envelope.

TENDER DOCCUMENT

1. IMPORTANT INFORMATION:

Advertisement No.	08/DY.REG/21-22
Date:	18.06.2021
Tender Floating Date	18.06.2021
Tender Closing Date	23.06.2021 01:00 PM
Bid Opening Date	23.06.2021 02:00 PM
Earnest Money Deposit (EMD) (Refundable)	Rs.5,000/- (Rupees Five thousand only) by way of Demand draft drawn in the name of "Registrar, IEST Shibpur" payable at Kolkata should be submitted along with the tender document.
Place for Submission of Bid	Stores & Purchase Section, Office of the Deputy Registrar, IEST, Shibpur, Howrah-711103
Issue of Tender Forms	Tender Documents/Forms can be downloaded from the Institute's website at http://www.iests.ac.in
e-mail Address	iest_eprocurement@iests.ac.in
Institute Website	http://www.iests.ac.in

2) TERMS OF REFERENCE

2.1 BACKGROUND:

The Indian Institute of Engineering Science and Technology, Shibpur is set up by amendment of the "NITSER Act 2014" duly passed the Parliament. Since then it maintains its accounts on accrual basis following the applicable Indian Accounting Standards and MHRD's guidelines. The expenditure of the Institute is attributed to two major heads: Recurring and Non-Recurring. Major expenditure (Recurring and Non-recurring) incurred by the Institute include the expenditure related to construction works, purchase of equipments and books etc. salary, academic & administrative expenses, maintenance etc.

The accounts of the Institute are prepared as per the prescribed format of Accounts of Central Educational Institutions (CEIs).

A major portion of the payments like salary, reimbursements, scholarships etc. is made through direct transfers to bank. Payments to the vendors and contractors are made by cheque or by electronic transfer. Receipts against students' admission are generated directly through the students' bank account since the accounts are maintained through a customized ERP system, operated through Institute LAN.

2.2 SCOPE OF WORKS

- The appointing Firm will check, analyze and submit a report on the annual accounts for the year 2020-21 prepared by the Finance Section of the Institute which will subsequently be placed before the Competent Authority for approval. Before preparation of report the General Financial Rule (GFR) 2017 and the Common Accounting Format of MHRD for Annual Accounts shall be considered. The report should be submitted within seven days from the issue of letter of engagement.
- Review the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information. Also determine whether the existing system of internal controls is in harmony with the structure of the Institute. Review the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports, and should determine whether the Institute is in compliance.

2.3 DURATION OF CONTRACT:

The firm will be required to provide the stipulated services as mentioned above, initially for the year 2020-21 which can be renewed for another two year, subject to satisfactory performance and decision of the Competent Authority of the Institute. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Firm in the event their services are evaluated as unsatisfactory at any time during the period.

2.4 MINIMUM ELIGIBILITY CRITERIA

- i. The Chartered Accountants/ Cost Accountants firm should be C&AG empanelled.
- ii. The Chartered Accountants firm should have at least one DISA (or equivalent) qualified partner.
- iii. The firm must have adequate experience in Internal Audit of at least 03 (three) PSU/Govt. Organizations during last 10 (ten) years.
- iv. The firm should possess adequate knowledge of General Financial Rules, 2017 and Common Accounting Format of MHRD, Govt. of India.
- v. Either the head office or a branch office of the firm is located in the state of West Bengal.
 - a) No partner of the audit firm or any qualified employee of the firm is related to any officer of the Institute. Relative would mean husband, wife, brother or sister or any lineal ascendant or descendant. Neither the firm nor its partners or Associates have any interest in the business of IEST, Shibpur.
 - b) The audit will not be done by a person who was either an employee in the IEST Shibpur or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.
- vi. The job should be supervised by a qualified Chartered Accountant either proprietor, partner or full time qualified assistant of the firm.
- vii. The average annual turnover of the interested Chartered Accountant Firm shall not be less than Rs.50.00 lakhs (without GST) for last three financial years (i.e. 2017-18, 2018-19 & 2019-20 financial year).
- vi. The Consultant (Audit firm) is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force.
- vii. In support of meeting the Minimum Eligibility Criteria, the Consultant (Audit firm) submit the following documents:
 - a) A certificate from the audit firm to the effect that the firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force
 - b) A certificate from the firm to the effect that no partner of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India or The Institute of Cost Accountant of India is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.

2.5 ACCEPTANCE OF TENDER & WITHDRAWALS: The right of final acceptance of the tender is entirely vested with the Director, IEST, Shibpur who reserves the right to accept or reject, any of the tender in full or in parts without assigning any reason whatsoever. There is no obligation on the part of IEST, Shibpur to communicate with rejected applicants. After acceptance of the tender, the applicants shall have no right to withdraw his tender. The tender accepting authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

3 SUBMISSION AND EVALUATION OF THE BIDS

3.1 SUBMISSION OF TENDER

3.1.1 The interested firms meeting the Minimum eligibility criteria are required to submit Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand) in the form Demand Draft drawn in favour of "Registrar, IEST Shibpur" payable at Kolkata. Any bid submitted without the EMD will not be evaluated and summarily rejected. The EMD deposited by unsuccessful bidders would be refunded by the Institute in due course and for successful bidders it would be converted into security deposit. No interest will be paid on the EMD amount.

3.1.2 The total bid is to be submitted in two parts: A: Technical Bid and B: Financial Bid, in two separate sealed envelopes superscribed as Technical Bid / Financial Bid (as the case may be) along with name, address, email and telephone number of the applicant firm.

A. The Technical Bid (First envelope) should contain:

- (i) Firm Credential Form (As per format given as Annexure- A),
- (ii) Firm Experience Form with enclosures (As per format given as Annexure-B),
- (iii) Undertaking (As per format given as Annexure-C)
- (iv) Confidentiality Declaration (As per format given as Annexure- D)
- (v) Demand draft for EMD as mentioned above.
- (vi) Duly authenticated Certificate as per Clause [2.4(xii) a] above
- (vii) Duly authenticated Certificate as per Clause [2.4(xii) a] above
- (viii) The entire Tender Document (from page 1-7) duly signed on each page by the applicant.

B. The Financial Bid (Second envelope) should contain:

- (i) Professional Fees (As per format given as Annexure- E)

3.1.3 All papers submitted under Technical Bid and Financial Bid would require signature of the applicant on all pages. Formats, as mentioned above, given as Annexures A, B, C, D & E along with this document are required to be strictly followed without any modification, neither any other condition / clause to be attached to such formats change.

3.1.4 The Technical Bid and Financial Bids should contain all the documents as mentioned above and nothing else. In case the applicant intends to communicate any other information in addition to the above-specified documents, they may do so separately along with the covering letter and not as a part of Technical or Financial Bid.

3.1.5 The Applicant can submit the tender by registered post/courier/Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the tender for any reason will be entertained. Any tender received by the Institute after the deadline shall not be accepted.

The Applicant can submit the tender by registered post/courier/Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the tender for any reason will be entertained. Any tender received by the Institute after the deadline shall not be accepted.

3.2 EVALUATION OF TECHNICAL BID:

- i. Long standing of the Firm –More than 10 years of existence.
- ii. Experience and Association of Qualified full time staff. Documentation showing the qualifications and experiences of staff other than CAs / CMAs
- iii. Locational Presence of the Consultant (Audit firm) in the state of West Bengal.
- iv. Latest firm constitution certificate issued by ICAI/ ICMAI. Date of establishment of the branch and name of Partner/CA qualified employee in charge of the firm.
- v. Average turnover of the Firm for the last three financial years Rs.50.00 lakhs (without GST) and above.
- vi. Experience of handling Internal Audit of at least 03 (Three) PSU/ Govt. Organizations during last 10 (ten) years.
- vii. At least one DISA (or equivalent) qualified partner.

The Technical Bid will be evaluated based on the criteria mentioned in SCHEDULE -A.

3.3 EVALUATION OF FINANCIAL BID:

- a) Firm which meet the minimum eligibility criteria and having technical score at least 70 marks out of 100



marks will be taken into consideration for financial bid evaluation.

- b) Shortlisted firm quoting lowest price will be declared as successful. However, quoting of lowest price does not entitle the firm for award of contract.
- c) Conditional bids other than the conditions mentioned in the Tender Document will be liable for rejection.

3.4 OTHER GENERAL TERMS AND CONDITIONS:

3.4 OTHER GENERAL TERMS AND CONDITIONS:

- (i) Tender received after the schedule date and time shall not be considered
- (ii) If progress/ performance of the audit team is not satisfactory, the management reserves the right to terminate the appointment of the Firm with 7 (seven) days prior notice.
- (iii) The Management reserves the right to seek any information/ clarifications related to engagement at any time during the process of audit as per the requirement.
- (iv) The Audit Firm is not permitted to sub-contract the work to any other firm. They should keep themselves away from illegal & dishonest practices.
- (v) The Internal Auditor shall have an obligation to work objectively and diligently while performing duties.
- (vi) The Audit Report should be in conformity with the Scope of Work and Auditor may add more meaningful inputs depending on the findings in the course of Audit.
- (vii) **Settlement of Disputes:** The decision of the Director, IEST, Shibpur will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law in Kolkata jurisdiction.
- (viii) The Court of Kolkata in the State of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

DISCLAIMER: IEST Shibpur reserves the right to accept or reject any or all responses and to contract request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reason.



SCHEDULE – A

Technical Bid Evaluation Criteria for Tender No. _____ date _____

Sl. No.	Particulars	Total Marks	Allocation of Marks
01	FIRMS EXPERIENCE		
a)	Firm Experience in years 10 Years - 15 Years 15 Years - 20 Years > 20 Years	10	5 7 10
b)	Average annual turnover of the firm in last 3 financial years Rs.50 Lakhs to less than 80 lakhs Rs.80 Lakhs to Rs.100 lakhs > Rs. 100 Lakhs	20	10 15 20
c)	Experience of handling Internal audit of at least 03 (three) PSU/ Govt Organisation/Govt Department in last 10 years 3 to 5 Organisations > 5 organisations	15	10 15
d)	Experience of handling similar work in central funded Educational Institute under Education Dept like NITs, IITs, CFTIs / Other Educational Institutions / University during last ten years - Experience in Central Funded Institute - Experience in other Govt Educational Institution	5	5 3
	Sub Total (01)	50	
02	KEY EXPERTS & MANPOWER		
a)	Number of Partners 1 to 5 5 to 10 > 10	20	10 15 20
b)	Number of DISA/CISA qualified partners 1 to 2 > 2	10	5 10
c)	Number of Full time Qualified staff as per ICAI record 1 to 5 5 to 10 > 10	15	5 10 15
d)	Number of Semi qualified / other professional staff on the roll of the firm 1 to 5 5 to 10 > 10	5	2 3 5
	Sub Total (02)	50	
3	Total Marks of Technical Evaluation (01 +02)	100	

Firm Credential Form

1. Name of the firm:
2. Address with phone no. & e-mail
 - a. Permanent
 - b. Branch Address:
3. Date of Registration of Firm
4. Whether Proprietary / Partnership
5. Name of the Proprietor/Partners
6. Registration of Firm with ICAI/ICMAI
(Attach copy Firm Card from ICAI/ICMAI)
7. PAN of Firm (Attach copy of PAN)
8. GST Registration No.
(Attach copy of GST Regd.)
9. C&AG Empanelled No. (Attach copy)
10. Experience of Firm
(Attach photocopies of document for proof of work)
11. Gross Professional Fees earned in last three Financial Years (without GST):

Year 2017-18	Year 2018-19	Year 2019-20
Amount	Amount	Amount

** Furnish the Audited Accounts of the Firm along with copy of acknowledgement of Income Tax return
For the last three years.*

12. No. of Article Clerk
13. No. of paid Assistants
14. Whether your firm or any partner
has been Disqualified/Terminated/
black listed/debarred by any of the
Govt./PSU's Educational Agencies
15. A demand draft of Rs.10,000/- being EMD infavour of Registrar, IEST, Shibpur is enclosed
(DD No. _____ dated _____)

We the Partner/Proprietor of M/s. _____ (Name of the firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge and anything found incorrect may result in the cancellation of our engagement in IEST, Shibpur.

Date : _____
Place : _____

Signature of the Applicant



ANNEXURE-B

Experience of Internal Audit

Sl. No.	Name of the Organization	Type/Nature of Assignment	Duration of Assignment	Proof of the letter of work or assignment awarded by the organization (with attachment No)



(To be submitted in the letterhead of the firm)

Undertaking

To
The Registrar
IEST, Shibpur

Sub: Undertaking for *Tender No.* : _____

Dear Sir,

This is to undertake that I / We, Proprietor / Partner (s) of M/s. of (name of firm) have read all the terms and conditions, specifications etc. of the above mentioned Tender document and I / We fully understood all of them and I / We are fully aware of its implications. We undertake that if I / We were given the assignment, I / We will abide by all the terms and conditions of the Tender and supply all the items to the satisfaction of the institute authorities.

I certify that the information provided in the above in response to the tender is true to the best of my knowledge. I also understand that any misleading or wrong information will disqualified this application straightaway.

Signed by

(Name)

Authorized Signatory of M/s.

Official Stamp

Date:

Place :



ANNEXURE-D

(To be submitted in the letterhead of the firm)

Declaration of Confidentiality

Subject to conditions contained in this tender, Firm shall take all necessary steps to safeguard the privacy and confidentiality of any information about IEST, Shibpur during the internal audit and shall use its best endeavors to secure that:

- a) No person acting on behalf of Firm divulges or uses any such information except as may be necessary in the course of providing services to IEST Shibpur;
- b) No person seeks such information other than that is necessary for the purpose of internal audit works as specified in the tender document; and
- c) The Firm shall bind its employees to terms of confidentiality clause and shall take all action reasonably necessary to secure the confidentiality of such information against theft, loss or unauthorized disclosure.

This clause shall survive the termination or expiry of the assignment as Internal Auditor of IEST Shibpur.

Signature of Authorized Signatories of the Firm with Seal

Date :
Place :

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

ANNEXURE-E

(To be submitted in the letterhead of the firm)

(To be submitted in a separate sealed envelope and marked Professional Fees against Tender No.: __)

Professional Fee Offer

For Tender No: _____ dated _____

Particulars	For 2020-21 <i>(In Rupees)</i>
1. Professional Fees including conveyance and other expenses	
2. Add: GST _____ %	
3. Grand Total	

Signature of Authorized Signatories of the Firm with Seal

Date : _____

Place : _____

