



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103

Advt. No. 29 /A.R .REG/23-24 /AUDIT

TENDER NOTICE

The Indian Institute of Engineering Science and Technology, Shibpur (IEST, Shibpur) invites tenders in sealed envelope for engagement of reputed Chartered Accountant Firm for preparation/compilation of Annual Accounts on accrual basis in the format as prescribed by the Ministry of Education, Government of India and to submit report on accounts of the Institute. Details are available in the Institute Website (www.iests.ac.in).

The engagement of firm will be initially for a period of 02 (two) years and extendable upto another period of 03 (three) years on year-to-year basis based on the satisfactory performance. Interested firm having empanelled with C&AG (Comptroller and Auditor General of India) and adequate experience (at least ten years) in preparation & compilation of accounts as per the common accounting format of Ministry of Education, Govt. of India in any Centrally Funded Technical Institutions e.g. IITs, NITs & IEST, IISERs etc. are requested to submit detailed information in prescribed format provided by the Institute.

Brief Background:

IEST Shibpur is maintaining its account on Accrual Basis and following the applicable Accounting Policies prescribed by the Ministry of Education, Govt. of India. The Institute is financed by the Ministry of Education under multiple Grants for its Academic and Administrative activities. Also, there is a Research & Consultancy division of the Institute, which are primarily funded by externally (Govt./PSUs/Firms) sponsored funds. The main activities of this division are Research developments/ Foreign collaborations/ Industrial relations/ Seminars (domestic/International)/ Consultancy activities. As per the source of funds, the expenditure of the Institute is segregated into Recurring and Non-recurring expenditures. Currently, a dedicated software (Campus Connect) is being used for accounting for all receipts and payments of the Institute. Financial statements of the Institute are prepared as per the format prescribed by the Ministry of Education, Govt. of India.

- a) Currently, Institute has around 700 employees and around 3500 students.
- b) Institute's source of income is mainly Government grants for academic/administrative expenses and Sponsored grants/funds for Research & Consultancy related activities.
- c) Institute's average annual expenditure for the last three Financial Years was Rs.170 Cr. (approx.).
- d) The average number of yearly vouchers for various expenditures is around 8000 in numbers.
- e) Number of bank accounts maintained are 32 (Bank Reconciliation to be done).
- e) Institute's Accounts and transactions are audited by C&AG and the audited accounts are placed in the Parliament.

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Schedule of Service Requirement

Name of Item	Period
Preparation/Compilation of Annual Accounts in the format as prescribed by the Ministry of Education, Government of India and submission of Report on Accounts	2023-24 onwards

Details	Information
Tender Floating Date	15.02.2024
Tender Closing Date	23.02.2024 upto 6:00PM
EMD Fees	Earnest Money Deposit - NIL. However, bidders are required to submit Performance Security in the form of Demand Draft in favour of 'Registrar, IEST, Shibpur' payable at Kolkata/ Howrah for an amount equal to 10% of the total cost of service of the last year.
Address for communication	Registrar, Indian Institute of Engineering Science and Technology, Shibpur, Howrah – 711 103, West Bengal
Website	www.iests.ac.in

ELIGIBILITY CRITERIA –

- a. The Chartered Accountant firm having adequate experience (at least ten years) in compilation of accounts as per the common accounting format of Ministry of Education, Govt. of India in any Centrally Funded Technical Institutions e.g. IITs, NITs & IEST, IISERs etc. shall only be considered
- b. The firm should possess adequate knowledge on General Financial Rules and relevant O.M. issued by the Ministry time to time;
- c. The Chartered Accountant Firm should be empanelled with C&AG for last three financial years.
- d. Either the head office or branch office of the Firm should be located in the Kolkata Metropolitan Area.

SCOPE OF WORK –

- a. Preparation of Annual Accounts, including Finalization of books of accounts in accounting software (Campus Connect), compilation of Annual Accounts in the prescribed common accounting format of Ministry of Education, Govt. of India along with Schedules, Notes on Accounts and related Annexure (s).
- b. Preparation of the bank reconciliation statements (32 bank accounts) and statement of advances including advance to CPWD as on the year end date;
- c. Reconciliation of Fees, Caution Money, Seat Rent or any other amount received from students with books of accounts, bank records and ERP records.
- d. Auditing and Certification of Statement of Expenditure and Utilization Certificate of various sponsored Research Projects as per the requirement of funding agencies irrespective of financial year.
- e. Co-ordination with C&AG Auditors in respect of queries raised at the time of Audit and preparation of draft reply of Separate Audit Report (SAR) on Accounts after audit of accounts by the C&AG (one person from the Firm should be present during the period of Audit);

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- f. To prepare Form 15CB/CA as and when required up to 15 Nos. within one year of contract, and if number exceeds 15 then fees for the same will be separately paid as per market standard.
- g. The job should be supervised by a qualified Chartered Accountant, either proprietor, partner or full-time qualified assistant of the firm and should be completed within the time limit framed by the Institute which is which is 31st May of the succeeding year;
- h. To issue internal audit report to the management after compilation of accounts regarding the findings and scope of improvement in future;

Payment Terms:

- a. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. No request for extra payment on account of an increase in price on whatever account will be entertained in the first two years. However, a raise of 5-10% of the last year's fees may be considered (on mutual understanding) after serving for at least two years, in case the contract is extended further.
- b. Any increase in statutory taxes during the contract period will be borne by the Institute.
- c. TDS under Income tax will be deducted at applicable rates.
- d. The Institute reserves the right to deduct the amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services. The decision of the Institute will be the final in this regard.

GENERAL TERMS AND CONDITIONS

1. Experience Chartered Accountant Firms may bid for the quoted service.
2. It is a round the year job. The concerned person of the Chartered Accountant Firm (Partner, Proprietor or Qualified Assistant) is required to make monthly visit to supervise the progress of the work of compilation of accounts and verification of transactions. He must visit atleast thrice a week during the month of April & May for timely completion of work within the scheduled date i.e., 31st May.
3. All bidding documents and rate quotations must be in English on letterhead of bidding firm and duly stamped by the authorized signatory along with a forwarding letter. One signed copy of the tender document, with bidding firm seal, agreeing to the terms & conditions and declarations must also form part of the documents.
4. IIBEST, Shibpur reserves the right to accept / reject any / all offer(s) without assigning any reasons. IIBEST, Shibpur also reserves the right to cancel this tender process at any time without assigning any reason before the selection of Chartered Accountant firm for compilation of accounts etc. and the tenderer shall not be entitled to claim any damage or compensation due to such cancellation.
5. Opening of Bid: The bids will be securitized by the constituted committee based on requirement suiting to the need of the Institute. Decision of the Institute committee will be final and binding. Any tender received not in conformity to the aforesaid terms and conditions may not be considered and same will be rejected.
6. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway.
7. A bid submitted with false information will not only be rejected but also the firm shall be debarred from participation in future tendering process of IIBESTS, Shibpur.
8. The Authority of IIBEST, Shibpur does not bind itself to accept the lowest priced bid.
9. The rates must be quoted in view of the quantum of works as per the scope of work and the quoted fee should be all inclusive except GST. No other charges on account of travelling, accommodation, food and other expenses will be paid.

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10. A reasonable penalty may be imposed on the Firm by IEST Shibpur, as decided by it, if it is found that the Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Firm after giving a written notice.
11. IEST Shibpur is an Institute of National Importance and hence, the accounting records and information related to IEST Shibpur shall be handled by the Firm in a confidential manner and must not be shared with any outsider without permission from the Competent Authority of the Institute. The Firm will maintain high standards of integrity and professional ethics and morality while handling the work of IEST Shibpur and dealing with IEST Shibpur and its officials. If it is found that this condition of confidentiality is compromised by the Firm, then IEST Shibpur will be at liberty to take further steps (e.g. requesting ICAI for cancellation of license) against the Firm.
12. Any action on part of the Applicant to influence any employee of IEST Shibpur or canvassing in any form shall make the tender document liable for rejection.

Registrar



Questionnaire to be filled in by the “Chartered Accountant Firm” [Part-I]

1. Name of the Firm:
2. Address with phone no. & e-mail
 - a. Permanent
 - b. For Communication
3. Date of Registration of Firm
4. Whether Proprietary / Partnership
5. Name of the Proprietor/Partners
6. Registration of Firm with ICAI
(Attach copy of Certificate)
7. PAN of Firm (Attach copy of PAN)
8. GST Registration No.
9. C&AG Empanelled No.
10. Experience of Firm for Preparation of Annual Accounts in
Centrally Funded Technical Institutions of MoE, Govt. of India
(Attach photocopies of document for proof of work)
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

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 : _____

Note : All points must be answer

Signature of the Applicant

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Professional Fee Offer – Part II

(To be submitted in a separate sealed envelope and marked Professional Fees)

Particulars	Fees Amount (Rs.)	GST (Rs.)	Total (Rs.)
Annual Professional Fees including conveyance and other expenses as per the scope of work for year - a. 2023-24 b. 2024-25 c. Total (a+b):			

Note: Average fees of two years shall be considered for selection.

Date : _____

Signature of the Applicant

Place : _____

Undertaking

To
The Director
IEST, Shibpur
Howrah-711103

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.

Signed by

(Name)

Authorized Signatory of M/s.

Official Stamp

Date

Place :

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