

**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 26681503, 033 26684561 Fax: 033 26682916

Tender No:- 03/DY.REG./20-21

Date:-08.07.2020

Notice Inviting Tender

Sealed Quotations are invited from *reputed Chartered Accountants Firms having office at Kolkata for conducting internal audit of the Institute. The last date for submission of application is 24.07.2020 upto 12.00 noon.*

Registrar

1. IMPORTANT INFORMATION:

News Paper Advertisement No. RO/JL/20/50 Date: 09.07.2020	9 th July, 2020
Tender Floating Date	9 th July, 2020
Tender Closing Date	24.07.2020 at 12 noon.
Bid Opening Date	24.07.2020 at around 2.00 p.m
Earnest Money Deposit (EMD)	Rs.25,000/- (Rupees Twenty 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	Internal Audit Section, IEST, Shibpur, Howrah-711103 Ph. 2668-0521 (Extn.206, 355, 216)
Issue of Tender Forms	Tender Documents/Forms can be downloaded from the Institute's website at http://www.iests.ac.in
E-mail Address	regis@iests.ac.in , dattasn@gmail.com
Institute Website	http://www.iests.ac.in
Officer Inviting Bid	S.N.Datta, Deputy Registrar, Stores & Purchase IEST, Shibpur.

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

- a) The appointing Firm would be required to submit quarterly/annually report to the Director, IEST Shibpur on the following areas as stated in Sl. 2.2.1 to 2.2.14. The Firm will also provide one fulltime officer to assist the Internal Auditor of the Institute in the day to day works of the Audit Section. The full time officer should be a retired employee (not below the rank of Assistant Audit Officer) of the C&AG of India/ Director General of Audit (Central) or any retired officer of any Centrally Funded Technical Institutions (not below the rank of Assistant Registrar) handling accounts/audit independently. The above officer will work under the direct supervision of Internal Auditor of the Institute. He/she should have through knowledge about GFR, 2017 and other Central Rules & Regulations applicable to the Institute.

Financial Years	Submission of Internal Audit Reports
2019-20 (Comment/ suggestion on the annual accounts)	Within 10 th August, 2020) or within 7 days from the receiving of the annual accounts of 2019-20 from DR (Finance)
2020-21 onwards	1 st Qrts.: within 31 st July*
	2 nd Qrts.: within 31 st October
	3 rd Qrts.: within 31 st January
	4 th Qrts.: within 30 th April
	Yearly : within 30 th June

**For the year 2020-21 it is 31st August, 2020.*

- b) The Firm will also check, analyze and comment/ suggest on the annual accounts prepared by the Finance Section of the Institute which will subsequently be placed in the FC/ BoG of the Institute for approval. At the time of presentation of Annual Accounts in the FC/ BoG meeting (the meeting may be held either at the Institute Campus or outside in any of the cities within India), an authorized representatives of the Firm would be required to be present at their own cost, to clarify the points to be raised by the members on annual accounts of that year.

2.2.1 Review of the existing Internal Control System:

- 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.

2.2.2 Review of Works Contracts by following General Financial Rule (GFR) 2017 :

- Review of the system for awarding contracts including preparation of estimates, fixation and evaluation of pre qualification criteria, procedure followed in circulation of NIT, opening of Tender bids and receipt of EMD, tender evaluation etc.
- Checking of payments made to contractors as per terms and conditions of the contract, supporting documents, adjustment of advance, TDS etc.
- Checking of accounting made in respect of WIP and capitalization.
- Checking of internal control systems being followed in project execution in respect of works contracts.

Extent of checking in respect of Works Contracts:

- Contracts of value above Rs.500 lakh - 100%
- Contracts between Rs.100 Lakh to 500 Lakh - 50%
- Contracts below Rs.100 lakhs - 25%

2.2.3 Review of procurement of material/invoices by following General Financial Rule (GFR) 2017:

- (i) Review of the system for Purchase Requirements and procedure followed in issue of NIT and opening of bids, comparative statements and selection of vendors.
- (ii) Checking of rate contract, Purchase Orders placed on vendors for procurement of Material/ Services etc.
- (iv) Justification and approval from competent authority for variations in the quantity, payment terms, and delivery schedule etc.

Extent of checking in respect of Procurement:

- (a) Purchase Orders of value above Rs.25 lakh - 100 %
- (b) Purchase Orders value between Rs.1 Lakh to 25 Lakhs- 50 %
- (c) Purchase Orders value below Rs.0.25 Lakhs – 75 %

2.2.4 HR & Personnel:

- i. Review of leave, LTC Records, Employee master, Pensioner master, TDS etc.
- ii. Statutory deductions of EPF, ESI etc for outsourced Manpower are correctly deposited by the contractor

2.2.5 Inventory Management:

- (i) Review of stores ledgers maintained, system of receipts, issue under ERP System/ Manual Register.
- (ii) Custody & Physical verification and valuation etc.
- (iii) Inventory management
- (iv) Disposal of surplus/scrap materials

2.2.6 Transport: Utilization of vehicles, ambulance/log book maintained, Hiring of vehicles with log books maintained.

2.2.7 Finance & Accounts:

- (i) Checking of bank transaction and journal vouchers etc., at least 50% for the period.
- (ii) Review of Account payable and Receivable
- (iii) Checking of periodical Bank Reconciliation Statements
- (iv) Checking of classification of expenditure under Object Head wise as per guideline of MHRD/ GOI.
- (v) Checking of Expenditure uploaded under (EAT) module of PFMS
- (vi) Deposit of all statutory dues and filing of various reports and returns as per: -
 - (a) Income Tax Act, 1961.
 - (b) International Taxation
 - (c) GST – All returns matching with the books of accounts and compliance of statutory provisions applicable under GST
 - (d) Verification of secured and unsecured advances
 - (e) Verification and classification of assets created through Higher Education Funding Agency (HEFA) and its record.
 - (f) Review of internal control systems placed / in existence.
 - (g) Reviewing and checking for compliance of the Accounting Policies, Accounting Standards, Guidelines issued by MHRD time to time.
 - (h) Review of the yearly accounts and submit the Review Report on Annual Accounts of the Institute.
 - (i) Issue of utilization certificate and statement of expenditure for the sponsored research and consultancy projects as per the requirement of the different funding agencies.

2.2.8 Investment:

- (i) Physical Verification of Investment Certificates
- (ii) To obtain management confirmation and reconcile it with the Banks confirmation in the form of certificates
- (iii) To Check the Interest Income with the TDS certificates, Interest certificates, etc
- (iv) To Check the Management Approvals for Investment in FD's like Boards Resolution or the Delegation of Power

2.2.9 Fixed Assets:

- (i) Check that approval from the competent authority is taken prior to the acquisition of fixed Asset & the same is being recorded properly under ERP system.
- (ii) Check that approval from competent authority is taken before disposal of fixed assets & the same is being recorded properly under ERP system & fixed asset register.
- (iii) Comment upon proper maintenance of records & internal control thereon
- (iv) Comment upon system & its adequacy of physical verification of assets and ensure its necessary financial treatment at the year end.

2.2.10 Estate Management:

- (i) To check the collection of license fees in compliance with the Rules and Regulation of the Institute.
- (ii) All records relevant to the Estate are correctly recorded and updated at a regular intervals
- (iii) To check the unauthorized occupancy and action initiated by the Management as per rule

2.2.11 General Provident Fund (GPF), Contributory Provident Fund (CPF), NPS:

- (i) Check the bank balance of the GPF and CPF
- (ii) Match both balances and prepare reconciliation, if necessary and locate the reasons for differences.
- (iii) Obtain monthly contribution sheet of each members and check it thoroughly:
 - (a) Make sure every member's contribution is rightly posted in his accounts
 - (b) Check for similar names and compare their contributions
 - (c) Reconcile pay roll with the contribution sheets
- (iv) Verify the permanent withdrawal and full and final settlement
- (vi) Payables and expenses of GPF and CPF
- (vii) Investments of the GPF and CPF Fund

2.2.12 Checking of outsourced service due diligence at IEST Shibpur

Auditor should ascertain the level of due diligence of outsourced service done on back ground checks of the person provided or handling the various jobs of the Institute apart from other parameters of due diligence.

2.2.13 Compliance of Statutory Liabilities:

- (i) Review of the different statutory registers & records are maintained as per GFR 2017.
- (ii) Review & reporting about the Compliances of the decision made in Board meeting & Finance Committee meeting, etc.

2.2.14 Other matters:-

- (i) Implementation of the decisions of Board of Governors, Finance Committee and Institute's policies and procedure.
- (ii) Review of contingent liabilities.
- (iii) Examination of legal (Court) cases, their follow up/update status and proper accounting.
- (iv) Examination of claims against Institute and their follow up/update status and proper accounting.

2.3 DURATION OF CONTRACT:

The firm will be required to provide the stipulated services as mentioned above, initially for a period of Two years i.e. for the FY 2019-20 and 2020-21 which can be renewed for another one year, subject to satisfactory performance. 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 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.80.00 lakhs (without GST) for last three financial years (i.e. 2016-17, 2017-18 & 2018-19 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.25,000/- (Rupees Twenty five 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 (CAs). 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. 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.80.00 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 80 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 EOI 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.80 Lakhs to Rs.100 Lakhs > Rs. 100 Lakhs	20	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 / 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
(Attach copy Firm Card from ICAI)
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 2016-17	Year 2017-18	Year 2018-19
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. 25000/- being EMD in favour 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 : _____

Signature of the Applicant

Place : _____

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 Director
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 :

(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 :

(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 2019-20 and 2020-21 (In Rupees)	For 2021-22 (In Rupees)
1. Annual Professional Fees including conveyance and other expenses		
2. Add: GST _____%		
3. Grand Total		

Signature of Authorized Signatories of the Firm with Seal

Date : _____

Place : _____

S.N.Datta
Dy. Registrar
Stores & Purchase
IEST, Shibpur.

Copy forwarded for information and necessary action to:

1. Institute Website,
2. Notice board