



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus

Barfung Block, Ravangla Sub Division, South Sikkim-737139

Tender No:465 /NITS/Admin/Chartered Accountant/18-19

Date: June 1st , 2018

Tender Notice

National Institute of Technology Sikkim invites tenders in sealed envelope for engagement of chartered accountant firm for compilation of annual accounts and other allied accounting & taxation work under two bid system as per details given in this tender to be performed at NIT Sikkim, Ravangla, South Sikkim 737139. The tender documents can be downloaded free of cost from the website www.nitsikkim.ac.in or obtained from the office.

Schedule of Service Requirement

Name of Item	Period
Compilation of Annual Accounts and other allied Accounting & Taxation work	FY 2018-19

Details	Information
Tender Floating Date	June 1 st 2018
Tender Closing Date	June 25 th , 2018 (1:00 pm)
Technical Bid Opening Date	June 26 th , 2018 (03:00 pm)
Financial Bid Opening Date	To be informed later.
EMD Fees type	Rs 10,000/- (Rupees Ten Thousand Only) By Demand Drafts in favour of "The Director, NIT SIKKIM" payable at State Bank of India, Ravangla Branch (IFSC SBIN0007218).
Address for communication	Registrar National Institute of Technology Sikkim Barfung Block, Ravangla Sub-division South Sikkim, Sikkim PIN 737 139, INDIA
For any Clarification	<i>e-mail:- accounts@nitsikkim.ac.in</i>
Website	<i>www.nitsikkim.ac.in</i>

Registrar

GENERAL TERMS AND CONDITIONS

1. Experienced Chartered Accountant Firms may bid for the quoted service.
2. The Chartered Accountant or his representative is required to make quarterly visit to NIT Sikkim to conduct the work of compilation of accounts and other allied accounting & taxation work on quarterly basis. In case of breach of this clause, **Rs 10,000 per quarter** shall be deducted as penalty on failure of performance of duties from the quarterly billing period. Any advice sought by NIT Sikkim in person or through mail must be promptly responded to which should not in any case by later than 7 days.
3. **Earnest Money Deposit (EMD)** has to be submitted in form of Demand Draft (DD) in favour of “*Director, NIT Sikkim*”. **No interest shall be paid on the submitted EMD.** Offer without EMD will be rejected summarily. The earnest money deposit (EMD) of successful bidder will be converted into Security Deposit (SD) amount for the period of contract and will be refunded on request of the bidder after completion of period as well as the obligation with respect to the scope of work entrusted to the CA Firm for the F.Y. 2018-19 with respect to compilation of accounts, preparation of Annual Report and Fixed Assets verification.
4. All bidding documents and rate quotations must be in English on letter head 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 declaration must also form part of the documents.
5. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
6. NIT Sikkim reserves the right to accept/reject any/all offer(s) without assigning any reason.
7. Bidder should have valid **GST registration** for the financial year 2018-19. Only invoices with serial numbers and printed with **GSTIN** number shall be accepted.
8. NIT Sikkim 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 and other allied accounting & taxation works and the tenderer shall not be entitled to claim any damage or compensation due to such cancellation.

9. This tender is subject to the jurisdiction of the local courts at Sikkim only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Sikkim only.
10. **Tenders received in the single-bid system i.e. having the technical bid as well as financial bid in the same small envelope shall be rejected.**
11. NIT Sikkim will not accept any claim other than professional fee & other charges etc. specified in financial bid.
12. **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. No query shall be raised on any act or omission of the committee. Any defect in the constitution/quorum/functioning of the committee not affecting the merits of the bid shall not invalidate any decision of the committee. Any tender received not in conformity to the aforesaid terms and conditions may not be considered and same will be rejected.
13. 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.**
14. 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 NIT Sikkim.
15. The vendors need to submit a certificate with the technical bids that they are not currently debarred or blacklisted in NIT Sikkim or at present in any national organization or educational institute/ university from accounting and auditing services.
16. We look forward to receiving your service quotations and thank you for your interest
17. The Authority of NIT Sikkim does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

Registrar

ELIGIBILITY CRITERIA

The interested CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender:-

1. The CA firm should have at least an experience of 02 years from the date of registration of the firm. (Copy of self-attested registration certificate is required to be submitted)
2. The CA firm should be empanelled with C&AG office for the year 2018-19. (Copy of self-attested empanelled certificate / document is required to be submitted)
3. The CA firm should have at least two partners on the date of tender submission. (Copy of self-attested relevant documents from ICAI is required to be submitted)
4. The CA firm should have adequate numbers of Articles /Audit Clerks. (Copy of self-attested relevant documents from ICAI is required to be submitted)
5. The CA firm should have experience of compilation of the annual accounts of the following organizations:-

Autonomous Bodies / Statutory Bodies / Educational Institution under central government with annual turnover of Rs. 10 Crore.

Or

PSUs with annual turnover of Rs. 20 Crore each

6. The copy of self-attested appointment letters from above organizations should be enclosed.
7. The Annual turn-over of the interested CA firm shall not be less than Rs.15 lacs in each of last three financial years i.e 2017-18, 2016-17 and 2015-16.

Registrar

SCOPE OF WORK:-

The CA Firm has to cover all issues relating to the compilation of accounts including the issues as specified below:-

1. Verification and checking of financial transactions from primary records/vouchers and other ancillary record maintained by the Institute
2. Preparation of bank reconciliation statements.
3. Review of books of accounts and ancillary records.
4. Recommendation for more effective and efficient use of resources.
5. Preparation of Schedules, Receipt and Payment A/c, Income and Expenditure Statement and Balance Sheet as per prescribed format mandated by MHRD.
6. Review and verify the provisions of accrued expenditure and income as at the end of the year.
7. Reporting of losses, if any.
8. Preparation and review of outstanding balances in student's fees receivable and creditors account and to check the reconciliation of students' fees.
9. Preparation and review and checking of the Grants received and its utilization as per the terms and conditions and their quarterly reconciliation.
10. Preparation and verification of fees / incomes / receipts on test check basis and the review of the reconciliation of fees / income /receipts to ensure that no revenue leakage exists.
11. Preparation of the fixed assets verification report and review of additions to fixed assets, fixed assets register and carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.
12. To ensure the compliance with applicable statutory requirements like income tax, Gratuity, EPF, ESI, GST and other provision of Central Service Rules.
13. Preparation of income tax return and submission of same to income tax authorities.
14. Preparation and filling of e-TDS quarterly returns within applicable due date.
15. Preparation and filling of GST returns within applicable due date.
16. Advice NIT Sikkim on Taxation & Accounting Matters as and when required.
17. Advice NIT Sikkim on Central Government Central Civil Services Rules as and when required.

Annexure – I

TECHNICAL BID**General Information**

1. Name of the CA Firm :
2. Registered / Main Office Address :
3. Name of Nodal Partners :
4. Contact No. of Nodal Partner :

Eligibility Criteria

1. Whether the firm meets all the eligibility Criteria (Yes/ No) :
2. No. of years of experience :
3. Date of registration of CA firm :
4. Whether firm is empanelled with C&AG for 2018-19 (Yes / No) :
5. C&AG empanelled no. :
6. No. of Partners (as on closing date of tender) :
7. No. of Article / Audit Clerks (as on closing date of tender) :
8. Whether the CA firm have an experience of compilation of accounts and other allied accounting & taxation works (Provide list of eligible clients / organization along with their turnover financial year wise and enclose their appointment letters) :
9. Annual turnover of CA firm for (Enclose Copies of IT Returns) :
 - a) FY 2015-16

- b) FY 2016-17
c) FY 2017-18

10. GST Registration No. :
(Enclose Copy of GST Registration)

11. Professional Licence No./ Trade Licence No.:
(Enclose Copy of Professional
Licence / Trade Licence)

12. Certificate of Constitution of Firm :
(Enclose Copy of Certificate of
Constitution of Firm)

Any other relevant information may be provided by the bidder.

Detail of Demand Draft submitted for EMD:

Sl. No.	Demand Draft no	Date	Amount

Bank details

<u>Sl. No.</u>	<u>Particulars</u>	<u>Information</u>
1	Firm (Beneficiary) Name (for refund of EMD)	
2	Complete Bank Account No. of the Firm [beneficiary].	
3	Bank Name	
4	Bank Address	
5	IFS Code no	

Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once.

We undertake that all information provided above is correct.

NIT Sikkim will not be responsible in case of any error on the part of firm.

[Seal and Signature of the firm]

Undertaking

To
The Director
NIT Sikkim

Sub.: Undertaking for *Tender No: 465 /NITS/Admin/Chartered Accountant/18-19*

Dear Sir,

This is to undertake that I / We, 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:

Annexure – II

FINANCIAL BID**(To be sealed in a separate envelope and marked 'Financial Bid')**

The interested CA firm may quote their professional fees (all inclusive) in the following format :-

S. No.	Particulars	Amount in Rs.
1.	Annual Professional fee for compilation of the accounts of the institute and other allied accounting & taxation work for finalization of financial statements for 2018-19 along with all schedules, accounting policies and notes on accounts at the end of financial year 2017-18	
2	Annual Other Charges (including lodgings and boarding)	
3	Total Annual Professional fee (1+2)	
4	GST	
5	Grand Total (5=3+4)	

Grand Total Professional fees in words

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Signature of Nodal Partner

With name and Firm Seal