

# National Institute of Technology Sikkim

Ravangla Campus, Ravangla South Sikkim

737139, Sikkim India

Website: [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in) e-mail: accounts@nitsikkim.ac.in

Ph 03595260042

	<b>NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM</b>
	Ravangla Campus, Barfung, South Sikkim 77139 <a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a> e-mail: accounts@nitsikkim.ac.in (Ph): 03595-260042
Tender No: 14/NITS/Admn/Auditor-CA/15-16	Date: 22.04.2015
<b>EXPRESSION OF INTREST FOR EMPANELMENT OF AUDITER AT NIT SIKKIM</b>	
<b>Closing Data &amp; Time for submission</b>	07.05.2015 (11 am)
<b>Opening Date &amp; Time</b>	08.05.2015 (12 pm )
<b>Bid to be submitted to</b>	Assistant Registrar, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Place of opening of bid</b>	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139

## Notice inviting applications for Empanelment of Chartered Accountant.

### Background:

National Institute of Technology Sikkim is an autonomous body set up by Govt. of India, under Ministry of Human Resource & Development; New Delhi. It is one of the newly setup NIT's and is an institute of National Importance. The Institute maintains its accounts in Tally on accrual system of accounts of Rs. 13 Crore (approx) during 2014-15 Financial Year.

Applications in prescribed format along with documentary proof are invited from reputed CA firms of Chartered Accountants with experience of conducting compilation of accounts in academic institutions like Central Universities, IIMs, IITs, NITs etc. and well conversant with direct and indirect tax law of India for Empanelment. Experience in preparation of accounts procedural manual of an Educational Institute will be given preference. . The compilation of the accounts of the Institute and other allied accounting work is required to be carried for the year 2014-15. The audit assignment shall be expected to starts from 3<sup>rd</sup> week of May 2015.

**Eligibility Criteria of Intending bidders for vendor empanelment:** (Proof/supporting documents to be enclosed for the points mentioned below:

1.
  - a. The firm must be registered with the Institute of Chartered Account of India.
  - b. The annual turnover of the firm for the last three financial years must be more than 20 lakhs per annum.
  - c. The firm and/or partner must not be guilty of professional misconduct.
  - d. The vendor firm must have audited/undertaken other assignments at National level academic institutes like IITs, IIMs, NITs, IISERs, NISER etc.
  - e. The Firm should be empanelled under CAG.
2. The firm/Agency should be member of the Institute of Chartered - Accountants of India with valid certificate of practice. The firm shall provide a list of agencies (Government/Statutory bodies/Professional, educational institutions/State /central universities) along with annual sales turnover for the last three years.
3. The Director, NIT Sikkim reserves the right to approve or reject any or all the vendors. His decision will be final in all cases in respect of acceptance /rejection /arbitration.

**Scope of Work:**

1. Review of books of accounts and ancillary records and submission
2. Recommendation for more effective and efficient use of resources.
3. Preparation of schedules, receipt and Payment a/c, income and expenditure statement and balance sheet as per prescribed format
4. Review and verify the provisions of accrued expenditure and income as at the end of the year.
5. Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute.
6. Preparation of bank reconciliation statements
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.
10. Preparation and review and checking Tuition and other fees received by the institution from the students.
11. Preparation and review of additions to fixed assets, fixed assets register and system of physical Verification.
12. To verify the applicability of TDS, Service Tax, Income Tax and other statutory return.
13. Issuance of certificate including under various provision of Income Tax Act 1961.

**Performa for Technical Bid****Annexure -A**

Expression of Interest submitted in response to enquiry notification issued by the National Institute of Technology Sikkim for Empanelment of Chartered Accountant.

Sl.No.	Particulars	Description in details
1	Name of the Firm	
2	Complete Postal Address with Tel. No., Fax,/Email	
3	Date of Establishment: Professional Experience (in years)	
4	Constitution of the Firm : a) Proprietorship : Yes/No  b) Partnership : Yes/No	
5	ICAI Registration No.	
6	State about the Financial Status and Turn over (you may attach balance sheet for the last three years) Details of Annual Turnover for the following years: 2010-11 2011-12 2012-13	
7	PAN	
8	Service Tax Registration No.	
9	Details of Firm Registration No and CAG empanelment No	
10	Previous Experience of Central Autonomous Body Audits :  i) Statutory Audits ii) Internal Audit iii) Other Assignment  (The Prospective bidder has to enclose Photocopies of work orders of the reputed clients such as State/Central universities/ Institutions)	
11	Enclose an undertaking stating that the firm is not blacklisted from any Government of India/State or central Universities/Autonomous institutions within a period of last five years	

Date:

Signature of the Applicant

**Financial Bid****Annexure- B**

Expression of Interest submitted in response to enquiry notification no:

Name and Full address of the Firms :

Financial Bid (Price Quote) :

<b>Sr. No.</b>	<b>Name of the item</b>	<b>Unit</b>	<b>Rate ( )</b>	<b>Total Amt( )</b>
1	Yearly Compilation , review of Accounts & Audit	Yearly		
2	Filing of Quarterly TDS returns	Quarter		
3	Filing of Annual Income Tax return	Yearly		
4	Others, if any	Lump sum		
	Total			

Note: The evaluation and offer of contract shall be for individual assignment.

Date:

Signature of the Applicant