



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

*TENDER DOCUMENT*

FOR

ENGAGEMENT OF CHARTERED ACCOUNTANT

FIRM

FOR COMPILATION OF ACCOUNTS AND OTHER  
ALLIED ACCOUNTING & TAXATION WORK

IN

*NIT SIKKIM*

*RAVANGLA, SOUTH SIKKIM*

OPENING DATE FOR SUBMISSION OF TENDER : August 08, 2017

CLOSING DATE FOR SUBMISSION OF TENDER : August 31, 2017

## NOTICE INVITING TENDER

### **NOTICE INVITING APPLICATION FOR ENGAGEMENT OF CHATERED ACCOUNTANT FOR COMPILATION OF ACCOUNTS AND OTHER ALLIED ACCOUNTING & TAXATION WORK IN NATIONAL INSTITUTE OF TECHNOLOGY, RAVANGLA, SOUTH SIKKIM FOR THE FINANCIAL YEAR 2017-18 FROM REGISTERED CHARTERED ACCOUNTANT FIRMS PREFERABLY FROM SIKKIM AND NEARBY STATES.**

Tenders are invited from Chartered Accountants Firms (CA Firms) for compilation of accounts and other allied accounting works for the Financial Year 2017-18.

The Chartered Accountant Firms will be required to conduct the compilation of accounts and other allied accounting & taxation work on a monthly basis for the F.Y. 2017-18.

The interested CA firms may submit their tender in the prescribed proforma provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Capability Criteria) as per Annexure - I and the Financial Bid (Professional Fee) as per Annexure – II. The tender documents may be downloaded from NIT Sikkim website [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in) from 08 August, 2017 10.00 AM to August 31, 2017 up to 15.30 PM Hrs.

The sealed tender may be submitted in one big envelope superscripting “Application for Engagement of Chartered Accountant for compilation of accounts and other allied accounting & taxation work in NIT Sikkim” containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to The Registrar, NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM, Ravangla Campus , South Sikkim,– 737139. The sealed tender statue must be posted at NIT Sikkim Ravangla, South Sikkim, on or before August 31, 2017 at 15.30 P.M. Hrs as NIT Sikkim is located at a remote location so it is recommended to do it in advance to forgo the consequence of postal delay.

The technical bid envelope must contain the technical bid format in prescribed Performa as per Annexure - I along with a demand draft of Rs. 300/- (non-refundable) towards cost of tender and Earnest Money Deposit (EMD) of Rs. 10,000/- (non-interest bearing) favoring NIT Sikkim and payable at Ravangla, South Sikkim with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid format as per Annexure – II. The financial bid shall include professional fee / charges for all services including expenses for boarding / lodging of staff to be incurred in carrying out the specified engagement at NIT Sikkim. NIT Sikkim will not accept any claim other than professional fee / charges etc. specified in financial bid.

The technical bid will be opened at NIT Sikkim, Ravangla, South Sikkim, on August 31, 2017 at 15.30 P.M. Hrs in the presence of the bidders who wish to be present. The Financial bid

will be opened on the date which will be communicated to only those bidders who are found technically qualified after evaluation of eligibility criteria. Financial Bid shall not be the only criteria for final selection. Director NIT Sikkim reserves the right to select the firm on the basis of performance, experience and on the ratio of staff and partner strength.

The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect will be summarily rejected.

Any further clarifications can be sought from Mr. Sahil Minda, Deputy Accountant(Finance & Accounts) on Mobile No. 07431014222 or E- mail at [accounts@nitsikkim.ac.in](mailto:accounts@nitsikkim.ac.in) or write to NATIONAL INSTITUTE OF TECHNOLOGY, Sikkim, Ravangla, South Sikkim – 737139.

### **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 2017-18. (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

The copy of self-attested appointment letters from above organizations should be enclosed.

6. The Annual turn-over of the interested CA firm shall not be less than Rs.10 lacs in each of last three financial years i.e 2016-17, 2015-16 and 2014-15.

**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 and posting them into the ERP system.
2. Preparation of bank reconciliation statements on a monthly basis.
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 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 Matters.

**TERMS AND CONDITIONS:-**

1. Each page of tender documents is required to be signed by the Nodal Partner of CA firm. The documents / certificates in support along with the tender shall also be signed by the Nodal Partner.
2. The Chartered Accountant or his representative is required to make monthly visit to NIT Sikkim to conduct the work of compilation of accounts and other allied accounting & taxation work on monthly basis. In case of breach of this clause, Rs. 10,000 per month shall be deducted as penalty on failure of performance of duties from the quarterly billing period.
3. The billing of the Chartered Accountant Firm shall be payable on Quarterly Basis.
4. Tenders without Tender Fee and EMD will be summarily rejected.
5. 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 committed to the CA Firm for the F.Y. 2017-18.
6. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
7. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
8. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
9. NIT Sikkim reserves the right to accept/reject any/all offer(s) without assigning any reason.
10. 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 tendered shall not be entitled to claim any damage or compensation due to such cancellation.
11. 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.
12. 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.
13. NIT Sikkim will not accept any claim other than professional fee / charges etc. specified in financial bid.
14. The CA Firm should not have any disputes with any of the client. If any disputes come to knowledge of NIT Sikkim at any point of time, then the services of the CA Firm engaged in the compilation of accounts and other allied accounting & taxation works would be terminated.
15. Any tender received not in conformity to the aforesaid terms and conditions may not be considered and same will be rejected.

**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 2017-18 (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 2014-15
  - b) FY 2015-16
  - c) FY 2016-17
  
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)

**Annexure – II****FINANCIAL BID**

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

| <b>S. No.</b> | <b>Particulars</b>   | <b>Amount in Rs.</b> |
|---------------|--|----------------------|
| 1.            | Annual Professional fee for compilation of the accounts of the institute and other allied accounting & taxation work for finalization of financial statements for 2017-18 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** .....

.....

**Signature of Nodal Partner**

**With name and Firm Seal**



**Annexure III****Firm and bank details**

| <b><u>Sl. No.</u></b> | <b><u>Particulars</u></b>   | <b><u>Information</u></b> |
|-----------------------|---|---------------------------|
| 1                     | Name of the Firm  |                           |
| 2                     | Complete Postal Address with Tel. No.,<br>Fax/Email   |                           |
| 3                     | Name of the contact person<br>Mobile no (Office)<br>Mobile no (Home)<br>e-mail Id   |                           |
| 4                     | Please enclose a cancelled cheque and copy<br>of PAN card. Cancelled cheque & PAN card<br>is to be submitted only once                  |                           |
| 5                     | Firm (Beneficiary) Name (for refund of<br>EMD)  |                           |
| 6                     | Complete Bank Account No. of the Firm<br>[beneficiary].<br>[In case of change in bank account vendor<br>should write to Account Office] |                           |
| 7                     | Bank Name   |                           |
| 8                     | Bank Address  |                           |
| 9                     | IFS Code no   |                           |

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

**[Seal and Signature of the firm]**