



**राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम**  
**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**  
(An Institution of National Importance, MHRD, Govt. of India)

No: 686/NITS/Admin/Internal Audit/2024-25/20

Date: 05.09.2024

**Notice Inviting Quotation**

The National Institute of Technology Sikkim invites quotations in sealed envelopes from the Chartered Accountant firms for Internal Audit Services as per the scope of work as per **Annexure I** for the Financial Year 2024-25.

Quotation may be addressed to the **Registrar, NIT Sikkim, Ravangla, South Sikkim, Pin-737139** and should be in the **letter head** as per the following terms and conditions. The last date for submission of the quotation shall be 13/09/2024 upto 15:00 hrs.

**Terms and conditions:**

1. The Firm/proprietor should be a Chartered Accountant Firm which is registered under the ICAI. (Copy of self-attested registration certificate is required to be submitted).
2. The Firm Submitting quotation should have Registration Certificate of the Firm and Valid GST Registration number.
3. The prices quoted should be for performance of work at NIT Sikkim, wherever required, taxes if any should be clearly indicated in the quotation. The lowest price shall not be the sole consideration for award of work. The decision of the Institute Authority shall be final in this regard.
4. Only a qualified Chartered Accountant should be responsible for performance of the service as per the scope of work. The details of the CA should be provided in the quotation including experience of executing similar assignments in Educational Institutions.
5. NIT Sikkim reserves the right to cancel the NIQ even after receipt of Quotations without assigning any reason.
6. The participating firm must have a registered office in Sikkim State. Details of office with trade license must be submitted.
7. Bidder must have a minimum of 2 years of experience in the related field.
8. The bidder must submit a brief profile of the firm along with the quotation stating the name of partners/proprietor and work assignments handled by the bidding firm.

**Sd/-**  
**Registrar**



**Scope of Work:**

**Scope of Works:**

1. Internal Audit of All Financial transaction, payment vouchers, receipts, store accounts, purchase, disposals, etc.
2. Internal audit of non-financial transactions such as procedures, attendance, documentation etc.
3. Internal audit of compliance of all applicable rules relating to the GFR 2017, FRSR rule and other rules applicable to NIT Sikkim.
4. Review of schedules, Receipts and Payment A/c, Income and Expenditure Statement and Balance Sheet as per prescribed format mandated by Ministry of Education as prepared by the Institute in the accounting system and review of the annual accounts as per the applicable FRF (Financial Reporting Framework) mandated by MOE. (Uniform format for higher educational institutions) for Financial Year 2024-2025.
5. Review of Bank Reconciliation Statements.
6. Verification of payment of statutory dues relating to Income Tax, GST, P.tax etc.
7. Verification and review of financial transactions from primary records/vouchers and other ancillary records maintained by the Institute and suggest improvement, if any.
8. Review and verify the provisions of accrued expenditure and income as at the end of the year.
9. Verification and review of fees/incomes/receipts on and the review and reconciliation of fees/income/receipts to ensure that no revenue leakage exists.
10. Valuation of WIP, Fixed Assets and Repair & Maintenance from funds paid to CPWD and its accounting treatment as per the extent rules and guidelines as on the balance sheet date.
11. Reporting of losses, if any.

**Reporting Requirements:**

The Auditor must ensure conduction of audit monthly by a Chartered Accountant and Internal Audit report to be submitted to Director, NIT Sikkim on a half yearly basis.

**Payment terms:**

Payment shall be released on an Annual basis on submission of final Audit Report.  
Tax Invoice to be raised in favour of:

Name : National Institute of Technology Sikkim

GSTN : 11AAAGN0092G3ZS



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**FORMAT FOR FINANCIAL QUOTATION**

SI No	Particulars of Work	Service Fee (Annual)	GST	Total Service Charges
1	Internal Audit Services as per Scope of Work			

Note:

1. The Quoted service fees should include cost of conveyance and lodging/fooding at Ravangla. No amount shall be paid extra over and above the quoted fee.
2. No advance payments shall be released on any account.
3. TDS under GST and Income Tax Act shall be deducted as applicable on the services provided.

Signature and Seal