



GAUHATI UNIVERSITY

GOPINATH BARDOLOI NAGAR :: GUWAHATI-14 :: ASSAM :: INDIA

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Ref. No. TR/46/3/11/2017, dt. 3/11/2017.

**Expression of Interest (EOI) for Appointment of
Internal Auditors for various units of GU for 2017-18.**

Background:

Over the years a good number of distinct Academic Units have been created in the University and these units are managed by Director or the other Specialized officers. The Accounts of the units are to be audited separately to be included in the combined and comprehensive budget and Accounts of the Gauhati University as a whole.

Therefore, the Gauhati University Invites Expression of Interest (EOI) from the reputed Chartered Accountants/Firms to conduct internal audit of the Accounts of the nominated Units for the last five years from 2012-13 to 2016-17 and submit necessary reports and recommendations.

Scope of Work:-

- (a) Audit of Accounts on Continuous Basis unit wise/year wise basis for last five financial years from 2012-13 to 2016-17.
- (b) Review of Accounting Systems and Manuals.
- (c) Preparation of annual Receipt & Payment Account unit wise per year.
- (d) Preparation of Income as Expenditure Accounts and Balance sheet wherever applicable unit wise per year.
- (e) Preparation of Asset Register unit wise per year.
- (f) Reporting the strength, weakness & deficiencies of the system being followed with suggestion of remedial measures for consideration and implementation by G.U Authority in due process unit wise per year.
- (g) Any other special aspects that needs to be audited and reported under standard Accounting Practice of Educational institution like the Gauhati University.

Unit to be Audited are as follows -

- a. IDOL, G.U
- b. Gauhati University Institute of Science and Technology, (GUIST)
- c. Integrated M.Com, Commerce Department, G.U

Eligibility Criteria for Chartered Accountant Firm

- i) Must be empaneled with ICAI as Category-I as per Reserve Bank of India norms & existed for not less than 5 Years.
- ii) Head Office must be located in Assam.
- iii) Must have completed similar audit assignments (in Central/State autonomous bodies/Companies preferably in University (at least three in last five years)
- iv) Must have an Audited annual turnover of Rs. 10 Lakh during each of the last 3 financial years.

Supporting Documents for Eligibility Criteria

- i) An attested copy of Certificate of ICAI.
- ii) Copies of appointment letters/audit completion certificate etc. from the audited organizations.
- iii) Partnership Deed, if any.
- iv) Audited Statement of annual turnover for last 3 financial years.

Specific Conditions

1. The Offer is required to be submitted in two bid format i.e. **"Technical Bid"** and **"Financial Bid"** duly sealed in separate envelopes. Both these envelopes are required to be further sealed in a single envelop, which may be super scribed with the words **"Offer for Appointment as auditors for Units of G.U."** addressed to the **"Registrar, Gauhati University"**.

2. The Technical Bid Comprises of: -

- (i) A copy of constitution/ registration certificates of firm/organization issued by the ICAI containing inter-alia.
 - (a) Date of formation of the firms/other organization with a full time FCA.
 - (b) Details of partners / Sole Proprietor / CA Employees as on date, date of joining the firm, date of becoming FCA, and their other interest, if any.
- (ii) A copy of the latest partnership deed in the case of partnership firms.
- (iii) A copy of the IT Return of the firm/ full time partners / the Sole proprietor/others as the case may be for the last three years along with photocopy of PAN Card/TIN No./GST IN.

- (iv) A copy of financial statement of the firm along with schedules for the preceding three financial years.
- (v) Details of court cases / arbitration cases / or any other case pending against the Firm /organization, if any.
- (vi) Details of audit experience of the firm/organization for the last 3 years may be given in the specified format. (Only assignments which carry a fee of Rs. 50,000/- and above should be mentioned).
- (vii) EMD in the Shape of DD amounting to Rs. 10,000/- (Rupees ten thousand only) pledged to Registrar, GU, payable at Guwahati must be enclosed with EOI and the offers without EMD shall be straightway rejected.

3. Financial Bid:

- (i) Financial Bid may comprise of the Professional Fee to be charged from the University for auditing, Reporting the Accounts of each unit for each financial year to cover approximately 5 years.
- (ii) The minimum bid price for the job has been fixed at a lump sum of Rs. 5,00,000/- (Rupees Five Lakh only) which is inclusive of all other taxes/ entire assignment expenses but excluding GST.
- (iii) Last date of Submission of bid: 17.11.2017(3:00 p.m.). The bids will be opened on the same day at 4.00 p.m.

General Conditions

1. Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Audit work experience etc. Suitable weightage will be given to firms / organizations, which have relevant experiences in University's audit. The appointment is initial for 12 months' period, which can be extended to further period as per requirement of G.U.
2. The selected Firm will have to start the audit within 10 days from the date of issuance of the letter of appointment from Gauhati University.

3. The Audit party will consist of sufficient number of experienced and qualified professionals.
4. The selected firm will be required to comply with the instructions if any issued by the University.
5. The Audit work to be undertaken as per The Gauhati University Act, 1947 as amended from time to time.
6. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
7. These are only proposed draft terms and conditions and can be modified at any time by the University at its sole discretion.
8. Firm selected by Gauhati University, shall have to give an undertaking to follow all ethics of faith and the information provided by Gauhati University shall be kept 'strictly confidential. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time. Maintenance of Secrecy in internal matters will be the essence of the arrangement.
9. In case of any dispute, the decision of Vice Chancellor, GU shall be final and binding.
10. **Submission of Internal Audit Report:** CA Firm shall have to submit Internal Audit Report on yearly basis to University authorities. However, the compilation will be made in the form of Annual Audit Report
11. **Regulation of Audit fees.** The payment of Audit Fees as fixed will be made on completion of the assignment. The GU will not pay any advance to the selected audit firm under any circumstances. All taxes, fees to be deducted or charged as per relevant laws in force and the excluding GST which will be quoted separately, if any.
12. The auditors shall not be provided with any special transport facility or accommodation, etc.
13. 'The EMD in respect of unsuccessful offers' shall be released within 15 days after issuance of allotment letter in favor of the successful firm. The EMD of the successful firm shall be kept as security deposit which shall be released after successful completion of the assignment.
14. **Performance Security** - Performance security 10% of the Contract value will have to be deposited by the firm/organization in the form of DD/FDR/irrevocable Bank Guarantee covering 3 months beyond the Contractual period (for lodging Claim if Any) within 15 days of Agreement.

Date : 03/11/17


REGISTRAR, G.U.

FINANCIAL BID

1. Name of the firm:

Address:

Phone No.

2. Rate shall include cost of food allowance for concurrent auditor visiting campus.

Item of Activity	Total amount (in Rupees)
1. Remuneration for Audit of Accounts as stated in the scope of works and also for providing remedial measure on the defects noted in course of Audit inclusive of all other Taxes.	
2. GST if applicable.	
TOTAL BID VALUE	

DATE:

PLACE:

Signature of the authorized representative

Name :

Designation :

Expression of Interest for Appointment of Chartered Accountant Firms for Internal/Concurrent Audit of Accounts of Gauhati University, Guwahati.

Status of Firm Partnership/ Sole Proprietorship/ Other Statutory Bodies _____

1. (a) Name of the firm/organization (in Capital letters) _____

(b) Address of the Head Office _____

(Please also give telephone no. _____

E-mail address): _____

(c) PAN of the firm/organization _____

(d) TAN of the firm/organization _____

(e) GSTIN _____

2. ICAI Registration No. _____ Region Name _____ Region Code No. _____

3. (a) Date of constitution of the firm/organization:

(b) Date since when the firms has a full time FCA _____

4. (a) Full-Time Partners of the firm as on 01-01-2017

Sl. No	Number of FCA	Number of ACA	Number of Qualified Assistants(CA's) in the Firm.	Number of Semi Qualified Assistants (Article Assistant or inter/Final Qualified) in the Firm

(b) Other Audit Staff (With knowledge of book keeping and accountancy).

5. Turnover of the Firm (last 3 years) _____.

6. Whether the firm/organization is engaged in any internal / concurrent audit or any other services of any Govt. Companies / Corporations/Universities etc. Yes / No
If yes, details of experiences (with number of completed years of service for each organization).

7. Whether there are any court / arbitration / any other legal case against the firm/organization (If yes, give a brief note of the case indicating its present status) Yes / No.

8. Details of EMD: Issuing Bank _____ Amount _____

Type of Instrument- DD No. _____

UNDERTAKING

I/We the sole proprietor/partners of M/S..... chartered accountants do hereby jointly and severally verify and declare: -

(i) that the particulars given are complete and correct and that if any of the statements made or information so furnished in the application form is later found not correct for false or there had been suppression of material information, the firm would not only stand disqualified from the allotment.

(ii) that the firm proprietor or partners have not been debarred or cautioned by ICIA during last five years (if cautioned give details).

Seal & Signature of Proprietor/Partners