

**National Institute of Technical Teachers' Training and
Research Shamla Hills, Bhopal**

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No. NITTTR Bhopal/CA /Appointment/EoI/2021-2022/ 2895

Date: - 02/03/2021

**ISSUE OF NOTICE INVITING EXPRESSION OF INTEREST FOR
ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR INTERNAL
AUDIT OF NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING
AND RESEARCH (NITTTR), BHOPAL.**

National Institute of Technical Teachers' Training and Research (NITTTR), Bhopal, Madhya Pradesh, an Autonomous Institute under the Ministry of Education, Government of India, Invites fresh Expression of Interest (EoI) from reputed Chartered Accountant (CA) firms based in Bhopal or having its branch office in Bhopal, for internal audit of NITTTR, Bhopal.

The last date of submission of EoI by post / courier/ in person is **26/03/2021 at 16.00 Hours (IST)**. Please visit the institute's website [http:// www.nitttrbpl.ac.in](http://www.nitttrbpl.ac.in) for downloading the Expression of Interest documents. Application should regularly visit this website to keep themselves update.



Director

NITTTR, Bhopal

Notice Inviting Expression of Interest (Eoi)
For
ENGAGEMENT OF CHARTERED ACCOUNTANT
(CA) FIRMS
For
Internal Audit of
National Institute of Technical Teachers' Training and
Research (NITTTR), Bhopal

Notice inviting Expression Of Interest (EoI) for appointment of CA firm for Internal Audit of The National Institute of Technical Teachers' Training and Research, Bhopal.

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1. Expression of Interest data sheet

Expression of Interest Number	NITTTR Bhopal/CA /Appointment/EoI/2021-2022/ 2895
Date	02/03/2021
Issue of Expression of Interest forms	Expression of Interest documents/forms can be downloaded from the institute's website http://www.nitttrbpl.ac.in
Last date and time of submission of Expression of Interest by Post/ courier/ in person	26/03/2021 at 16.00 Hrs.
Opening of 'Expression of Interest'	30/03/2021 at 15.00 Hrs. at Committee Room of the Institute.
Contact official	Accounts Officer, National Institute of Technical Teachers' Training and Research (NITTTR), Bhopal.
Contact address	National Institute of Technical Teachers' Training and Research Shamla Hills, Bhopal PIN 462002
Contact Phone Numbers	+91(0755) 2661600, 601,602, 607, 608,609, Fax: 2661996
Contact email	director@nitttrbpl.ac.in
Website	http://www.nitttrbpl.ac.in

2. Terms of reference

2.1 Scope of work

1. Transaction Audit including day to day records of receipts and payments of Financial Transactions includes Checking of Cash/Bank/Journal Vouchers, Checking of software entries, Ledger Scrutiny, Scrutiny of Cash Book, Journal, Subsidiary Register & records, Deduction and Accounting treatment of all Receipts and Payments.
2. Internal Audit and scrutiny of Books of Accounts and relevant files/documents; checking of Stock Register and Assets Register (Consumable and Non-consumable) and any other relevant documents of Institute's Main Account and all Project Accounts.
3. Audit of Maintenance Section, Purchase Section, Hostel & Guest House, Housekeeping & Security, Estate and Library.
4. Institute's Income Tax return filing and from time to time to be present before Income Tax Office for the concerned works.
5. The Internal Audit of the accounts of NITTTR, Bhopal, should be carried out on quarterly bases, beginning from the first quarter of the Financial Year 2021-2022. In no case should there be overlapping of any 2(two) quarters. Draft Quarterly report need to be submitted to Accounts department and then a final report to the Director.
6. Assistance at the time of Statutory Audit/ Govt. Audit. The expert advice for Audit compliances and preparation of reply against the Audit observations.
7. Adequacy and effectiveness of Financial and Managerial Control System of the Institute. Suggest measures to rectify weakness identified. Functional deficiencies and assist in remedial measures. The CA firm will have to provide opinion on specific matter requested by the institute
8. Review of all statutory compliance such as Income tax, Goods and Services Tax, Professional Tax, TDS, PF etc. as well as review of monthly, quarterly and annual returns to the statutory authorities.
9. Verification of the applicability of TDS, GST etc. as well as their rates in respect of different transactions.
10. Technical updates on various taxation laws, finance, accounts, audit matters, etc. to be provided on a regular basis.
11. Evaluation of systems (process flow, work flow and document flow) and review of Internal control systems.
12. Adherence to systems and financial policies laid down by FC&BOG/Ministry of Education.
13. Appearance for meetings whenever required.
14. To assist the institute in preparation of Annual Account as per the format prescribed by the Government of India, Ministry of Education and any others work as & when required.
15. Only those CA firms who are willing to take up all the work as mentioned in the **'SCOPE OF WORK'**, may apply.

2.2 Time period

The CA firm appointed, by NITTTR, Bhopal would be for initially on term of one year with effect from Financial Year 2021-2022 and subject to renewal for further two years is dependent on the basis of their performance and management decision with the same fee & same '**SCOPE OF WORK**'.

Notwithstanding anything contained herein above, the institute reserve the right to discontinue the services of the CA firm appointed in the event of their services being evaluated as unsatisfactory by the institute, at any time during the period of their appointment.

2.3 Support and inputs

NITTTR, Bhopal shall provide adequate office space to the CA firm to perform its services. The institute will provide all primary data to the CA firm for carrying out the jobs listed in the '**SCOPE OF WORK**'.

Shifting of NITTTR's office files and documents out of the office premises is not allowed under any circumstance. However, in case of any urgency, the files can be taken with the written consent of the competent authority.

2.4 Pre-qualification criteria

Only application from CA firms fulfilling the following eligibility conditions for application will be considered for appointment.

Eligibility condition for application

1. ICAI registration

The CA firm must be registered with the Institute of Chartered Accountants of India (ICAI)

n.b. Signed photocopies of supporting document(s) with the CA firm's seal must be enclosed with the application.

2. Empanelment with C&AG

The CA firm must be empanelled with the Comptroller and Auditor General (C&AG) of India.

n.b. Signed photocopies of supporting document(s) with the CA firm's seal must be enclosed with the application.

3. Number of partners

The CA firm should be a partnership firm with 3(three) or more partners.

n.b. Signed photocopies of supporting document(s) with the CA firm's seal must be enclosed with the application.

4. PAN and GSTIN

The CA firm should have valid PAN as well as GSTIN.

n.b. Signed photocopies of supporting document(s) with the CA firm's seal must be enclosed with the application.

5. Experience

The CA firm should have at least 10(Ten) year of experience as on 31st March 2020.

n.b. Signed photocopies of supporting document(s) with the CA firm's seal must be enclosed with the application.

6. Experience of conducting Internal and/or Statutory Audit of Government of India Funded Autonomous Higher Education Institute/ Higher Education Institute Societies.

The CA firm should have a minimum of 3 (three) years' experience of conducting Internal and/or Statutory Audit of Government of India Funded Autonomous Higher Education Institute/ Higher Education Institute Societies up-to 31st March 2020.

n.b. Signed photocopies of work order(s) with the CA firm's seal must be enclosed with the application.

Only work experience of conducting Internal and/or Statutory Audit of Government of India Funded Autonomous Higher Education Institutes/ Higher Education Institute Societies should be submitted. Work experience pertaining to the conducting Internal Audit and/or Statutory Audit of any organisation other than Government of India Funded Autonomous Higher Education Institutes/ Higher Education Institute Societies are neither desired, nor will be considered and hence should strictly not be submitted.

7. Head Office/ Branch Office

The CA firm should have its registered Head Office/Branch Office in Bhopal, Madhya Pradesh.

n.b. Signed photocopies of supporting document(s) with the CA firm's seal must be enclosed with the application.

8. Average Gross Annual Professional Earning

The Average Gross Annual Professional Earning (Fee) of the CA firm during the preceding 3(three) Financial Years ending 31st March, 2020 should be equal to or more than ₹ 75.00 lakhs (Seventy-five lakhs).

n.b. Signed photocopies of supporting document(s) with the CA firm's seal must be enclosed with the application.

2.5 Payment terms

1. Financial proposal mentioning lump sum/consolidated annual fee (also showing the rate per quarter for Internal Audit), exclusive of GST and any other taxes should be quoted for all of the assignments as mentioned in the '**SCOPE OF WORK**', failing which the application will not be considered. TDS at applicable rate will be deducted by the institute at the time of payment of fees.
2. The payment during the entire period of appointment shall be made in accordance with the fees quoted by the selected CA firms and accepted by NITTTR, Bhopal. No price variation would be allowed during the contract period.
3. GST will be paid by the institute as per prevailing rate and any increase in the same during the period of appointment will be borne by the institute.
4. The CA Firm will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit reports to the institute.

5. No TA/DA or any other form of reimbursement is payable to the CA firm for carrying out Internal Audit, in any case.

2.6 Minimum Fee for the Assignment

The minimum fee for the assignment is 1,50,000/- approximate per annum.

3. Submission and evaluation of Expression of Interest (EoI)

3.1 Submission of Expression of Interest

The interested CA firms meeting the pre-qualification criteria are required to submit their EoIs in sealed envelopes.

1. Pre-qualification-cum-Technical Proposal neatly typed in the format prescribed at **Annexure-A** in one sealed envelope with all supporting documents. The envelope should be superscribed “**Pre-qualification-cum Technical Proposal**”.
2. Financial Proposal neatly typed in the format prescribed at **Annexure-B** and undertaking neatly typed in the format prescribed at **Annexure-C** in a separate sealed envelope superscribed “**Financial Proposal and Undertaking**”.
3. The 2 (two) sealed envelopes mentioned above, viz. Pre-qualification-cum-technical proposal and Financial proposal and Undertaking should be put in a third sealed envelope superscribed “**Application for Engagement of Chartered Accountant Firm for NITTTR, Bhopal**” and addressed to the **Director, National Institute of Technical Teachers’ Training and Research, Shamal Hills Bhopal, Madhya Pradesh, PIN 462002**, by Post/Courier/in person, so as to reach the institute within the stipulated time and date as stated in *1 – Expression of Interest data sheet*. The name, postal address, contact telephone number and email address of the sender CA firm should also be mentioned on this envelope. No EoI received by the institute after the last date will be accepted.
4. All the pages of the Expression of Interest document including annexures and copies of certificates/documents should be signed by the authorised official of the CA firm alongwith the seal of the firm affixed on each page.

3.2 Evaluation of Expression of Interest and award of assignment

1. The Institute will first evaluate the technical Pre-qualification-cum-Technical Proposals on parameters which will include the number of Internal/Statutory Audits conducted for the Government of India Funded Autonomous Higher Education Institute/ Higher Education Institute Societies, number of partners in the firm and number of years of existence of the firm. The Financial Proposal of a CA firm will be considered only after it has fulfilled all the eight eligibility condition detailed under 2.4 – Pre- qualification criteria.
2. In case of equality between multiple applicant CA firms in the matter of evaluation parameters in Pre-qualification-cum-Technical Proposal, the assignment will be awarded to the firm with the lowest Financial Proposal. In the event of a tie in the Financial Proposal of multiple applicant CA firms, the assignment will be awarded to the CA firm which has conducted the highest number of Internal and/ or Statutory Audits of Government of India Funded Autonomous Higher Education Institute/ Higher Education Institute Societies.
3. The decision of NITTTR, Bhopal will remain final and binding in the matter of selection of CA firms and award of assignment.
4. NITTTR, Bhopal reserves the right to cancel the process of appointment of CA firm for conducting inter audit without assigning any reason to the applicant CA firms for the same.
5. Dispute(s) if any, is/are subject to the jurisdiction of Bhopal, Madhya Pradesh only.

PROFORMA PRE-QUALIFICATION-CUM-TECHNICAL PROPOSAL

S. No	Subject	Information
1.	Name of the Chartered Accountant firm	
2.	Name of the authorised official	Mr./Ms.
3.	Complete postal address with PIN Code of the Main Office/Branch Office	
		PIN.
4.	Phone Nos. with STD code	+91-STD Code – Phone No. +91-STD Code – Phone No.
5.	Mobile Nos.	+91..... +91.....
6.	Email	
7.	Registration No. of ICAI	
8.	Empanelment No. with the C&AG of India	
9.	PAN of the CA firm	
10.	GSTIN of the CA firm	
11.	Date of registration/Starting of operation	DD- MM-YYYY
12.	No. of years in operation since registration of the firm	
13.	No. of partners	
14.	Names of Government of India funded Autonomous Institutes/Societies audited and year(s) during which audited	1. 2. 3.
15.	Average Gross Annual Professional Earning (Fee) of the firm during the preceding 3 (three) Financial Years ending 31st March, 2020	₹.....

I..... (name of the authorised official of the CA firm), on behalf of (name of the CA firm) hereby certify that, I have carefully gone through the entire contents of the notice inviting 'Issue of Notice Inviting Expression of Interest (EoI) from Chartered Accountant firms for Engagement of Chartered Accountant firm for Internal Audit of National Institute of Technical Teachers' Training and Research (NITTTR), Bhopal', before submitting this application(name of CA firm) is solely responsible for information furnished in the Pre-Qualification-cum-Technical Proposal and such information furnished have been fully considered before furnishing.

I..... (name of the authorised official of the CA firm), on behalf of (name of the CA firm), further certify that the information furnished in the Pre-Qualification-cum-Technical Proposal are correct to the best of our knowledge and belief. In the event of any information found to be incorrect, NITTTR, Bhopal, reserves the right to reject the proposal of our firm. Photocopies of documentary evidence with the signature and of the CA firm's authorised official and seal of the firm in respect of information furnished at S.No. 7 to 15 have been duly enclosed.

Firm's Seal.....

Signature.....

Full name and designation

With seal.....

Date.....

Place.....

PROFORMA FINANCIAL PROPOSAL

Fee per quarter excluding GST (₹)	Total fee per year excluding GST (₹)	Total fee per year excluding GST (in words)

I..... (*name of the authorised official of the CA firm*), on behalf of (*name of the CA firm*) hereby certify that, I have carefully gone through the entire contents of the notice inviting 'Issue of Notice Inviting Expression of Interest (EoI) from Chartered Accountant firms for Engagement of Chartered Accountant firm for Internal Audit of National Institute of Technical Teachers' Training and Research (NITTTR), Bhopal', before submitting this application(*name of CA firm*) is solely responsible for information furnished in the Financial Proposal and such information furnished have been fully considered before furnishing, for which we are fully liable.

I..... (*name of the authorised official of the CA firm*), on behalf of (*name of the CA firm*), further certify that the information furnished in the Financial Proposal are correct to the best of our knowledge and belief. In the event of any information found to be incorrect, NITTTR, Bhopal, reserves the right to reject the proposal of our firm.

Firm's Seal.....

Signature.....

Full name and designation

With seal.....

Date.....

Place.....

PROFORMA UNDERTAKING

TO BE FURNISHED ON THE OFFICIAL STATIONERY OF THE CHARTED ACCOUNTANT FIRM WITH THE SIGNATURE AND SEAL OF THE AUTHORISED OFFICIAL AND THE SEAL OF THE FIRM AFFIXED BELOW THE UNDERTAKING.

I.....(*name of the authorized official of the CA firm*), on behalf of (*name of the CA firm*), hereby affirm that,.....(*name of CA firm*) will accept the offer of Engagement of Chartered Accountant firm for Internal Audit of NITTTR, Bhopal with due regards to fulfillment of all the conditions laid down in ‘2.1 Scope of Work’ of the EoI notice No. NITTTR Bhopal/CA /Appointment/EoI/2021-2022/..... datedand at the fee quoted by..... (*name of the CA firm*) in its Financial Proposal dated..... 2021, if the CA firm is appointment by the institute’ after completion of the due process of selection.

I.....(*name of the authorized official of the CA firm*), on behalf of (*name of the CA firm*), hereby understand that if(*name of CA firm*) fails to accept the offer of appointment in the event such offer is made to(*name of CA firm*) after due process of selection, the institute reserves the right to debar.....(*name of CA firm*) from participating in any future assignment of the institute that requires the services of Chartered Accountant(s).

Firm’s Seal.....

Signature.....

Full name and designation

With seal.....

Date.....

Place.....