

**NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
KURUKSHETRA-136119 (Haryana)**

No. Acs/2018/CA/

Dated:

NOTICE

Engagement of Practicing Chartered Accountant (CA) Firm

Invitation for engagement

The National Institute of Technology, Kurukshetra is a Central Autonomous body under Ministry of Human Resource & Development (MHRD), Government of India and has been recognized as an Institute of National Importance by an Act of Parliament (NIT Act, 2007). The Institute has been established to serve the country for imparting technical training to youth and for fostering national integration. Its objective is to provide instructions and research facilities in various disciplines of Engineering and Technology and advance of learning and dissemination of knowledge in each such discipline.

The Institute is substantially financed by MHRD through Grants released under various heads of accounts. NIT Kurukshetra is maintaining its account on accrual basis following the applicable accounting standards. The Accounts of the Institute are prepared as per prescribed and uniform common format formulated by the MHRD.

The National Institute of Technology (NIT), Kurukshetra invites application in the prescribed format from practicing Chartered Accountant (CA) Firms for providing services during the period 1.10.2018 to 30.09.2019 for fulfillment of statutory requirements under the instructions of various statutory Acts applicable to the Institute. The firms must be registered with CAG for Financial year 2018-19. The firm should not be blacklisted by any PSU/Government (Self attested affidavit on Rs.10.00 stamp paper to be given by firm).

The Institute has prepared a Detailed Scope of Work (DSW) for the purpose of preparing proposals by the CA firms. The applicant is expected to examine all instructions, forms, terms and DSW before filing the application. The application should be precise, complete and in the prescribed format as per the requirement. Failure to furnish all information required or submission of application not responsive in every respect will be summarily rejected.

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Time Period

The Chartered Accountant Firm will be required to provide the desired services during the period 1.10.2018 to 31.09.2019. However, the period may be extended further on yearly basis solely at the discretion of the Institute on satisfactory review by the competent authority.

It is also worth mentioning here that the Institute may empanel more than one firm to avail its services related to scope of work or as advisory services related to accounts audit and taxation (direct/indirect) matters.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory at any time during the period.

Clarification of DSW

A prospective applicant requiring any clarification on DSW may contact Deputy Registrar (Accounts) in writing by e-mail dra.nitkkr@gmail.com. The Institute will respond in writing by e-mail to any request for clarification of the application documents. The applicant may also contact personally to Deputy Registrar (Accounts) in his office on any working day during office hours for the said purpose.

Amendment of DSW

The Institute reserves the sole right for including any addendum to this entire selection process. The applicants shall not claim as a right for requiring Institute to do the aforesaid. At any time before the deadline for submission of technical offers, the Institute, may, for any reason whether at its own initiative or in response to a clarification requested by prospective applicants, modify DSW. However, the Institute reserves the right to extend the deadline for submission of applications on account of any amendment made in DSW.

Eligibility criteria and information required

In order to be eligible for engagement, the CA firm should have minimum 03 years standing with atleast one Fellow Chartered Accountant (FCA) in the firm as partner or employee (employee should not discontinued for any period during the year of internal audit).

The CA firm should be registered with the Institute of Chartered Accountants of India (ICAI) and empanelled with C&AG. The average annual receipts of the firm should be at least 10 lacs during the last 3 financial years ending on 31.03.2018.

Selection of CA firm

The application shall be received in two way system:

Technical Bid

The CA firm submits its proposal in the format prescribed at Annexure-A along with the supported documents required/mentioned in the proposal.

Financial Bid

Financial bid of only those firms shall be opened who qualifies in the Technical Bid. The CA Firm shall submit composite quote for fee (in the prescribed format) after going through the DSW. No alteration in the format shall be acceptable as well as conditional quote will also not be acceptable.

The CA firm will be evaluated based on the following parameters in addition to the Financial Bid:-

Sr. No	Condition(s)	Marks	Maximum Marks	S/A marks filled by the CA firm
1.	For each CA partner (Maximum of 10 partners)	04	40	
2.	For each FCA (Maximum of 5 partners)	05	25	
3.	Turnover above Rs. 25.00 lacs	15	15	
	Turnover above 10 lacs but less than 25 lacs	10		
4.	Establishment more than 10 years	20	20	
	Establishment 5 years to 10 years	15		
	Establishment less than 5 years	10		

Conduct and Performance monitoring

1. The Institute shall designate one of its Officer(s) as a Nodal Officer as a single point contact for coordinating the audit assignment.
2. The CA firm should disclose the names of its partner(s) for record of the Institute. Only practicing partners of the CA firm should be allowed to visit the Institute for the providing services as per DSW.

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3. The firm will frame program and same will be communicated to the Institute within 15 days in advance of the commencement of assignment. The firm will depute atleast one qualified CA with adequate nos. of supporting staff, having detailed knowledge of commercial accounting and relevant rules and regulations of the business being carried out by the Institute, depending upon the volume of work involved in each activity and will report every month to the designated Officer. The name and designation of the deputed personnel (s) should be given in writing to the Institute. The CA/his team shall pay visit to Institute atleast 12 to 15 days in a month for the completion of work and also as and when required by the Institute for any advice needed.
4. The Institute reserves the right to review the appointment/engagement at any point of time and if necessary can cancel/terminate the appointment by giving one month written notice.
5. If the firm fails to start the services as prescribed in DSW within the fifteen (15) days from the end of the relevant quarter, left the work incomplete, the engagement shall be terminated by giving seven (07) days notice. In case of termination of engagement, the remuneration shall not be payable by the Institute at all.
6. In case the firm fails to report any serious omissions/commissions/non compliance etc; the Institute reserves the right to report the matter to ICAI/CAG and initiate appropriate action. Such firm will be black listed and they will not be eligible for future assignment with the Institute.
7. The firm is expected to attend the meeting of the Audit Committee/finance Committee/Board of Institute when their respective items are put up for consideration.
8. The CA firm is expected to strictly abide by the directions of the competent authority of the Institute as advised to the firm from time to time. Further, the DSW as defined is indicative and is subject to revision/modification/alteration/addition with the approval of competent authority of the Institute.
9. On completion, the CA firm will submit the observations/objections statement containing the findings. The CA firm will also provide the detailed suggestions for the corrective measures to be taken by the Institute. However, the certificate regarding the accuracy of accounts being maintained at Institute should be submitted on quarterly basis by the firm.
10. The Institute shall provide office space, computer/printer to the firm to perform the services at the premises of Institute. The Institute will also provide the primary data to the firm for carrying out the jobs listed in the enclosed scope of work.

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Payment Terms

The payment shall be made against the services by firm, subject to the following terms and conditions:

1. The payment during the entire contract period shall be made in accordance with the accepted amount by both the parties.
2. No request for extra payment on account of increase in fee on whatever name called will be entertained.
3. Any increase in statutory taxes during the contract will be borne by the Institute.
4. TDS under income tax will be deducted at applicable rates.
5. The payment shall be made on quarterly basis on submission of bill and satisfactory performance of assigned work.
6. The Institute reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing the services. The decision of the Institute shall be final in this regard.
7. The TA/DA will be paid for visit to Institute as and when requested for Sr. no.5 of DSW.

Confidentiality

The firm shall work in the interest of the Institute and shall not disclose any information to any person with regard to the work done. In the event of violation, the service agreement shall be cancelled without any notice and the firm shall be responsible for all the legal/regulatory consequences thereon.

Acceptance of assignment

The firm needs to sign/ execute a service agreement on a non-judicial stamp paper worth Rs.100/- within a week time in token of its acceptance along with the terms and conditions of assignment.

Jurisdiction of courts

The Courts of India at Kurukshetra have exclusive jurisdiction to determine any proceeding in relation to the engagement. These provisions shall survive the engagement.

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Other Terms and Conditions

1. The Institute reserves the right to reject any or all the applications received in response to this notice at any stage without assigning any reason whatsoever. The decision of the Director shall be final, conclusive and binding on all parties in all related matters.
2. The Institute reserves the sole right to shortlist and award the assignments based on eligibility criteria and subject to approval of the appointment/engagement by competent authority.
3. Merely submission of application and the required information shall not automatically entitle/constitute guarantee for allotment of any of two assignments of the Institute.
4. On selection, the suitable information will be given to ICAI and C& AG.
5. The assignment should be carried out in professional manner and in case of any misconduct and negligence; the Institute is free to report the matter to ICA and C&AG. This will be in addition to the disengagement from the assignment.
6. All the necessary reports that need to be given by the CA firm as a part of the respective assignment shall be given on its letterhead without any additional certification fee.
7. The firm shall not sub-contract the assignment to any outside firm or other persons even though such persons are CAs.
8. Any other terms and conditions of the assignment (in addition to these terms and conditions) would be decided by the Institute on case to case basis.

The interested CA firms are requested to go through the above terms and conditions and arrange to submit **their applications on the enclosed prescribed format (Annexure A to B)** for providing services mentioned in the DSW **on or before 22nd October, 2018 (Monday) positively.**

Deputy Registrar (Accounts)

**NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
KURUKSHETRA-136119 (Haryana)**

Detailed Scope of Work (DSW)

1.10.2018 to 30.09.2019

Sr. No.	External (To be done by the CA firm)	Internal (To be provided by the Institute)
1)	Preparation and submission of 15CA and 15CB as and when required by the Institute.	The Institute will provide the information related to foreign payments for verification if the TDS is to be deducted or not.
2)	Preparation, vetting and filing of annual returns of the Institute under Income Tax Act with required disclosures, computation notes and other issues for the purpose of filing of the return of the Institute	The Institute will provide the relevant information (annual accounts of the Institute) required for filing the returns of Income Tax.
3)	Preparation and filing of response for submission to the authorities in service tax department/GST authority/Income Tax/Any other statutory bodies	The Institute will provide the required data for preparation and filing GST returns.
4)	Preparation and filing of appeal and representation before concerned authorities	The relevant information will be provided by the Institute required for filing the replies.
5)	Advisory services related GST, IT & ST in the matters of pertaining to Institute	The relevant information will be provided by the Institute required for filing the appeal
6)	Certification of Utilization Certificate for R&C Projects/Short term courses/Workshop/Conference	The firm will update the Institute about the latest circulars/notification etc.
7)	Audit of Financial Statement of Research & Consultancy Cell on Annual basis (tentative receipts would be Rs.5.00 crores in financial year 2018-19)	The data related to project/Short Term course/Workshop/Conference will be provided to the CA firm for certification of UC.

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**APPLICATION FORM
(On the Letter Head of the firm)**

Reference No.

Dated:

**The Director
National Institute of Technology (NIT)
Kurukshetra-136119 (Haryana)**

Subject:- APPLICATION FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM

Dear Sir,

This is with reference to your notice in respect of the engagement of CA firm for providing services during the period 1.10.2018 to 30.09.2019 for fulfillment of statutory requirements under the instructions of various statutory Acts applicable to the Institute.

Having examined the notice and DSW, eligibility criteria and other terms and conditions as stipulated therein, I/we, the undersigned, hereby state that we are in conformity with the specified requirements, I/we would like to offers to provide the services as defined, on the terms and conditions mentioned and for the sum/price indicated as per quotation submitted separately as desired by you.

I/We am/are enclosing herewith our firm's profile for your kind perusal. Further I/We hereby declare that neither I nor any of any partners/members of my/their families or the firm/company in which I am/they are partners have been declared as willful defaulters by any bank/Financial Institution/Institute/Organization. It is also confirmed that I/We am/are not disqualified/ineligible for engagement of required services under any regulations.

I/We certify that all the information furnished herewith are true, correct, valid and subsisting in every respect and have been supported with relevant documents of proof as desired by the Institute.

Yours faithfully,

Encl: As above

for Chartered Accountant Partner
(With Seal)

Annexure-A

NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119

TECHNICAL BID

Sr. No.	Criterion	Firm's Strength and Capacity	
1.	The details of office of the Firm (Submit copy of supporting document regarding address)	Address of Firm	
		Name & Address of the authorized officials	
		Telephone No. Mobile: e-mail:	
2.	The CA firm should be registered with the Institute of Chartered Accountant of India (ICAI and C&AG and must possess permanent account number (PAN) under Income Tax (Provide copies of all registration certificates)	Registered with ICAI and C& AG then mention Registration Number (Date of Registration)	
		PAN of the CA Firm	
3.	The CA firm should be in operation for at least 03 year after its registration (Provide necessary evidence)	Year of Registration/ Starting of Operation	
		No. of years in operation after registration (in years)	
4.	Annual receipts of the CA firm for the last 03	Annual Receipts of the CA Firm during the last 03 financial year ending on 31st March 2018	

	financial year i.e. 2016-17 ending on 31 st March 2018 (Provide copies of the Audited Financial Statement)	Financial year 2015-16 2016-17 2017-18	Rs. (in figures)	Rs. (in words)
5.	The CA firm should have experience of filling e-TDS returns (Income Tax) and Service Tax matters of Central Autonomous Bodies/ Public Sector Undertakings during the last financial year (Details to be provided alongwith copies of work orders/ work completion as evidence on appendix-technical bid-1)[Please attach additional sheets, if required]	No. of Central Autonomous Bodies where similar services were provided Nos. (in figures) _____ Nos. (in words) _____		
6.	The details of CA of the firm (Submit the proof of ownership pattern and registration certificates along with details of the Chief Functionaries of the CA Firm on appendix-technical bid-2)	Nos. of Active Partners and their complete details such as H.No., name, date of membership, address etc. Nos. in figure _____ Complete details _____ _____ _____		
7.	Number of staff on Payroll	i) No. of Payroll Staff (full Time): _____ (ii) No. of Articles Incumbent: _____ (iii) No. of semi qualified staff _____ (iv) No. of qualified staff _____ (v) No. of technical staff _____		
8.	Complete financial statement along with			

	copy of audit report and income tax return	
9.	Peer review certificate, if any, issued by ICAI	

It is certified that the above particulars are correct. However, in the event of any information found to be incorrect, the Institute is at liberty to reject the proposal of the CA Firm.

Date:

Signatures: _____

Seal:

Name & Designation: _____

Appendix (Technical Bid)-1

Details of Professional Experience (Proof may be enclosed)

1. **Statutory/Internal Audit conducted/Finalization of Annual Accounts of the Autonomous body/Statutory body:**

Sr. No.	Name of Organization	Period of Assignment	Turnover

2. **Statutory/Internal Audit conducted/Finalization of Annual Accounts of the PSUs:**

Sr. No.	Name of Organization	Period of Assignment	Turnover

3. **Advisory services assignments to Autonomous Body/Statutory Body/PSUs**

Sr. No.	Name of Organization	Period of Assignment	Turnover

Furnish a copy of the documentary evidences in support of the information provided above. Please attach additional sheets, if required.

Date:

Signatures: _____

Seal:

Name & Designation: _____

Appendix (Technical Bid)-2

Details of the Chartered Accountant Firm's Partners

Sr. No.	Name of the Member	Designation	Membership No.	Status (FCA/ ACA)	Remarks (Active/ Sleeping/ Nominal)
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidences in support of the information provided above. Please attach additional sheets, if required.

Date:

Signatures: _____

Seal:

Name & Designation: _____

Annexure- B

FINANCIAL BID

Sr. No	Description of works	Unit	Fees (including all taxes)	
			Rupees (in figures)	Rupees (in words)
1)	Preparation and submission of 15CA and 15CB as and when required by the Institute.	Each		
2)	Preparation, vetting and filing of annual returns of the Institute under Income Tax Act with required disclosures, computation notes and other issues for the purpose of filing of the return of the Institute	Annual		
3)	Preparation and filing of response for submission to the authorities in service tax department/GST authority/Income Tax/Any other statutory bodies	Each		
4)	Preparation and filing of appeal and representation before concerned authorities	Each		
5)	Advisory services related GST, IT & ST in the matters of pertaining to Institute	Each		
6)	Certification of Utilization Certificate for R&C Projects/Short term courses/Workshop/Conference	Each		
7)	Audit of Financial Statement of Research & Consultancy Cell on Annual basis (tentative receipts would be Rs.5.00 crores in financial year 2018-19)	Annually		

**** The quoted fee should be inclusive of Professional Fee and other Expenses i.e. travelling expenses/boarding expenses etc., if any.**

N.B.: Statutory Changes in GST/ST rates, if any, shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates and norms wherever applicable

We undertake that the rates quoted above by us will not change during the contract period and its extended period.

We also accept the payment schedule/ payment terms.

Date:

Signatures: _____

Seal:

Name & Designation: _____
