

e- TENDER

FOR

**ENGAGEMENT OF AUDIT FIRM FOR “INTERNAL AUDIT AND
PREPARATION OF ANNUAL ACCOUNT OF GKCIET, MALDA”**

Tender No.: GKCIET/e-TENDER/2021/01
Date: 14.01.2021

VOLUME – I

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- **General Terms and Conditions**



Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda
Narayanpur, Malda, West Bengal, India, Pin -732141

<https://www.gkciet.ac.in/>

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING AND TECHNOLOGY
(A CFTI under Ministry of Education Govt. of India)
P.O. Narayanpur, Dist. Malda, 732141, West Bengal, India

Notice Inviting e-Tender (Detailed - NIT)

Tender No. GKCIET/e-TENDER/2021/01 Date: 14.01.2021

1. Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET), Malda invites online Tenders through CPP Portal <https://eprocure.gov.in/eprocure/app> from reputed and eligible Chartered/Cost Accountant firms/agencies, done Statutory Audit/Internal Audit of Central/State Government Organizations preferably having experience of Statutory/Internal Audit of Academic Institute (please see Pre-Qualification and General Instructions to Bidders for details).
2. All interested firms/agencies are requested to send their quotation in Two Bid System for providing outsourcing services vide a service contract with specific terms and conditions for internal audit and preparation of annual account of GKCIET, Malda.
3. The contract shall be initially for a period of two years i.e. Financial Year 2021-22 and 2022-23, which may be renewed for another three years on yearly basis subject to satisfactory performance of the Firm and with the mutual consent of both the parties.
4. One Firm can submit only one NIT. If a Firm submits more than one NIT, all the NITs submitted by that Firm will be rejected. Particulars of the tender are as follows:

S. No.	Particulars	Details
1	Tender Reference No. & Date	GKCIET/e-TENDER/2021/01 dated 14.01.2021
2	Type of Tender	Open e-Tender
3	Publish Date & Time	14.01.2021 at 16:30 hrs
4	Document Download Start Date & Time	14.01.2021 at 16:30 hrs
5	Document Download End Date & Time	12.02.2021 at 16:30 hrs
6	Bid Submission Start Date & time	14.01.2021 at 17:30 hrs
7	Bid Submission End Date & Time	12.02.2021 at 17:30 hrs
8	Date for Opening of Bid	15.02.2021 at 10:30 hrs
9	Bid validity	The Proposal shall remain valid till 120 days of the date of submission of the proposal or award of the assignment whichever is earlier
10	EMD (refundable but non-interest bearing)	Rs. 10,000/- (rupees ten thousand) must be submitted in the form of Demand Draft (DD) drawn in favour of Account Officer, GKCIET, Malda payable at Malda
11	Tender Fee (non-refundable)	Rs. 1000/- (Rupees one thousand only)
12	Price Bid and item details	As per format uploaded at CPP Portal Note: Price Bid should be submitted in given format only. No any other format shall be accepted.
13	Address for submission of Original DD for EMD, any queries related to tender enquiry	The office of the Controller (Store & Purchase), 1st Floor, Administrative Building, GKCIET, P.O. Narayanpur, Dist. Malda, West Bengal, Pin-732141 e-mail: controller@gkciet.ac.in

IMPORTANT NOTES:

- i. Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda, West Bengal was established in 2010 by Ministry of Human Resource Development, Govt. of India under the mentorship of National Institute of Technology, Durgapur. The Institute was established with the objective to create a multi-layered inter disciplinary and inter-sectorial efficient professional technical manpower to act as an international podium for the development and transfer of technical competence in academics. The Institute is devoted to provide leadership, organizational expertise, technical assistance and the other resources required to meet the demand. GKCIET is at a distance of 7 km from Malda central railway station and 0.7 km from 34 No. National Highway.
- ii. GKCIET follows Accrual Basis of Accounting as per standard accounting practices applicable. The accounts of the Institute are prepared as per the prescribed Guidelines and Format for Financial Statement applicable to the Central Higher Educational Institution, issued by Ministry of Human Resource Development, Govt. of India which will be made available to the selected firm.
- iii. The major functions of the Department are furnished below:

Central Accounts: Processes all the Bills & Vouchers by booking in proper heads of accounts. Deals with Budget, Quarterly/Half yearly/Annual Accounts, GST, Income Tax, BRS, Fixed Assets, Statutory Matters etc. Payroll Accounting, disbursements to parties, NPS etc. Engineering Division for construction Projects, repair, maintenance, capitalization etc.

- iv. The Major Activities of the Institute leading to various financial transactions are given below:

Sl. No.	Activities/Resources	Remarks
A	Five Diploma and three Degree Programmes	Total Student Strength is around 480 at present
B	Staff and Faculty Strength (Regular, Contractual)	73 nos. at present
C	Total Income as at 31.03.2020 as per audited accounts 2019-20 from GoI as GIA, fee collected, etc.	Rs. 26.72 Crore
D	Total Expenditure as at 31.03.2020 as per audited accounts 2019-20	Rs. 25.42 Crore

Tender Documents can be downloaded from the Central Public Procurement (CPP) Portal www.eprocure.gov.in/eprocure/app or from GKCIET website <http://www.gkci.ac.in>. However, the bidding process (submission and finalization) will be done in online mode at CPP Portal. The bidders may submit their bid only through uploading in the CPP Portal <https://eprocure.gov.in/eprocure/app>. No bids received by post or by hand or by FAX/E-mail, any other modes would be considered for evaluation.

- v. GKCIET will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be considered.
- vi. GKCIET reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof, revise the requirement of service at the time of placing the order, modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary and award contracts to one or more bidders for the items covered by the tender.
- vii. Any corrigendum, if issued any for the tender, shall form part of the Tender Document. Any amendment will be notified on GKCIET website (<http://www.gkci.ac.in>) and CPPP portal. Bidders/Tenderers are requested to visit GKCIET and CPPP website regularly. Corrigendum/amendments to the tender without fail and submit the offer accordingly. GKCIET will not be responsible for ignorance of corrigendum.

INSTRUCTION FOR ONLINE BID SUBMISSION

1. The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP Portal.
2. More information useful for submitting online bids on the CPPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>
3. **REGISTRATION:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) as per CPPP portal guideline.
4. **SEARCHING FOR TENDER DOCUMENTS:** There are various search options built in the CPPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPPP Portal.

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

5. SUBMISSION OF BIDS

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.
- d) **EMD (Refundable): Rs. 10,000/- (rupees ten thousand)** must be submitted in the form of **Demand Draft (DD)** drawn from any Nationalized/ Scheduled Commercial Bank in favour of **Account Officer, GKCIET, Malda** payable at **Malda**. The DD should be valid for a period of 45 days beyond the bid validity period.
- e) **Original Demand Draft for EMD and Demand Draft for Tender Fee** shall be posted/couriered/handed over in sealed envelope to the **Controller, Stores & Purchase Section, 1st Floor, GKCIET, P.O. Narayanpur, Dist. Malda, West Bengal, Pin 732141, within 7 days of the end date of Bid Submission and soft copy of the same instruments to be uploaded along with bid on CPPP in EMD details and Tender Fee details.** Instrument received other than uploaded on CPPP shall not be accepted and such bid will be rejected on the basis of non-submission of EMD and Tender Fee.
- f) The sealed envelope containing **Original EMD and Tender Fee** to be reached to GKCIET shall be duly super scribed with the followings:
 - "EMD for e-Tender for Engagement of Audit Firm for Internal Audit & Preparation of Annual Account of GKCIET, Malda"
 - **Tender No.: GKCIET/e-TENDER/2021/01 Dated 14.01.2021**
 - **The Due Date & Time: 12.02.2021 at 5:30 P.M.**
 - **Name of the Bidder & Address:**

- g) In case the original instrument is not received before the due date, of in any phase of tender process, it found that EMD and Tender Fee price is not appropriate, the uploaded bid shall be rejected, whenever applicable.
- h) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the price format file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the price format file is found to be modified by the bidder, the bid will be rejected.
- i) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- j) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- k) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- l) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details
- m) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- n) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- o) The bidder may please note that there is no facility of extension of the bid submission date for what so ever reason unless it is required by the purchaser. Therefore, they should ensure that the bid is uploaded well in advance without waiting for the last date and time as there could be issues like server not responding, internet speed slow, and document not getting uploaded and so on. GKCIET, Malda shall not be responsible for any of these factors.

6. ASSISTANCE TO BIDDERS:

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.
- c) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://etender.gov.in/eprocure/app>.

7. Instructions:

- a) The offer must be submitted in Two Bid - Two Envelope only though uploading in the CPP Portal, before the last date & time for bid submission.
- b) Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.
- c) In case, the firm quoting for above mentioned items is the Authorized Dealer / Distributor of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
- d) The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head. A Scan copy of the cancelled cheque can also be attached for verification of IFSC code (if required).
- e) Bidders must submit their digitally signed bids. The covers will contain the following documents:

A. Cover 1

The bidder has to digitally sign and upload the required bid documents one by one as indicated below:

- i. Scanned copy of the Demand Draft as Tender Fee of appropriate amount
- ii. Scanned copy of the Demand Draft as EMD of appropriate amount
- iii. Copy of the NIT Document duly signed on every page by the authorized Signatory
- iv. Self-Attested copy of Registration Certificate issued by Institute of Chartered/Cost Accountants of India
- v. Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter
- vi. Self-Attested copy of latest Constitution Certificate from Institute for Fellow partners
- vii. Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Central or State Autonomous Bodies along with extract of Audited Financial Statements in support of income or expenditures as proof of minimum years of experience in conducting Internal Audit of Central or State Autonomous Bodies
- viii. Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by the Centrally Funded Technical Institutions, if any
- ix. Self- Attested GST Registration Certificate
- x. Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets (Provisional Profit & Loss Accounts and Balance Sheets will not be considered except for the FY 2019-20).
- xi. Blacklisting certificate if they are blacklisted from any Organization
- xii. Photocopy of PAN card issued in the name of the bidder's firm
- xiii. Bidder's details

B. Cover2

- i. Price Bid. (Separate in second Envelop in Ms-Excel format.)

Date: 14.01.2021
Place: Malda

(Assistant Registrar)
GKCIET, Malda

GENERAL TERMS AND CONDITIONS

The offer must comprise of the following failing which it will be treated as non-responsible hence rejected:

1. Eligibility Criteria: The interested Bidders shall have to comply to the following criteria to participate in the tendering process -

- a) Must be registered with the Institute of Chartered/Cost Accountants of India for not less than 10 years as on as on 1st April 2020. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)
- b) The firm must be empanelled with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished.)
- c) Must be having minimum three Fellow partners as on 1st April, 2020 (Self-Attested copy of latest Constitution Certificate from Institute to be furnished.)
- d) Must be having a minimum three years of experience as on 31st March, 2020 in last 5 years in conducting Internal Audit of Central or State Autonomous Bodies with annual turnover exceeding **Rs. 20 Crores**. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Central or State Autonomous Bodies along with extract of Audited Financial Statements in support of income or expenditures to be furnished of such Central or State Autonomous Bodies.)
- e) Preference will be given to Firms having experience in conducting Internal Audit of the CFTIs (Centrally Funded Technical Institutions) under Ministry of education (formerly MHRD), Govt. of India for atleast 3 years in last five Financial Years i.e. from 2015-16 to 2019-20. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Institutes to be furnished)
- f) Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
- g) Must be having minimum Average Annual Income of Rs. 50 Lakh during the last 3 Financial Years i.e. from 2017-18 to 2019-20. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered except for the FY 2019-20.)
- h) The internal auditor appointed or any person employed by him shall not have any direct or indirect interest, whether pecuniary or otherwise, in any matter concerning or related to the administration or functions of the Institute.

2. Scope of Work: The Firm shall be responsible for the following works –

A. Review of Internal Control and Risk Management System:

- i. Independently review and appraise the systems of control throughout the year (not just the financial controls);
- ii. Recommend improvements to internal controls;
- iii. Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- iv. Ascertain Compliance to GFR-2017 and MoA of GKCIET, instructions of C&AG, Standard Accounting Practices and Guidelines of the GoI
- v. Provide reassurance to management that their policies are being carried out with adequate control of the associated risks;
- vi. Facilitate good practice in managing risks effectively;

- vii. Ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud.
- viii. Department wise system/process audit and recommendation for best practice to improve the system.

B. Detailed Scope of Work:

Sl. No.	Area	Detailed Scope
01	Revenue	<ul style="list-style-type: none"> i. Reconciliation of Fees from students/participants ii. Income from Consultancy/Executive Programmes iii. Interest on Investments, Bank Interest iv. Grants for research projects v. Any other Income vi. Treatment in accounts for all Income and recommendations
02	Expenditures	<ul style="list-style-type: none"> i. Procedures followed ii. Treatment in Accounts iii. 100% vouching of the transactions iv. Reporting for any Rectification or improvement
03	Procurement of Goods & Services	<ul style="list-style-type: none"> i. Tendering Processes & selection of the vendor/ contractor ii. Accounting Treatments for Fixed Assets and Inventory iii. Store & Purchase Processes
04	Physical Verifications of Inventory & Fixed Assets	<ul style="list-style-type: none"> i. Inventory verification on yearly basis ii. Fixed Assets verification on yearly basis except library books/journals iii. Verification of Library Books on yearly basis.
05	Investments	<ul style="list-style-type: none"> i. Procedures followed for Investments ii. Treatment of Income arising out of Investments iii. Recommendations
06	Statutory Compliances	<ul style="list-style-type: none"> i. Compliances to Income Tax Act ii. Compliance to GST and other Indirect Taxes iii. Compliance to Labor Laws iv. Compliance to FEMA laws v. Any other statutes
07	Finance & Accounts	<ul style="list-style-type: none"> i. Review of Account Payable and Receivable ii. Verification and checking of financial transactions from bank book and other ancillary record maintained by the Institute. iii. Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract. iv. Bank Management including investment details v. Checking of Bank Reconciliation Statement on monthly basis. vi. Review the expenses incurred with the approved Budget vii. Vouching/Ledger Scrutiny viii. Review the last statutory/Internal audit comments and compliances and action taken report ix. Certification of Quarterly, Half Yearly and Annual Accounts of the Institute as per MHRD Guidelines and after due checking & verification of schedules and annexure thereto. x. Review of expenses on Sponsored Projects and Its Accounts xi. Review of Subsidiary Accounts at a quarterly Intervals

Sl. No.	Area	Detailed Scope
08	Payroll, Retirement Benefits & Pension	<ul style="list-style-type: none"> i. Rules and Guidelines applicable ii. Review audit of Employee related claims like TA/DA, Medical Reimbursements, LTC, Children Education, etc. iii. Review/ audit for Payment of Salary, superannuation benefits, Pensions etc. iv. Treatment in accounts
09	Engineering Division	<ul style="list-style-type: none"> i. Review of all receipts and payments ii. Treatment in accounts iii. Completion of Capital WIP and conversion to Assets iv. Any other work related to engineering division
10	Pre Audits	<p>Pre-audit of certain specified transactions on case to case basis restricted to compliance vis-à- vis processes and procedures. The following areas to be covered under pre-audit:</p> <ul style="list-style-type: none"> i. Pre-audit of payments to the employees leaving GKCIET either on retirement (like Gratuity, Leave Salary, Commutation of Pension, etc. ii. Any other cases of financial transactions irrespective of value which the management thinks appropriate may ask for pre-audit. iii. Internal Auditor is required to submit the observation on pre-audit as soon as possible and not exceeding 5 working days
11	Others	<ul style="list-style-type: none"> i. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature ii. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions. iii. Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation. iv. Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time v. Periodically reconciling Physical Assets with Books of Accounts so as to submit Annual Physical Verification Report latest by 30th April. vi. Issue certificate in form no 15 CA/CB relating to remittance in foreign currency as per Income Tax Act, 1961. The certificate must be issued within two days of receipt of documents. vii. Issue of Utilization Certificates for Grant Based projects as and when required viii. Any Other Internal Audit related matters

3. Audit Report: Submission of -

- i. Quarterly Internal Audit Report
- ii. Audit/Review Report on Quarterly Accounts
- iii. Audit/Review Report on Half Yearly Accounts
- iv. Audit/Review Report on Yearly Accounts

- v. Issue certificate in form no 15CA/CB relating to remittance in foreign currency as per Income Tax Act, 1961 as and when required. The certificate must be issued within two days of receipt of documents.
- vi. Issue of Utilization Certificates for Grant Based projects as and when required.
- vii. Physical Verification of Inventory & Fixed Assets on yearly basis.

4. Process of Audit:

- i. Auditor's field personnel will segregate the audit observations and discuss the same with the concerned department/section head for having an in depth understanding of the issue and prepare the draft audit report accordingly.
- ii. The draft audit report will be discussed by senior level personnel of the audit Firm with the department heads of the Institute. If the auditor is satisfied the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.
- iii. All the document receipt during the course of audit should be return after completion of the audit and it shall be your responsibility to ensure that all documents and information received from the institute will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.
- iv. In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the Management immediately without waiting for the time of submission of the report.
- v. As per requirements of the Institute, the auditors will also be asked to give presentation on finding in the Audit Reports to the Finance Committee or to the Board of the Institute.

5. Responsibilities of the Service Provider: Following are the responsibilities of the Firm (Service Provider) –

- a) One suitably qualified and experienced person shall have to be deployed full time in the GKCIET to look after day-today internal audit work.
- b) Personnel deployed should ensure proper conduct of the deployed personnel in the office premises.
- c) The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of GKCIET. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed.
- d) Shall submit their observations on quarterly basis to GKCIET and ensure necessary compliance along with rectification/ correction, if any, by GKCIET within 20 days of receipt of audit observations.

6. Timeline: The auditor should submit internal audit reports by the 15th day of the 1st month of subsequent Quarter.

7. Payment & Price Validity :

- i. The Firm shall be paid on quarterly basis an amount equal to 1/4th of annual audit fees quoted by the Firm, as agreed by GKCIET on submission of quarterly audit reports and attendance sheets as per point no. 5(a).
- ii. The price as quoted by the Firm (as per **Annexure 2**) shall remain unchanged during the contract period. The fees should be quoted is inclusive of TA/DA/Boarding/Lodging, etc.
- iii. Goods & Service Tax, if any, shall be paid at the applicable rate.
- iv. Bidder shall quote in INR only. No request shall be entertained to add any other currency after the floating of the tender under any circumstance.
- v. Bidders shall fill all the boxes in meant for the Bidders. No Box should be left blank. As the comparative statement will be generated by system. As system generates the comparative

statement on the basis of the final landing cost. In case, any box left blank by Bidder such as taxes etc. system presumed that all break up prices included in the final landing cost.

- vi. The quotations must be neatly typed or computer printed. Hand written offer will be rejected. Quotations must carry the numbers of GST No. invariably on the top.

8. Period of Engagement

- a) The engagement shall be for a period of two years i.e. F.Y. 2021-22 and 2022-23.
- b) The contract may be renewed for another three years on yearly basis in the same terms and conditions subject to satisfactory performance of the firm and with the mutual consent of both the parties.
- c) The agency shall start providing services (actual engagement of personnel) within 10 days of issue of Letter of Award/ Intimation.

9. Termination/ Suspension of Agreement:

- a) The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.
- b) Premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.
- c) GKCIET, Malda reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
- d) At any time prior to the pre-deadline for submission of bids, the GKCIET may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by amendment. The same would also be hosted on the website of the Purchaser and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments.

10. Instructions to Bidders

A. Contents of the Proposal

- a) The technical proposal in addition to proof of eligibility shall contain:
 - i) All the information, documents and clarifications as required under **Clause no. 7** (Instruction) of "**INSTRUCTION FOR ONLINE BID SUBMISSION**" and **Annexure 1 (BIDDER'S INFORMATION SHEET)**.
 - ii) Copy of the NIT Document duly signed on every page by the authorized Signatory.
- b) The Financial Proposal shall be submitted in the format given in **Annexure 2 (Price Schedule)**.
- c) **Acceptance of Terms & Conditions of the Tender** given in **Annexure 3**.
- d) **Form for Electronic Fund Transfer/RTGS Transfer** given in **Annexure 4**.
- e) **Check List as** given in **Annexure 5**.
- f) Conditional tender bids will not be accepted.

B. Evaluation and Selection

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.
- c) For financial evaluation, Price excluding Tax shall be taken into consideration.

C. Award of Contract

- a) Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.

- b) In case two or more technically qualified firms quote the same lowest price, the firm with the higher mark in the technical bid shall be awarded the contract.
- c) Any effort by a firm to influence GKCIET in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.
- d) Any legal dispute arising out of this is subject to Malda, West Bengal jurisdiction only.

11. Special Conditions of Contract

- a) GKCIET may advise the firm to disengage any of its staff from service, with 24 hours prior intimation, in case the management of GKCIET found any negligence on the part of that particular staff.
- b) The firm shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.
- c) In case of any damage/ pilferage caused to the property of GKCIET due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their quarterly bill.
- d) The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.
- e) The Management shall provide suitable place for sitting for the deployed persons.
- f) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to GKCIET with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The firm shall have the responsibility to furnish documentary evidence in support of the statutory compliance to GKCIET, as and when sought for.
- g) The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and GKCIET shall provide TDS certificate to the Agency.
- h) In case of non-performance, part performance or non-adherence of the statutory obligations due to negligence on part of the Firm, penalty would be imposed by the GKCIET proportionate to the extent of default/ non-compliance.
- i) GKCIET shall not be responsible for any financial loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or for payment towards any compensation.
- j) The Firm shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Firm.

12. Penalty Clauses

- i. In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender and reserves the right to impose the penalty as detailed below:
 - a) 2% of cost of order/ agreement per week, up to 2 weeks delay.
 - b) After 2 weeks delay, GKCIET reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other firm (s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 3 years.
- ii. For any breach of contract, GKCIET shall impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of GKCIET.
- iii. If the lapse is repeated, the extent of penalty will be doubled on each such occasion.

ANNEXURE 2

PRICE SCHEDULE

(Template is indicative only for reference purpose. The quotation will be submitted online in the CPPP portal under item rate BoQ (Excel format).

Tender Inviting Authority: Ghani Khan Choudhury Institute of Engineering and Technology				
Name of Work: Engagement Of Audit Firm For "Internal Audit and Preparation of Annual Account Of Gkciet, Malda				
Contract No: controller@gkciet.ac.in				
Name of the Bidder/ Bidding Firm / Company :				
<u>PRICE SCHEDULE</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Fee per Quarter (Without any taxes) Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	Service			
1.01	Audit Fees for the scope of work as per NIT			
Total in Figures				
Quoted Rate in Words				

ANNEXURE 3

FORMAT FOR ACCEPTANCE OF TERMS & CONDITIONS OF THE TENDER

(This should be done of the letter head of the firm)

Date:

To
The Assistant Registrar (Fin)
Ghani Khan Choudhury Institute of Engineering and Technology
P.O. Narayanpur, Dist. Malda, West Bengal
Pin - 732141

Sub: Acceptance of Terms & Conditions of Tender

Tender No.: GKCIET/e-TENDER/2021/01 Dated 14.01.2021

Name of Tender/Work: e-Tender for Engagement of Audit Firm for Internal Audit & Preparation of Annual Account of GKCIET, Malda

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your above tender notice given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder with Official Seal)
(Name and Designation)
(Name of the Firm)

ANNEXURE 4

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/ INTRA BANK Transfer-One time information required)

Date: / /

To
The Assistant Registrar (Fin)
Ghani Khan Choudhury Institute of Engineering and Technology
P.O. Narayanpur, Dist. Malda, West Bengal
Pin - 732141

Sub: Authorization for release of payment / dues from Ghani Khan Choudhury Institute of Engineering and Technology, Malda through Electronic Fund Transfer/RTGS Transfer

1. Name of the Party/Firm/Company/Institute:
2. Address of the Party:

City

e-mail ID: Mob No:

3. Permanent Account Number

4. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			
Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Assistant Registrar (Fin), Ghani Khan Choudhury Institute of Engineering and Technology, Malda responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date:

(Signature of the Authorized Official from the Bank)

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

Tender No.: GKCIET/e-TENDER/2021/01 Dated: 14.01.2021

ANNEXURE 5

CHECK LIST

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Sl. No.	Particular	Details
1.	Name and Address of the Chartered/Cost Accountants Firm	
2.	Scanned copy of the Demand Draft as Tender Fee of appropriate amount	Attached (Yes/No) Amount (Rs.):
3.	Scanned copy of the Demand Draft as EMD of appropriate amount	Attached (Yes/No) Amount (Rs.):
4.	Copy of the NIT Document duly signed on every page by the authorized Signatory	
5.	Date of Registration with Institute of Chartered/Cost Accountants of India (Self- Attested copy of Registration Certificate issued by Institute of Chartered/Cost Accountants of India to be furnished.)	Date of Incorporation/ Registration: Date of Opening of Main Office or Branch Office:
6.	Year of empanelment with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.)	
7.	No. of FCA Partners as on 1st January, 2020 (Self-Attested copy of latest Constitution Certificate from Institute of Chartered/Cost Accountants of India to be furnished.)	
8.	Name, Designation, Contact No. and Address of the Contact Person/ Local Representative / Authorized Representative	
9.	Years of experience (as on 31st March, 2020) in Conducting Internal Audit of Central or State Autonomous Bodies with annual income exceeding Rs. 20 Crores. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Central or State Autonomous Bodies along with extract of Audited Financial Statements in support of income or expenditures to be furnished of such Central or State Autonomous Bodies.)	Separate Sheet may be attached, if needed comprising of following details: 1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contract Status (Completed/Ongoing)
10.	Firms having experience in conducting Internal Audit of the CFTIs (Centrally Funded Technical Institutions) under Ministry of education (formerly MHRD), Govt. of India for atleast 3 years in last five Financial Years i.e. from 2015-16 to 2019-20. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Institutes to be furnished)	
11.	No. of Staff of the Firm (Self-Attested copy of documentary evidence in this respect to be furnished.)	
12.	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be attached.)	
13.	Annual Income of the Firm for last 3 Financial Years i.e. from 2017-18 to 2019-20. (Self- Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached.	
14.	Blacklisting certificate if they are blacklisted from any Organization	

Sl. No.	Particular	Details
15.	Photocopy of PAN card issued in the name of the bidder's firm	
16.	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	

Note: (i) Information may be furnished in separate sheet (s) wherever necessary.
(ii) In case of documents, they should be self-attested photocopies.

We hereby agree with all the terms and conditions of the NIT and we hereby undertake to abide by same

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)