<u>Invitation for Expression of Interest (EoI) for engagement of a Chartered Accountant Firm for providing Pre-Audit, Accounting and Statutory Compliance Services</u>

Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET), Malda, a Centrally Funded Technical Institute under the Ministry of Education, Government of India, invites Expressions of Interest (EoI) from reputed, qualified, and experienced Chartered Accountant (CA) firms for engagement to provide **Pre-Audit, Accounting, and Statutory Compliance Services** to the Institute on an ongoing basis.

The selected Chartered Accountant firm shall be responsible for providing the required professional services in accordance with the applicable rules, regulations, accounting standards, statutory requirements, and guidelines of the Government of India as applicable to the institute.

The initial period of engagement shall be **one year**, which may be further extended, subject to satisfactory performance of the firm, mutual consent, and the continuing requirements of the Institute.

The **Annual Accounts of the Institute for the last two financial years** may be reviewed through the following link:

https://drive.google.com/drive/folders/1BBRidJBkfGzdE3XyRlT5VyKf3PbmI3Ip?usp=sharing

The broad scope of services, eligibility criteria, terms and conditions, and other relevant details are provided below:

Scope of Work

The selected Chartered Accountant Firm shall provide, inter alia, the following professional services:

A. Pre-Audit and Internal Financial Control

- Pre-audit/scrutiny of payment proposals, bills, vouchers and other financial documents before release of payments.
- Verification of compliance with applicable provisions of GFR, 2017, Government of India/Ministry of Education instructions and other applicable rules.
- Examination of supporting documents, approvals, sanctions, quotations/tender documents, purchase procedures and other relevant records, wherever applicable.
- Providing timely recommendations to strengthen the Institute's internal financial control system.

B. Accounting and Maintenance of Books of Accounts

- Complete accounting and maintenance of books of accounts of the Institute in **Tally Prime**.
- Recording of receipts, payments, journal entries, adjustments and other financial transactions.
- Bank reconciliation and reconciliation of other relevant balances/records.
- Authorized person of the firm can be called before the BoG/Competent authority of the institute in their meeting for any clarification/suggestion/advice.

C. Statutory Compliance

- Providing professional assistance for statutory and regulatory compliances applicable to the Institute.
- Preparation and filing of applicable **TDS Returns** and issuance of Form 16 to the stakeholders within the prescribed timelines
- Preparation and filing of applicable **GST Returns including TDS under GST** within the prescribed timelines.
- Reconciliation of statutory dues and returns with books of accounts (if required).
- To attend the notice/query if any raised by Govt. bodies i.e. Income Tax, GST Department and reply submission whenever required.
- Filling, appeal and application for exemption/non-deduction of TDS or other statutory matters i.r.o. GKCIET, Malda. Advising the Institute regarding changes in applicable statutory provisions affecting its financial/accounting operations.

D. Preparation of Annual Accounts

- Preparation of Annual Accounts in the **format prescribed by the Ministry of Education, Government of India**.

F. Assistance during C&AG Audit

- Providing clarification, reply submission and other professional assistance on accounting and financial matters arising during audit and other occasions as per the requirement of the institute.

Any other work and advice needed in financial matters by the Institute.

Eligibility and Technical Requirements

The firm should furnish documentary evidence in support of its eligibility, experience, constitution, professional credentials, applicable registrations and other requirements specified by the Institute.

Preference/weightage, if any, for relevant experience in Government Departments, Autonomous Bodies, Educational Institutions, Centrally Funded Technical Institutes (CFTIs) or other Government/PSU organizations may be prescribed in the detailed evaluation criteria.

Documents to be Submitted

The interested Chartered Accountant Firms shall submit the documents prescribed by the Institute, which may include:

1. Profile of the Chartered Accountant Firm.
2. Certificate of Constitution/Registration of the Firm issued by the Institute of Chartered Accountants of India (ICAI).
3. Details of partners/proprietors and professional staff proposed to be deployed.
4. Details of relevant professional experience.
5. Details of similar assignments undertaken for Government Departments, Autonomous Bodies, Educational Institutions, PSUs or other organizations.
6. Documentary evidence of completed/ongoing similar assignments.
7. PAN and GST registration details, as applicable.
8. Declaration regarding eligibility and absence of conflict of interest.
9. Details of any disciplinary proceedings, debarment/blacklisting, if applicable.
10. Any other document/information required by the Institute.

Financial Evaluation

The financial quote shall be submitted in the format prescribed by the Institute.

The firm offering the **lowest evaluated financial quote (L1)** as per **Rule 193 (Least cost system) of GFR-17** shall be considered for engagement, subject to fulfilment of the prescribed eligibility, technical and other requirements and approval of the competent authority.

The Institute reserves the right to verify the credentials and documents submitted by the participating firms.

General Conditions

1. The engagement shall be subject to the applicable provisions of **GFR, 2017**, Government of India/Ministry of Education instructions and other applicable rules and regulations.
2. The selected firm shall maintain strict confidentiality in respect of all financial, administrative and other information/documents accessed during the engagement.
3. The firm shall deploy adequately qualified and experienced minimum 2 personnel in house for carrying out the assigned day to day work.
4. The firm shall coordinate with the Finance & Accounts Section and other concerned sections of the Institute for timely completion of assigned activities.

5. All reports, statements, accounts and other deliverables shall be submitted within the timelines prescribed by the Institute.
6. The firm shall not outsource/sub-contract the assigned professional services without prior written approval of the Institute.
7. The Institute reserves the right to accept or reject any or all EOI/financial quotations without assigning any reason, in accordance with applicable rules.
8. Any conflict of interest arising during the period of engagement shall be immediately brought to the notice of the Institute.
9. The detailed terms and conditions, deliverables, timelines, payment terms and evaluation methodology shall be governed by the final EOI/RFP/engagement document issued by the Institute.
10. The engagement shall be governed by the applicable provisions of **GFR, 2017**, including the relevant provisions concerning procurement/engagement of professional services.

Submission of EOI

Interested and eligible Chartered Accountant Firms are invited to submit their Expression of Interest along with the required supporting documents and financial quote in the manner and within the timeline specified by the Institute.

The detailed EOI/RFP document, eligibility criteria, technical evaluation criteria, financial bid format, terms of reference and other conditions may be obtained from/through the Institute's designated procurement process.

The detailed terms, conditions and performance requirements shall be as specified in the final engagement/contract issued by the Institute.

Submission Deadline

The EoI should be submitted by **26th August 2026** to the following email id: finance@gkciet.ac.in with subject line: "**Expression of Interest – providing Pre-Audit, Accounting and Statutory Compliance Services**".

Selection Process

Only shortlisted firms will be contacted and invited to submit a detailed proposal or participate in further discussions.

For any clarifications, please contact us at: finance@gkciet.ac.in