

National Sports University
Manipur Olympic Bhavan, Khuman Lampak
Imphal, Manipur

Notice Inviting Tender

Dated: 7/12/2023

F.No.17/PUR/SERV/23-24: Registrar, National Sports University Invites sealed rates of tender in two bid system from CAG empanelled CA firms within Manipur for engaging as Internal Auditor. Details may be obtained from the National Sports University website www.nsu.ac.in

sd/-
Deputy Finance Officer
National Sports University

National Sports University
Manipur Olympic Bhavan, Khuman Lampak
Imphal, Manipur

Expression of Interest

Dated: 7/12/2023

F.No.17/PUR/SERV/23-24: Registrar, National Sports University Invites sealed rates of tender in two bid system in two bid system for engaging of Chartered Accountant Firms as Internal Auditor for conducting the audit of the University (as per Annexure –I).

The eligibility criteria, selection criteria, experience etc. are available in the tender documents which may be downloaded from National Sports University website www.nsu.ac.in

1	Name of Work	Engagement of chartered accountant firms as Internal Auditor of the National Sports University
2	Last Date, Time & Venue for submission Bid	Latest by 22/12/2023 at 3:00 pm in the office of Deputy Finance Officer
3	Date & Time for opening of Technical Bid	To be notified later
4	Date & Time for opening of Financial Bid	To be notified later

Scope of Work

As per Annexure –I of Tender document (will form integral part of MOU/Agreement)

Essential Eligibility Criteria

1. CA firm must have been in existence since 10 years and preferably have a permanent office in Imphal, Manipur.
2. CA firm must be empanelled with Comptroller & Auditor General of India (CAG).
3. CA firm shall have at least 3 FCA partners out of which 1 partner of the firm shall have experience of more than 10 Years in chartered accountancy practice.

Preferable criteria

1. Firm and/or Partner(s) shall have minimum 3 years' experience of auditing & finalization of the Accounts of any autonomous University of State/ Central Govt. having turnover of Rs. 10 crore at least.
2. Firm should have audited at least 5 autonomous University of State/ Central Govt. among which at least 2 should be registered under section 12AA /80G/10(23C).
3. Firm must have conducted audit of autonomous University of State/ Central Govt. with Fund based accounting.

Validity period of offer

The rates offered in part –II (Financial bid) should be valid for at least one hundred and eighty days (180) from the date opening of part II (Financial bid) of the Tender.

Sealing and marking of Bids

The bidder shall place two separate envelopes marked 'Technical Bid' with an application form –as per annexure – II and all supporting documents as per annexure –III (Technical Bid) and 'Financial bid'.

The sealed outer and inner envelopes containing the technical bid and financial bid shall be addressed to the Registrar, National Sports University Manipur Olympic Bhavan, Khuman Lampak Imphal, Manipur-110001

The Sealed tender shall bear the name and identification number of the Tenderer on the cover of the Envelope (s).

In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared nonresponsive and rejected.

Selection Criteria

The technical bid will be opened first and will be evaluated by the Committee constituted by the Competent Authority of National Sports University. The financial bid of those firms, who qualify technically, will only be considered for opening and rates quoted in financial bid.

Mere fulfilment of eligibility criteria and quoting minimum rates in financial bid does not guarantee selection of the firm. The requisite experience in university audit & other related works will also be the criteria for qualifying of CA firms for selection.

The technical and financial bids must reach the Registrar, National Sports University on or before within due date & time by Registered Post/Speed Post or physically. Bid received late shall be summarily rejected.

Terms & condition

1. The half yearly report on the Internal Control system should be submitted within 15 days .
2. The final report on the accounts of the University must be submitted to the University within a period of 45 days after the close of Financial Year.
3. At least two Articles of the Chartered Accountant firm must be deputed on a regular basis to take up the complete vouching & audit work. However, quarterly report will be prepared/ finalized under the supervision of deputed Chartered Accountant.
4. A qualified Chartered Accountant of the CA firm shall closely supervise the work and be available in the NSU Office on requirement basis for consultation and ensure timely progress of the work in accordance with the laid down norms/procedure and also for consultation/advice on all matters relating to audit/accounts/tax.
5. One meeting in a month of Chartered Accountant with Deputy Finance Officer is compulsory to discuss the problematic area and its feasible solution so as to smoothen the accounting system. Additionally, Chartered Accountant must visit the University as and when desired by Deputy Finance Officer.
6. Frequent visit of regular Chartered Accountant is compulsory during the period of preparation of Final Accounts of the University to clear any doubts that may arise.
7. The CA firm shall maintain confidentiality of the contents of the files/records made available to them. The files and other records pertaining to NSU will not be allowed to be taken out of its office.

Tenure

The initial assignment will be for a period of two years which may further be extended one year at a time up to maximum of five years (i.e. 2 plus 3) on the basis of performance.

Payment

- i. The professional fee will be paid on receipt of bill and on completion of the allocated work. The revision of fee with maximum of 10% increase will be considered only after two years i.e. once in two years. Hence, the fee initially fixed will remain unchanged for the next two years.
- ii. Fees maybe quoted inclusive of all taxes and other charges where applicable.
- iii. In case of official visit of the Chartered Accountant in University other than the aforesaid purposes, extra honorarium will be paid as per University norms.

Others conditions

- (1) The whole process of tendering can be cancelled without giving any prior note or information by the Competent Authority of National Sports University
- (2) Any undue influence of any type may disqualify the bidder and the bid will be out rightly rejected.

(3) CA firm to whom the work is awarded is not allowed to sub contract the work to any other parties (firms) in part or full.

Settlement of Disputes

(1) The decision of the Competent Authority of National Sports University shall be final in selection of the CA firms.

(2) Any dispute between the CA firms and University will be resolved by the Committee formed by Competent Authority of National Sports University. CA firm if dissatisfied with the decision of the Committee may approach the Competent Authority of the University.

(3) Selected Chartered Accountant firm shall have to execute MOU/Agreement with the University, at the time of assigning the work.

(4) All audit objections raised by audit of the office of CAG, GOI has to be replied by the CA firm.

Confidentiality

The selected Chartered Accountant firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the service or the information of the University without prior written consent of the Competent Authority of the University.

Penalties

(1) If the reports/work are delayed penalty may be charged. The amount of penalty will be @ 2% per week and maximum of 10% of the fee.

(2) In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firms personnel, the contract may be terminated and the CA firms may get black listed at the discretion of the Competent Authority of National Sports University, which shall be communicated to all the Government Department and the Institute of Chartered Accountants for debarring such firms from any assignment of any Government work.

Scope of Work-I

Sl. No.	Details	Periodicity of work	Extent of Audit of Work
(A)	Finance & Accounts		
1	To check all the Cash Books along with vouchers and their recording in the original books of accounts maintained in the Tally Package ERP	Quarterly	100%
2	To check all the vouchers and their recording in the original books of accounts maintained in the Tally Package ERP	Quarterly	100%
3	To check the correctness of payments released in all respects and sanctions thereto	Quarterly	100%
4	To scrutinize the general ledger pertaining to the Income, Expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted in the Tally ERP	Quarterly	100%
5	To scrutinize and check the Bank Reconciliation Statement of all the bank accounts of the University and other entities of the University which are in direct control of the University.	Quarterly	100%
6	To check Payroll, Loans and Advances sanctioned to the employees, verification of recoveries and review of outstanding etc.	Quarterly	100%
7	To check and scrutinize of the Advances, Imprest and other kind of advance sanctioned to the employees for discharging official duties and its timely settlement as per Govt. rules and review of outstanding advance, if any.	Quarterly	100%
8	To periodically verify the physical cash balances as per the cash book.	Quarterly	100%
9	To check the correctness of Interest paid by the banks and other agencies on the bank balances, investment and other securities.	Quarterly	100%
10	To check all deposits in the University	Quarterly	100%
11	To check the reconciliation of all receipts includes fee from students & receivables from institutes etc. and point out the discrepancy, if any.	Quarterly and finally yearly report	100%
12	To check deduction of TDS, GST, Works Contract Tax and proper timely remittance thereof to the concerned authorities.	Quarterly	100%
13	To check the receipt / release of EMD's Security Deposits, Fixed Deposits and Bank Guarantees from vendors/ agencies.	Quarterly	100%
14	To check the receipt/ release of Student Security from students.	Quarterly	100%
15	To check the security deposited with the various agencies by the University and its timely recovery, if any.	Quarterly	100%

Sl. No.	Details	Periodicity of work	Extent of Audit of Work
(B)	Administration		
1	To check in all respects the quotations, tenders and their opening, listing, comparative statement etc. and issue of purchase orders, as per procedures laid down.	Quarterly	Test Check
2	To check receipt, issue and stock entry of all consumables items including stationery, printed material etc. in accordance with its physical verification report.	Quarterly	100%
3	To check the receipt, issue and stock entry of all Non-consumable items including furniture fixtures, computers, machinery etc. in accordance with its physical verification report.	Quarterly	100%
4	To check the Fixed Assets registers, with a view to ensuring the accuracy of postings and physical verification.	Quarterly	100%
5	To check the Annual Maintenance Contracts entered into in respect of equipment, computer etc.	Quarterly	100%
6	To check the vehicle hiring records with a view to economic running of the vehicles.	Quarterly	Test Check
7	To check in all respects the applications, agreements, security/ surety bonds/ hypothecation of assets wherever required etc. submitted by employees and sanction of House Building, vehicle etc. advances.	Quarterly	100%
8	To check the sanctions issued for drawl of allowances/ perquisites, with reference to delegated powers.	Quarterly	100%
9	To check drawl of increments, fixation of pay, payment of overtime, allowances, conveyance allowance, Leave Travel Concession, leased accommodation, Children Education Allowance, Medical Reimbursement Claim, etc. with reference to sanction and entitlement	Quarterly	100%
10	To check the sanction issue register/ Budget Control Register maintained.	Quarterly	Test Check
11	To check the outsourcing of staff, contractual engagement etc.	Quarterly	Test Check
12	Submission of Internal Audit report	Quarterly	100%

Consultant's Reporting Obligations

Time period for submission

The audit report should be sent within 45 days of closing of financial year.

Management letter

In addition to the audit report, the auditor should prepare a 'management letter' in which the auditor should:

- a) Give comments and observations if any, on accounting records, systems and controls that were examine during the course of the audit.

- b) Identify specific deficiencies and areas of weakness (if any) in systems and internal controls and make recommendation for their improvement. Comment on the adequacy of segregation of duties in the University.
- c) Reports on the degree of compliance with the financial/internal control procedures as documented in the relevant GOI guidelines.
- d) Reports any procurement which is not been carried out as per the GFR .
- e) Communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the University; and
- f) Bring to attention any other matter that the auditor considers pertinence.

The observation in the management letter must be accompanied by a suggested recommendation from the auditors and management comments on the observations/recommendations from the management.

General

The auditor should be given access to all legal documents, correspondence, financial manual, and notices from MYAS and any other information associated with the University as deemed necessary by the auditor.

o.					ACA/F CA	No.	ent with ICAI	ate of Practic e	joini ng this firm	DISA/C IS A

(Relevant Certificate to be enclosed)

17. Details of Semi-Qualified Assistant:

S.No.	Name	Qualification

18. Details of experiences with other:

S.No.	Assignments	Name of University/Institute/Dept etc.	Year	Branch/office

19. Bank Details:

Bank Name	Branch Name And Address	Account No.	Account Type	IFSC Code

20. Other Corporate/Govt. works handled with details for: the last 3 years:

(Signature of the Tenderer/Bidder along with official stamp)

List of Documents to be attached with the Technical Bid

S. No.	Details	Enclosure no
1	A copy of Partnership Deed	
2	A copy of letter of ICAI Institute mentioning registration No. and details of partners as up to dated, firm status card copy	
3	Copy of audited balance sheets and income expenditure statement for the last financial year (FY 2022-23)	
4	Copy of Income Tax Returns for the last financial year (F.Y. 2022-23)	
5	Copy of PAN, TAN, TIN, GST Returns for the last financial year (F.Y. 2022-23)	
6	Copy of the Assignment of internal audit of similar institution carried out during last year 3 year	
7	A detailed profile of the firm (Annexure-II)	
8	List of the staff with name, qualification & experience	
9	Certificate that the firm has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi government entities and have not been barred from appointment by any government and/ or semi government entities	

Certified that:

1. All above information are correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

Signature & Seal of the Authorized person

Dated

Note: This is to be submitted in a separate sealed envelope super scribing 'Technical Bid', notice inviting tender No. and name of the bidder. All technical documents as above mentioned are to be put in the same envelope. Financial bid of that company/firm which technically quality, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

Financial Bid

1. Name of the Firm:

2. Address and phone No.:

Rates Quoted for various activities/services (excluding GST which will be as per applicable rate) but including all other taxes and costs

Professional fee for Internal Auditor for each quarter Rs. -----

Certified that:

1. All above information are correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

Signature & Seal of the Authorized person

Dated: