

KAMALA NEHRU COLLEGE
(University of Delhi)
August Kranti Marg
New Delhi-110049

KNC/DU/IA/2023/1932

Dated: 01.06.2023

Invitation of Quotes for appointment of Chartered Accountant for Internal Auditing, Income Tax and GST work etc. in Kamala Nehru College (University of Delhi).

1. Scope of Work

- a) Internal Audit 2022-23
- b) GST return filing for next financial year 2023-24(on monthly basis)
- c) Utilization certificate charges for the grant to be utilized by the College from different funding agencies (1) upto Rs. 5 Lacs & (2) above 5 Lacs (Separately Submitted)
- d) Filing of application for exemption certificate from Income Tax Department for Financial year 2023-24 & other matters of IT work, if any.
- e) Filing TDS Returns for salary & Non-Salary return on quarterly basis & preparation of form-16 & other work, if any, as per requirement.

2. Additional Important requirements from Bidders:

- a) Must be a registered member of ICAI (Institute of Chartered Accountants of India).
- b) Normally the composition of audit team should not be changed. However, under certain circumstances beyond control of the Audit firm, if the same need to be changed in any manner, it may be done after prior consultation with the Principal Kamala Nehru College. The audit team members should carry Photo ID issued by the Audit Firm.
- c) The initial tenure of engagement of Internal Auditors is for one year and it shall be extended, subject to the satisfactory performance and discretion of the competent authority in Kamala Nehru College. The performances of the internal audit team would be reviewed frequently and if not found satisfactory during the contract period, the competent authority of Kamala Nehru College shall terminate the engagement /contract, quoting the reasons.
- d) The details of Technical bid and financial bids are enclosed in Annexure A and Annexure B respectively.

3. Other important points

- a) Bidders are requested to submit both the Technical and Financial Bid and all documents with the Application. The Technical Bid and Financial Bid are to be submitted in two separately sealed envelopes distinctly marked accordingly.
- b) The Successful bidders would be required to furnish Rs. 25000/- of the contract awarded value towards Performance Security Money in the form of Demand Draft favoring Principal Kamala Nehru College, payable at New Delhi.
- c) Bidders have to attach a Summary sheet and an Index of all the documents submitted.


- d) Applications will be rejected if all information and/appropriate documents are not submitted.
- e) The Principal, Kamala Nehru College reserves the right to accept or reject any or all applications without assigning any reason thereof.
- f) Payment would be made on completion of all the auditing activities. However, payment any demand, if raised for a period of not less than 06 months, may be considered at the discretion of the authority of KNC.

NOTES:

1. All details regarding the subject tender are available on our website www.knc.edu.in & www.du.ac.in and <https://eprocure.gov.in/epublish/app>, Bidders are therefore, requested to visit these websites regularly to keep themselves updated.
2. Manual bids shall be submitted.
3. Please submit all the information in sepreately sealed envelops (**GST paper & required paper must be attached**) Through Registered/Speed post/Courier only (by hand submission will not be acceppted) , and send to this office address i.e. The Principal Kamala Nehru College (University of Delhi), August Kranti Marg, New Delhi – 110049. written on the top of the envelope, **“Tender for Selection of CA firms for Internal Auditing Activities in Kamala Nehru College** respectvily
4. Clarifications/ queries, if any, can be addressed to the Principal, Kamala Nehru College, August Kranti Marg, New Delhi–110049, through email office@knc.du.ac.in or **“Bidders who intend to participate in this bidding need to send technical bid and financial bid in a separate sealed cover”**.

Both sealed envelopes super scribed with Technical and Financial Bid as applicable to be further submitted in a single envelope super scribed with “Tender for Selection of CA firms for Internal Auditing Activities in Kamala Nehru College on or before dated.....

Last date of submission of Tender bid.....June, 2023. Official copy of tender document shall be downloaded from the CPPP (E-Publishing Portal) & “Kamala Nehru College official website in “Tender Notice Section”.


Prof. Kalpana Bhakuni
Principal (Offg.)
Kamala Nehru College

ANNEXURE -A

TECHNICAL BID FOR TENDER DOCUMENT NO. KNC/IA/E-PUBLISHING//2023 DATED 16.05.2023

1. Name of the Chartered Accountant Firm:
2. Full Address with contact number, website, email ID, etc. of the Firm.
3. Year of Registration and Number **(with ICAI Any Documentary proof to be enclosed)** .
4. Details (if any) if empaneled with ICAI/ CAG (endorse the recent letter/documents issued by ICAI/ CAG relevant to the Financial Year 2021 - 2022) **(Not Mandatory)** .
5. Number of full time partners (FCA & ACA).
6. Number of qualified Professionals in the firm:
7. Number of Semi-qualified Assistants/Audit Assistants (Honors Graduate/Post Graduate in Commerce) in the firm:-
8. Details of experience in the audit of PSU/Govt. Dept. & autonomous bodies funded/controlled by Central/State Government (give details of audit conducted in the last 3 years-2019-20, 2020-21 and 2021-22), Clearly mentioning name address, contact details of the establishments, along with documentary proofs like Agreement/work order, Work Completion report , etc **(Mandatory)**
9. The annual turnover of the audit firm in last three financial years (FY 2019-20, 2020-21 and 2021-22) must be more than Rs.15.00 lakhs per annum. Audited Accounts for the financial years 2019-20, 2020-21 and 2021-22 along with the certified copies of IT returns are required to be submitted by the bidder. **(Enclose the documents with the application)**
10. Name, Contact no. of the Proprietor/Managing Partner/CEO of the firm
11. Other information about the proposal/Action plan for internal auditing activities as per Scope of work:-

12. Details of EMD for: NIL

13. Details of 02 Qualified Audit Assistants on residential basis

NAME	QUALIFICATION	EXPERIENCE
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14. Hard copy of the Bid document duly stamped and signed in each page by Proprietor/Managing Partner/CEO of the firm

SIGNATURE OF THE PROPRIETOR/MANAGING PARTNER/ CEO OF THE FIRM with Stamp and Seal

Annexure-B

FINANCIAL BID FOR TENDER DOCUMENT NO. KNC/IA/Ep/2023 DATED 16.05.2023

Name of the firm: _____

Full Address with contact number, website, email ID, etc. of the Firm.

a) Cost of Internal Auditing Activities (Yearly basis) (inclusive of all taxes) In INR (Fixed as per UGC norms)

b) Cost of GST return filing per month in INR _____

c) Cost on provision of 02 Resident Audit Assistants (on Monthly basis) (inclusive of all taxes) INR: _____

d) Cost of Utilization Certificate (i) up to Rs. 5 lakhs.....(ii) above 5 lakhs.....

e) Cost of filing of exemption certificate with IT & other matters of IT, if any: _____

f) Cost of filing of TDS return & preparation of form-16 _____

Total Cost per annum, inclusive of all taxes: INR (Figures) -----

INR (Words) -----

**SIGNATURE OF THE PROPRIETOR/MANAGING PARTNER/
CEO OF THE FIRM with Stamp and Seal**

(Please note only the qualified technical bidders will be considered for evaluation of financial bidding.)

12. Details of EMD for: NIL

13. Details of 02 Qualified Audit Assistants on residential basis

NAME	QUALIFICATION	EXPERIENCE
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14. Hard copy of the Bid document duly stamped and signed in each page by
Proprietor/Managing Partner/CEO of the firm

**SIGNATURE OF THE PROPRIETOR/MANAGING
PARTNER/ CEO OF THE FIRM with Stamp and Seal**