



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(A Centrally Funded Institute under MoE, Govt. of India)
BODOLAND TERRITORIAL REGION: KOKRAJHAR: ASSAM: 783370
Website: www.cit.ac.in

Request for proposal

Sealed tenders affixing court fee stamp of Rs. 8.25 (Rupees eight & twenty-five paisa) only in two bid system (Technical & Financial) are invited from experienced Chartered Accountant for Internal Audit for Central Institute of Technology, Kokrajhar Assam for the financial year 2024-25 will be received by the undersigned up to **21st May, 2024 at 11:00 A.M.** If that day happens to be a holiday, the tender would be opened on the next working day.

For details related to the minimum eligibility criteria, application forms, terms and conditions etc. please visit our official website: <https://www.cit.ac.in/>. Tender document is to be submitted duly signed with official seal stamped.

Sd/-
Registrar
Central Institute of Technology.

**Expression of Interest of (EOI) for Appointment of
Internal Auditor & Tax Consultant of Central Institute of Technology, Kokrajhar for
the FY 2024-25.**

Back Ground:

Central Institute of Technology (CIT), Kokrajhar is situated in Kokrajhar District of Bodoland Territorial Council (BTC) in Assam. CIT has been established for the basic objective of fulfilling the aspirations of the Bodo People relating to their cultural identity, language, education and overall economic development of the region and to impart Bodo youths with requisite technological and vocational training to produce the required manpower to give the impetus to economic growth of this area and to integrate the Bodo People into the mainstream of Technical and Vocational Education. It is a Centrally Funded Institute under the Ministry of Human Resource Development, Government of India.

The Institute was established on the 19th of December 2006. The genesis of this Institute was the memorandum of Settlement on Bodoland Territorial Council (BTC) signed between the Assam Government, the Union Government and the Bodo Liberation Tigers, on February 10, 2003, in New Delhi. The Institute is an autonomous body registered under the Societies Registration Act., 1860 and functions under a Board of Governors (BOG).

CIT is mandated to impart Technical and Vocational Education such as Information Technology, Bio-Technology, Food Processing, Rural Industries, Business Management, etc. as part of the concerted efforts being made by the Government of India and the Government of Assam to fulfill the aspirations of the Bodo people. It is thus envisioned to acquire a unique place in the field of technical education in the country through its modular and innovative academic programmes.

The first batch of students was admitted in Diploma Module in 2006. Currently CIT offers Diploma courses in Computer Science Engineering (CSE), Control and Instrumentation (CAI), Electronics and Communication Engineering (ECE) and Food Processing Technology (FPT), Construction Technology and Animation and Multimedia.

The degree programme was started in CIT in 2009. At present the degree programme offered by CIT are in Computer Science and Engineering, Electronics and Communication Engineering, Instrumentation Engineering, Food Processing Technology, Civil Engineering

(Construction Technology) and Information Technology. The Central Institute of Technology, Kokrajhar Invites Expression of Interest (EOI) from the reputed **Chartered Accountant Firm** for appointment as Internal Auditor & Tax Consultant of the Institute **from the FY 2024-2025**

1. TERMS OF REFERENCE

1.1 Scope of Work

The nature of the work the firm shall be as follows:

1. The Main objective is to appoint a **Chartered Accountant Firm** whether the financial management arrangements including Internal Control mechanism as developed are working effectively and to identify areas for improvement and enhancing efficiency.
2. **Details scope of work for Firm as said above are broadly classified as under: -**
 - a) Audit of Books of Accounts and ancillary records of the Institute.
 - b) Annual Accounts related work — verification of all accounting statements /schedules.
 - c) Submit Annual Receipts and Payments A/C, Income & Expenditure A/C & Audited Balance Sheet along with auditor's Report **from the FY 2024-2025 onwards** as per prescribed format.
 - d) Looking after all types of Tax matters and also statutory compliances for the Institute.
 - e) Preparation of Income Tax & GST return and submission of same to Income Tax authorities/GST authorities monthly/quarterly/annually.
 - f) Preparation, submission and follow up (attending) of replies against any notice issued by any tax authority/GST authority.
 - g) Consultations as and when required for any Taxation Matters.
 - h) Preparation of Utilization Certificate and Statement of expenditure against the grants received from Central, State and other funding agency.
 - i) Assistance in reporting of outstanding C & AG audit paras at the end of each reporting period of internal audit with remarks.
 - j) Any other services in connection with the said work and normally rendered by the Chartered Accountant and not referred to in above.
 - k) Advice on tax withholding rates on various categories of payments (including salary)
 - l) Review of quarterly statements in respect of tax deducted/deposited from Salary, Honorarium and Contractors, etc. before filing return.
 - m) Audit firm is required to visit and perform the audit work at Central Institute Of Technology, Kokrajhar Office as per Scope of work.
 - n) For all matters, the Central Institute Of Technology, Kokrajhar internal auditor will co-ordinate with Registrar.
 - o) Ensure that outstanding staff loans and advances are recovered as per stipulated terms.
 - p) The checking and verification of fees / incomes/ receipts on test check basis and the review of the reconciliation of fees/income /receipts to ensure that no revenue leakage exists.
 - q) Any other routine work as and when required by the institute.

1.2 Time Period

The firm will be required to provide the desired services from the FY **2024-2025**. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the service of the firm in the event their services are evaluated as unsatisfactory at any time during the period by giving notice of one month after giving opportunity of being heard.

1.3 Scheduled of Audit

Internal Audit is to be conducted on a quarterly basis. Prior to commencement of Audit for any quarter, a detailed audit programme must be prepared in consultation with the authority.

1.4 Essential Selection Criteria for Firms

- 1). The firm should be registered with the Institute of Chartered Accountants of India.
- 2). The Firm should have the latest empanelment with the C & AG of India.
- 3). The Firm must have at least three partners of which at least Two (2) shall be fellow member of the Institute of Chartered Accountant on the date of EOI submission.
- 4). The Firm must have completed similar assignment (in Central/State autonomous bodies /Companies/Education Institute **at least for five years**).
- 5). The firm should furnish the registration /certificate of GST, PAN, and IT Returns of last three years.
- 6). Average Annual Turnover (Average Gross Professional Fees earned) of the firm in the last three financial year ending on 31st March, 2023 must be equal to or more than Twenty-Five Lakhs.
- 7). Details of court cases/arbitration cases / or any other pending against the Firm Organisation, if any shall have to attach.
- 8). The firm should produce all back up documents mentioned above.

Note: All the supporting documents should be attached with the Technical Bid, without which the tender will be rejected.

1.5 Payment terms:

The payment shall be made against the service provided by firm as per the nature of work, subjected to the following terms and conditions.

- 1) The payment during the entire contract period shall be made in accordance with the Financial bid submitted by the selected firm and accepted by the Institute.
- 2) TDS under Income Tax will be deducted at applicable rates.
- 3) The firm will raise the bills in duplicate on submission of the audit report to the Institute.
- 4) The Central Institute of Technology, Kokrajhar will not pay any advance to the selected audit firm under any circumstances.

2. CONFIDENTIAL:

The Consultancy firm shall not disclose the documented management systems to any thirdparty including their internal department.

3. SUB-CONTRACTING:

The consultancy firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.

4. INSTRUCTIONS TO BIDDER FOR SUBMISSION

Interested firms meeting the criteria are required to submit the tender in two covers, **Cover-I (Technical Bid)** and **Cover-II (Financial Bid)**. Envelopes of technical bid and financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender reference no. and due date of submission.

Cover-I: Technical Bid (Cover -I should be superscripted as Technical Bid and indicating the Tender Reference No.) Detailed EOI documents along with Scope of work can be downloaded from the Institute website <https://www.cit.ac.in/>. The application must be accompanied by a non-refundable **bid processing fee** of **Rs 1,000/-** and must be deposited through **NEFT/ RTGS//Direct Deposit in Account through Online payment method** in the **Account Name- Central Institute of Technology, Account No. 30495666063, IFSC Code. SBIN0007379 and MICR Code. 783002303**. Applications with no bid processing fee will be rejected.

Cover—II: Financial Bid (Cover-II should be superscribed as Financial Bid and indicating the Tender Reference No. and shall contain Price only) Financial bid should be enclosed in a separate sealed cover and should be written in the format (Summary Sheet) given in the tender document. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer. The bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The rate should be quoted both in words and figures. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the tender shall be invalidated. The rates should be quoted in Indian Rupee including all taxes.

5. OTHER TERMS AND CONDITIONS

- 5.1) Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.
- 5.2) In the event of the due date of receipt and opening of the tender being holiday/declared as holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
- 5.3) The **EOI document duly signed and stamped on each page** shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of tender. Any amendment and / or addition made to the tender are not

- permissible after opening of the tender. Incomplete tenders will be rejected.
- 5.4) The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever and the tendered shall not be entitled to claim any damage or compensation due to such rejection. In case of any dispute, the decision of Director, CIT shall be final and binding.
 - 5.5) EOI received in the single-bid system *i.e.* having the technical bid as well as financial bid in the **same envelope shall be rejected.**
 - 5.6) This EOI is subject to the jurisdiction of the local courts at Kokrajhar only. All disputes arising out of the EOI process shall have the jurisdiction of the local courts at Kokrajhar.
 - 5.7) **Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.**
 - 5.8) These are only proposed draft terms and conditions and can be modified at any time by the Institute at its sole discretion.
 - 5.9) The tender document shall be submitted in a sealed envelope bearing the tender reference on the top left corner and addressed to the Registrar, Central Institute of Technology, Kokrajhar **so as reach latest by 21st May, 2024 at 11:00 A.M. and opening will be done on the 24th May, 2024 at 03:00 P.M. in which the bidders may attend. (Annexure-F enclosed)**
 - 5.10) **Technical bid(s) will be opened on 24th May, 2024 at 03:00 P.M.** at the Institute in the presence of the bidder(s) or their authorized representative(s) who are present at the scheduled time. The Financial bid(s) of the technically qualified bidder(s) will be opened on a date decided by the Institute.

6. TENDER OPENING

A. OPENING OF TENDER (Financial Bid)

Financial Bid (Tenders) of the Tenderers who technically qualify shall be opened in the presence of designated Authority and Tenderers who wish to present there. The date of presentation and Financial Bid opening will be intimated to the shortlisted Tenderers subsequently by phone and/or email.

B. CLARIFICATION OF TENDER.

To assist in the examination, evaluation and comparison of the tender, Registrar, Central Institute of Technology, Kokrajhar may at its discretion ask the Tenderer for a clarification on the Tender which is submitted by him. The request for clarification and the response shall be in writing.

C. BID EVALUATION

a. The entire bid process will be of two tiers as follows

Tier 1: - Technical evaluation. The total mark for technical bid is 100 marks. A firm has to secure at least 70% of marks in Technical Bid to qualify for the financial bid.

b. Tier-2: - Financial Bids- The lowest tender price shall be subjected to the

minimum fees as provided in the tender document. Acceptable financial bids with lowest respective evaluated price for the assignment will be considered for negotiations and award of contract. However, where there is tie between bidders in lowest evaluated price, the person having higher score in technical evaluation along with the base condition of eligibility criteria will be considered as successful bidder.

7. AWARD OF CONTRACT

The Tenderer will have to pass in all items of “Eligibility Criteria” Eligible Tenderer shall be awarded the contract. If after winning the contract, the agency fails to provide the services within the time given, the agency will be blacklisted, in addition to recourse to other penal measures. No grievance shall be entertained in this regard.

i. Registrar, Central Institute of Technology, Kokrajhar reserves the right of negotiation with eligible tenderer before finalization of the TENDER and/or contract.

ii. Registrar, Central Institute of Technology, Kokrajhar reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts or to split the work among various Tenderers without assigning any reason thereof.

8. NOTIFICATION OF AWARD

Prior to the expiration of the period of TENDER validity, the institute will inform the Tenderer by registered letter or by phone or by e-mail that the Bid has been accepted and the work has been awarded.

Contd..

9. TECHNICAL BID:

PART-A

Request of proposal for Proposal of Chartered Accountant Firm for internal audit of Central Institute of Technology, Kokrajhar Assam.

Sl. No.	Criteria	Max Marks	Scoring Patterns
1.	Average annual turnover during the last 3 years	20	25 lakhs = 10 marks Every additional 1 lakh for 1 marks, subject to maximum number of 20 marks
2.	Number of years of experience of firm	20	5 Years= 5 marks Every additional 1 year for 2 marks, subject to maximum number of 20 marks
3.	Performance of the firm/ No. of Assignments: - Experience of carrying out Audit in Government Departments at State Level.	20	0 to 2 = 5marks 3 to 5= 10marks Above 5 =20 marks
4.	Experience of carrying out Audit in Government /Externally Aided programs pertaining to Education Line	10	Less than 5 years= 5-mark 5years above=10 marks
5.	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)	30	Adequacy of the proposed methodology and work plan: 10 Marks. Technical Approach & Methodology work plan: 10 Marks.

Sd/-
Registrar
Central Institute of Technology.

ANNEXURE – A

PROFORMA: A-1

PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No.	Criteria	Yes/No	Proof/Document submitted
1.	The firm should be registered with Institute of Chartered Accountants of India and must possess permanent account number (PAN) under Income Tax and registration under Goods and Service Tax and should be in operation for at least Five years after its registration.		
2.	The Firm should have the latest empanelment with the C&AG of India		
3.	The Firm must have at least three partners of which two (2) shall be the fellow member of the Institute of Chartered Accountant of India on the date of EOI submission.		
4.	The Firm must have completed similar assignment (in Central/State autonomous bodies /Companies /Education Institute at least for 5 Years.		
5.	The firm should furnish the registration / certificate of GST, PAN number and IT Returns of last three years.		
6.	Average Annual Turnover (Average Gross Professional Fees earned) of the firm in the last three financial year ending on 31st March,2023 must be equal to or more than Twenty-Five Lakhs.		
7.	Firm having Office in Assam		
8.	Whether there are any court/arbitration/anyother legal case against the firm/organization (if yes, give a brief note of the case indicating its Status)		

ANNEXURE-B

PROFORMA: A-2

**Details of Firm's Professional
Turnover**

Particular	Financial Year	Financial Year	Financial Year	Average Annual Turnover
Annual Turnover (In Rupees)				

*Furnish the Audited Accounts of the Firm/ Turnover certified by Other Chartered Accountant Firm along with copy of the acknowledgement of Income Tax.

Date: _____

Signature of the Bidder/Firm _____

Office seal:

Name & Designation _____

ANNEXURE- C

PROFORMA: A-3

Details of Firm's Experience of Similar Services

[During last 5 (Five) years]

SI No.	Name of the Assignment	Duration of the Assignment (Start Date / End Date)	Name of the Organisation / Institution	Nature of the Assignment (Please specify whether work involved Internal Audit)	Nature of the Supporting Documents provided
1					
2					
3					
4					
5					
6					
7					
8					

*Furnish the copy of the documentary evidence in support of the information provided above

Date: _____

Signature of the Bidder/Firm _____

Office seal:

Name & Designation _____

ANNEXURE- D

PROFORMA: A-4

Financial Bid

SI No.	Items	Consolidated professional fee per annum excluding tax in Rs.@
1	Internal Audit of CIT as per scope of work mentioned in the NIT *	
2	Complete GST work related work including filing of GST PAN based and GST TAN based returns, assessment, reply to notice, if any, as per work of scope mentioned in the NIT**	
3	Complete TDS related work of Salary and Non-Salary, including filing of return, correction, revision, reply to notice if any, as per scope of work mentioned in the NIT ***	
4	Income Tax return Filing of CIT****	
5	Monthly Professional tax return*****	

Estimated Fees is Rs. 2,10,000/- PA including all nature of works under scope of work in NIT (Page no. 03) under ToR.

ANNEXURE- E

PROFORMA: A-5

FINANCIAL PROPOSAL (To be furnished in given format through online in Cover “II”)

Name and Address of the Bidder:

Price Details:

Sl. No.	Particulars	Rate per Annum (Rs.) (Excluding GST)
01	Estimated Audit Fees for the scope of work as per NIT (for the Financial Year 2024-25) (<i>Rs. 2,10,000.00 estimated including Tax</i>).	
02	Additional work beyond the scope of work as per NIT	

Quote is to be mentioned separately for 01 & 02.

The consolidated Audit Fee should be quoted inclusive of Travelling Allowance.:

Rs.

(in words) _____.

GST will be payable as per applicable rate & prevailing rules.

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

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

Date:

Place:

Authorized Signatory

ANNEXURE- F

PROFORMA: A-6

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Schedule:

1.	Date from which NIT documents can be downloaded	From the date of notification in the website.
2.	Last date and time for submission of Bids	21 st May, 2024 Time – 11:00 A.M
3.	Date and time of opening of Bids	24 th May, 2024 Time- 03:00 P.M