

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

{OFFICE OF REGISTRAR}

Notice inviting Expression of Interest

Expression of Interest (EOI) for engagement of **Internal Auditor cum Support consultant for the Accounts of NIT Hamirpur** is floated for inviting bids in sealed cover. The Instructions to the firms, Basic Eligibility Criteria & Minimum Requirements, Scope of Work (Accounts & Audit) and general terms & conditions are also uploaded on Institute website www.nith.ac.in

Eligible/Registered Firms may submit their bids to the undersigned on the prescribed format (Annexure-I & II) by **22/08/2024 upto 05:00 PM.**

Registrar
NIT Hamirpur (HP)

Dated:- 08/08/2024.

No. NIT/HMR/AB-4/2024/ 6545-49
Copy to:

1. FI (Purchase) for information with the request to get published in 02 newspapers (01 in Hindi & 01 in English).
2. FI (Computer Centre) for information with the request to display the Notice on the Institute website under head (EOI for engagement of Internal Auditor cum Support Consultant for the Accounts).
3. Deputy Registrar (F&A).
4. A.R. (Audit).
5. Admn.- 203.

National Institute of Technology, Hamirpur (HP)

Expression of Interest (Eoi)

National Institute of Technology, Hamirpur, a CFTI under Ministry of Education, Government of India imparting Technical Education and engaged in Research Activities.

Bids in sealed cover are hereby invited for the following items subject to the terms & conditions detailed below from the reputed Chartered Accountants Firms. The EOI on the firm's Business letter head should be addressed to the "Registrar, NIT Hamirpur (H.P.)". The envelope shall be super scribed with "EXPRESSION OF INTEREST FOR ENGAGEMENT OF INTERNAL AUDITOR cum SUPPORT CONSULTANT FOR THE ACCOUNTS OF NIT HAMIRPUR".

Eoi No.: NITH/AB/CA/01-2024	
Published Date	06.08.2024
Bid submission start date	08.08.2024
Bid submission end date	22.08.2024
Bid opening date	23.08.2024

IMPORTANT NOTES: -

- 1. Detailed Terms and Conditions are available in this document. The complete document for the Expression of Interest is also available on Institute's website www.nith.ac.in Expression of Interest bids submitted through Registered post/courier/by hand shall be accepted only.**
- 2. NITH reserves the right to accept/reject any/all bids in part/full without assigning any reasons thereof.**
- 3. Any changes / corrigendum/extension of opening date in respect of this Eoi shall be published on website of the institute only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates if any in this regard.**

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INSTRUCTIONS TO THE CA FIRMS

The bids shall be submitted in accordance with these instructions and any bid not conforming to the instructions as under is liable to be rejected straightaway. These instructions shall form the part of the bid and contract.

Sr. No.	Name of the work	Eol Bid Fee	EMD
1	EXPRESSION OF INTEREST FOR ENGAGEMENT OF INTERNAL AUDITOR CUM SUPPORT CONSULTANT FOR THE NIT HAMIRPUR	Rs.500/-	Rs.10,000/-

The Bidders are required to submit two separate Demand Drafts (Bid fee and EMD) as detailed under:

- (i) Eol bid fee of Rs. 500/- in the form of DD in favour of "Registrar, NIT, Hamirpur" must be submitted with EOI.
- (ii) EMD of Rs. 10,000/- in the form of DD in favour of "Registrar, NIT, Hamirpur" must be submitted with EOI.

Bids for Expression of Interest should reach at below mentioned address before the last date of receipt and time.

**The Registrar,
National Institute of Technology,
Hamirpur (H.P.)-177005**

The bids will be opened by the committee duly constituted for the purpose on due date and time. Bids submitted without bid fee and EMD shall not be opened and shall be summarily rejected.

1. All the bids/enquiries should be addressed to the Registrar, National Institute of Technology, Hamirpur.
2. In case of non-compliance of instructions and any of the terms & conditions, the offer shall not be considered.
3. Bids received after the due date will not be considered unless the date is extended.
4. While submitting the bids for Eol, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid is liable to be summarily rejected. If any Bidder stipulates any condition of his own, such conditional bid is liable to be rejected.
5. Registrar, NITH, reserves the right to reject any bid wholly or partly without

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- assigning any reason.
6. All EoI documents & Financial Bid to be submitted should be signed by the bidder.
 7. Bids received physically through courier/post/delivered personally will only be considered.
 8. No doubt/clarification pertaining to this EoI by any Bidder shall be entertained after **22.08.2024** by the Institute.

9. Basic Eligibility Criteria & Minimum Requirements

Sr. No.	Eligibility Criteria	Minimum Requirement
1.	Empanelment with Comptroller & Auditor General of India (CAG)	<ul style="list-style-type: none"> ✓ Self-certified copy of the empanelment certificate issued by CAG to be attached. ✓ Mere furnishing the copy of acknowledgement of application for such empanelment will not be a valid submission. ✓ Audit firm should have its Head /Branch Office in H.P.
2.1	Consultancy/ CA firm should have its Head /Branch Office in Himachal Pradesh preferably near to Hamirpur (HP)	<ul style="list-style-type: none"> ✓ Self-certified copies of Firm Constitution Certificate issued by ICAI as on the date of Expression of Interest shall be furnished in support of information required under clause 2.2,2.3 & 2.4.
2.2	Consultancy/ CA firm should be in existence for more than 15 years as on the date of Expression of Interest	
2.3	Applicant should have more than 15 years of total experience including more than 10 years' experience in dealing with the Accounts / Audit of NITs/IITs/CFTIs.	

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3.	Turnover of the firm	<ul style="list-style-type: none"> ✓ Minimum Turnover of the firm should not be less than Rs. 15.00 Lacs per annum in last three financial years. ✓ Audited balance sheet is required in support of the claim.
4.	Minimum number of professional Associates in case of firm	<ul style="list-style-type: none"> ✓ At least 02 professionally qualified (CAs) members should be associated with the firm. ✓ In case of proprietary firm only one (01) qualified CA is required.
5.	Declaration regarding professional misconduct/guilty	<ul style="list-style-type: none"> ✓ The firm has to give declaration that no partner/Chartered Accountant employee of the firm of auditors has been held guilty of professional misconduct by the Institute of Chartered Accountants of India [Self-attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorized person of the firm].

10. (A) Scope of Work (Accounts):

1. Preparation of Annual Accounts/Balance Sheet of the Institute.
2. Filing of Quarterly / Annual Income-tax returns of the Institute.
3. Filing of monthly GST return of the institute.
4. To attend all Income-tax/TDS/GST filing of Appeals in this regard to the concerned Appellate Authorities.
5. Any other allied matters related to I.Tax/TDS/GST/Accounts as per directions of the NIT Authorities.
6. Preparation of Form 16 (Part A & B) on traces on yearly basis.
7. The engaged CA should visit the Institute as and when required by the NITH Authorities. The engaged CA has to visit the NITH on last 02 working days of every month. No TA/DA shall be paid for these visits.
8. To dealing with various returns/notices/appeals under Income Tax/GST and other Acts as required.
9. Any discrepancy found/ noticed in Income Tax, GST & other tax matters shall be reported immediately to the authorities along with remedial measures/actions.
10. To provide support in customization of accounts / reports of NITH as and when required.

(B) Scope of Work (Internal Audit):

11. Checking of the maintenance of books of accounts on quarterly basis in the office of the NIT and quarterly Internal Audit Report with observation and suggestions. The Internal Audit would consist of thorough appraisal of books of Accounts, records and supporting documents and reporting of discrepancies, if any, observed there-on to the Management.
12. Checking of bills / vouchers / registers /inventories pertaining to Institute in line with

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rules and regulation of GOI and NIT Hamirpur and submit its observations and suggestions on quarterly basis.

13. Report of each quarter shall be submitted within one month of next quarter. However report of final quarter along with comprehensive report of all quarters of previous financial year shall be submitted latest by sixty days after closing of financial year.

11. General Terms and Conditions:

The contract shall be valid initially for one year and is extendable upto three years on year to year basis based upon satisfactory performance on the existing rates and conditions. The scope of work will be on financial year basis for completing the routine work as well as closing / filing of accounts for the respective financial year, also the extension shall be given / accorded on financial year basis.

Payment shall be released on quarterly basis.


1	In case of Scope of work mentioned from Sr.1 to 10	Payment shall be released on quarterly basis. Payment of last quarter shall be released on receipt of All Financial statements along with schedules.
2	In case of scope of work 11 to 13	Payment shall be released on receipt of quarterly report of internal audit.

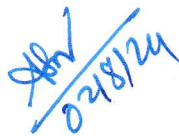
- Firm shall ensure submission of Annual financial statements before **31st May** of every year for onward submission to the CAG Chandigarh office.
- All the works shall be done by the firm within the specified time frame from time to time.
- The contract shall be discontinued/terminated at any time without assigning any reason by the Institute. The Director of NITH shall be the final authority in this case.
- The firm can discontinue the work assigned by serving a 3 (three) months' Notice to the Director, NITH.
- The institute files various returns under GST/Income tax etc. Due to default or late filing of returns, the financial implication, if any arises, that is to be borne by the firm.
- The institute has to remit the payments abroad in foreign currency for which form 15CA/15CB is required from the Chartered accountant. No separate bills shall be entertained for this work.
- The firm will file all the returns on behalf of the institute and will be liable to settle cases (in favor of institute) on behalf of the institute in the above matters. The firm will ensure that it is periodically monitored.
- The firm shall appear before the Assessing authority/Appellate authority/Tribunal/Courts of law as and when required or ordered by the institute.

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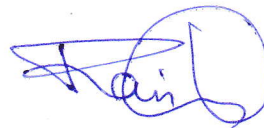
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- In the case of exigencies of work, the firm shall depute their trained/skilled personnel even on weekly off days or holidays.
- The firm shall provide on monthly basis the information of actual receipts and payments and financial position in prescribed format as and when required by the authorities.
- The firm shall be liable to depute fulltime qualified personnel as stated in terms and conditions above for quick disposal of NITH queries.
- The firm shall be liable to obtain 12A/10(23C) exemption certificate for institute (for non-deduction of income tax).
- In case of any dispute, the decision of the Director shall be final.
- The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes shall be within the jurisdiction in Hamirpur (HP).
- Institute can levy penalty upon the firm/CA for delay in the work which has been assigned to him and delayed on his part.

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BID SUBMISSION DETAILS

The bids (complete in all respect) must be sealed in a single Big Envelope/Cover with two Envelope/Covers (COVER-I for EMD and bid fee and COVER-II for the documents support of EoI and BID form) inside as explained below: -


COVER-I (Following documents to be provided)		
S. No.	Types	Content
1	BID FEE Draft (Rs 500/-)	Attached
2	EMD draft (Rs 10,000/-)	Attached

COVER-II (Following documents to be provided)		
S. No.	Types	Content
1	Document (Bid Form)	Annexure-I
2	Document	Copy of PAN Card should be attached
3	Document	Copy of GST registration certificate should be attached
4	Document	Copy of Firm Constitution Certificate issued by ICAI should be Attached /Document in respect of proprietary firm.
5	Document	Earnest Money Deposit Proof
6	Document	Turnover Proof (Audited Balance Sheet)
7	Document	Experience Certificate/Proof of Work Order/Letter of Award copy to be attached
8	Document	Copy of self-attested affidavit on Rs. 100/- (non-judicial stamp) regarding non misconduct on part of the firm in Profession

All the documents have to be signed by the bidder.


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BID FORM

1.	Name of the bidder and name of the firm / company	
2.	Full Postal Address	
3.	Telephone Nos./ Mobile Nos/	
4.	E-mail	
5.	PAN No. (copy of PAN Card should be attached)	
6.	GST No. (copy of GST registration certificate should be attached)	
7.	Constitution of Firm (Tick the appropriate one) (copy of Firm Constitution Certificate issued by ICAI should be attached)	Sole Proprietorship Concern
		Partnership Firm/LLC
7.	EMD Demand Draft No. and Date	
	Issuing Bank Details	
	Amount	
8.	Turnover Proof (Audited Balance Sheet)	
9.	Experience Certificate/Proof of Work Order/Letter of Award copy to be attached	
10.	Copy of self-attested affidavit on Rs. 100/- (non-judicial stamp) regarding non misconduct on part of the firm in Profession	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/We give the rights to the competent authority of the office of the NIT Hamirpur to forfeit the Earnest Money/Security money deposit by me/us if any delay or failure occur on my part or fail to abide by the provisions of the contract.
4. I hereby undertake to execute the work as per direction given in the EOI document/work order.
5. I hereby declare that no partner/CA employee of my firm has been held guilty of professional misconduct by the Institute of Chartered Accountants of India, New Delhi.
6. In case, at any stage it is found that the documents/declaration submitted by me are found incorrect, the Institute reserves the right to take legal action against my firm and I will be liable to pay the damages to the Institute as assessed by the Institute.

Date :-

Place:-

(Signature of the Bidder)

Designation:

(Office seal of the Bidder)

SCHEDULE OF PRICE BID

Note: The below mentioned Price bid format is provided along with this Bid document.





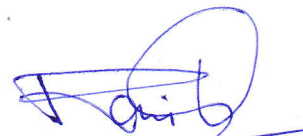
I, M/s _____ do hereby quote the rate of Rs. _____ (in figures) per month i.e. Rupees _____ (in words) for providing the professional services of CA as per this Bid document i.e. EoI No.: NITH/AB/CA/01-2024 dated _____ (excluding GST).

1. The bidder shall quote Consolidated Rate (inclusive of all taxes except GST).
2. Rates quoted in any other manner than the above will be summarily rejected. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
3. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered.
4. The Fee shall be quoted in Indian Rupee only.

Yours faithfully,

(_____)
Signature of Bidder
(Capacity in which signing)

Seal of Firm

EXPRESSION OF INTEREST

Expression of interest is invited from experienced and qualified and CAG empanelled Chartered Accountants for engagement with National Institute of Technology, Hamirpur

Eligibility Criteria:-

S. No.	Scope of Work	Eligibility Criteria
1.	<ol style="list-style-type: none"> 1. Preparation of Annual Accounts/Balance Sheet of the Institute. 2. Filing of Quarterly / Annual Income-tax returns of the Institute. 3. Filing of monthly GST return of the institute. 4. To attend all Income-tax/TDS/GST filing of Appeals in this regard to the concerned Appellate Authorities. 5. Any other allied matters related to I.Tax/TDS/GST/Accounts as per directions of the NIT Authorities. 6. Preparation of Form 16 (Part A& B) on traces on yearly basis. 7. The engaged CA should visit the Institute as and when required by the NITH Authorities. The engaged CA has to visit the NITH on last 02 working days of every month. No TA/DA shall be paid for these visits. 8. To dealing with various returns/notices/appeals under Income Tax/GST and other Acts as required. 9. Any discrepancy found/ noticed in Income Tax, GST & other tax matters shall be reported immediately to the authorities along with remedial measures/actions. 10. To provide support in customization of accounts / reports of NITH as and when required. 	<p>Applicants/ Firms should have more than 15 years of total experience including more than 10 years' experience in dealing with the Accounts / Audit of NITs/IITs/CFTIs.</p>
2.	<ol style="list-style-type: none"> 1. Checking of the maintenance of books of accounts on quarterly basis in the office of the NIT and quarterly Internal Audit Report with observation and suggestions. The Internal Audit would consist of thorough appraisal of books of Accounts, records and supporting documents and reporting of discrepancies, if any, observed there-on to the Management. 2. Checking of bills / vouchers / registers /inventories pertaining to Institute in line with rules and regulation of GOI and NIT Hamirpur and submit its observations and suggestions on quarterly basis. 3. Report of first, second and third quarter shall be submitted within one month of next quarter. However report of final quarter along with comprehensive report of all quarters of previous financial year shall be submitted latest by sixty days after closing of financial year. 	

1. In addition to above, if Institution requires services of the engaged CA/ firm to carry out the Internal Audit of the Institute, payments based on the actual presence of the Principal and Assistant(s) in the institute as per the rates prescribed by ICAI will be made separately.
2. The engaged CA will be paid TA/DA corresponding to the rates applicable to the Pay Level 9-11, only for outside official visits in connection with NITH matters as and when required by the institute.
3. Offer shall be valid initially for three years which may be extended further on annual basis depending upon satisfactory performance and agreed mutual terms and conditions.
4. For clarification: please contact the Registrar of NIT, Hamirpur or Deputy Registrar (Finance and Accounts) at email registrar@nith.ac.in or draccount@nith.ac.in.
5. The applicant fulfilling the above mentioned criteria and intending to provide services to National Institute of Technology, Hamirpur (HP) may submit their Expression of Interest (EOI) along with duly filled in application with the copies of relevant supporting documents in a sealed envelope to the Registrar, NIT, Hamirpur (HP) – 177005 by Hand or post on or before 23.08.2024.

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