

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**  
H.O Patgaon, Rani gate, Guwahati-71017. City Office: Housefed Complex,  
Last Gate, Dispur, Guwahat-781006

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**Expression of Interest (EOI) with quotation for  
Internal Audit, Physical verification of Assets & Inventory& Tax related work of  
KKHSOU for the FY 2018-19  
( EOI No. KKHSOU/Internal Audit/17/2019/2 Dated : 03.07.2019 )**

**Back Ground:**

Krishna Kanta Handiqui State Open University a premier institution in the field of distance education in the state of Assam was established by the Government of Assam vide Krishna Kanta Handiqui State Open University, Act,2005. The Head Office of the University is situated at Patgaon Rani, Guwahati-781017 and City Office at Housefed Complex, Dispur Last Gate, Guwahati 781006..The university has more than 300 study centers spread out in the state of Assam through which enrolment of Learners are made. But learners have to apply online for admission to various courses. The university provides access of higher education to all segments of population, particularly the disadvantage groups i.e those living in remote and rural areas and also includes working people, housewives, adults who wish to upgrade or acquire degree, diploma, certificate and degree of Post-graduate level confers by the university.Total enrolment is around 1,20,000 Learners.

Expression of Interest (EOI) with quotation is invited from the reputed Chartered /Cost Accountants Firm who fulfils the following essential qualificationsfor appointment for theInternal Audit, Physical verification of Assets/Inventories& Tax related work of the university for the financial year 2018-19.

**1. Essential Qualifications/ Criteria for Firms**

- i) The firm should be registered with Institute of Chartered/Cost Accountants of India.
- ii)The Firm should have the latest empanelment with the C&AG of India for the year 2018-19
- iii)The Firm must have at least two Partners who are FCA/FCMA on the date of EOI submission.
- iv)The Firm should have experience in internal audit of Higher Education Institution for a period of at least 5 years including three (3) years in any University in the NE Region and should have their registered office in Guwahati since that date.
  - v)The firm should furnish the registration /certificate of GST, PAN, and IT Returns of last three years.
  - vi)Average Annual Income (Average Gross Professional Fees earned) of the firm in the last three financial year ending on 31<sup>st</sup> March 2018 must be equal to or more than Rs.15.00 Lakhs.
  - vii)Details of court cases/arbitration cases/or any other pending against the Firm/Organisation, if any.
  - viii) The firm should produce all back up documents mentioned above.

**Note: All the supporting documents should be attached with the application of EOI, without which the application will be rejected.**

## **2. Scope of Work**

- i. The Main objective of appointing a Chartered Accountant/Cost Accountant Firm is to assess whether the financial management system including Internal Control mechanism are properly and effectively in use and to identify areas for improvement and enhancing efficiency and to suggest for further improvement.
- ii. The Audit of accounts should be carried out on quarterly basis. Quarterly Audit Report and Annual Audit Report need to be submitted to the Registrar, KKHSO University in triplicate after completion of each quarter.

## **3. Details scope of work as stated above are broadly classified as under:**

- a) Audit of Books of Accounts and ancillary records of the University.
- 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 for the FY 2018-19 as per prescribed format.
- d) Looking after all types of Tax matters and also statutory compliances for the university.
- e) Preparation of Income Tax return and submission of same to Income Tax authorities within the stipulated time frame and Claim for exemption as per Income Tax Rules
- f) Carrying out physical verification of fixed assets and inventories situated in different dept. of the university at least once in a financial year and to verify the physical assets with book record and the differences if any have to be pointed out
- g) Preparation and submission of reply of any notice issued by the Income Tax department from time to time and follow up (attending) of Consultations as and when required for any Taxation Matters.
- h) Preparation of Utilisation Certificate and Statement of expenditure against the grants received from Central, State, UGC and other funding agency.
- i) Reporting of outstanding C & AG audit paras at the end of each reporting period of internal audit with remarks of KKHSO University for non-compliance/non-settlement.
- j) Any other services in connection with the said work and normally rendered by the Chartered/Cost Accountant and not referred to in above.
- k) Advice on TDS rates on various categories of payments (including salary)
- l) Review of quarterly statements in respect of tax deducted/deposited from Salary, Honorarium, Contractors, rent and other payments, etc. before filing return.
- m) Audit firm is required to visit and perform the audit work at University Office as per scope of work.
- n) For all matters, the KKHSOU 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) To check whether all procurements and payments are made as per defined Rules and policies

## **4. Time Period**

The firm will be required to provide the desired services initially for a period of one year i.e. FY 2018-19 which can be renewed for another year at the same terms and conditions on satisfactory performance up to a maximum of another two years.

Notwithstanding anything contained herein above, the University 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.

#### **5. 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

#### **6. 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 after completion of the work in accordance with the Financial bid submitted by the selected firm and accepted by the University.
- 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 University.
- 4) The quoted fee should be inclusive of Professional Fee, Travelling, and Accommodation etc.
- 5) The KKHSO University will not pay any advance to the selected audit firm under any circumstances.

#### **7.CONFIDENTIAL:**

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

#### **8. 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.

#### **9. INSTRUCTIONS TO BIDDER FOR SUBMISSION**

Interested firms meeting the criteria are required to submit the quotation in two covers as follows,

**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 EOI r reference no. and due date of submission.

**Cover-I: Technical Bid** (Cover I should be superscribed as Technical Bid and indicating the EOI Reference No.) **Detailed EOI documents along with Scope of work can be downloaded from the University website : <http://www.kkhsou.ac.in>.** Demand Drafts for Rs.1,000/- (One thousand) in favour of "Registrar, Krishna Kanta Handiqui State Open University payable at Guwahati towards cost of tender application fee (not refundable) and another D.D **for Rs. 10,000/- ( Rupees Ten Thousand Only) towards EMD (refundable) in the shape of DD pledged to Registrar, KKHSO University, Payable at Guwahati must be enclosed** with EOI and the offers without EMD shall be straightway rejected.

**Cover-II: Financial Bid** (Cover-II should be superscribed as Financial Bid and indicating the EOI 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 initialled otherwise the tender shall be invalidated. The rates should be quoted in Indian Rupee including all taxes.

## **10. OTHER TERMS AND CONDITIONS**

- 1) Bid(s) received beyond the due date of submission will be rejected. No tender document will be entertained by E-mail / FAX. The University shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.
- 2) **Technical bid(s) will be opened on 31-07-2019 at 2.30 P.M.** in the Conference Hall of KKHSOU at H.O. Patgaon Rani, Guwahati-781017 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 31-07-2019 at 4.00 p.m.**
- 3) In the event of the due date of receipt and opening of the tender being holiday/declared as holiday for the University, then due date of receipt / opening of the tender will be the next working day at the same time.
- 4) 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) 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 Vice Chancellor, KKHSOUU shall be final and binding.
- 6) EOI received in the single-bid system i.e. having the technical bid as well as financial bid in the same small envelope shall be rejected.
- 7) This EOI is subject to the jurisdiction of the local courts at Guwahati only. All disputes arising out of the EOI process shall have the jurisdiction of the local courts at Guwahati.
- 8) The EMD in respect of unsuccessful offers shall be released within 15 days after issuance of allotment letter in favour of the successful firm. The EMD of the successful firm shall be kept as security deposit which shall be released after successful completion of the assignment.
- 9) Quoted fee shall be submitted in prescribed document only. If submitted in any other form, the same shall be summarily rejected.
- 11) These are only proposed draft terms and conditions and can be modified at any time by the University at its sole discretion.
- 12) The quoted fee shall be submitted in a sealed envelope bearing the EOI reference on the top left corner and addressed to the Registrar, KKHSOU University, Patgaon Rani, Guwahati-781017 **so as reach latest by 29-07-2019 at 2.00 P.M. and opening will be done on the 31-07-2019 at 2.30 P.M. in which the bidders may attend.**

**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 must Possess permanent account number (PAN) under Income Tax and registration under Goods and Service Tax and should be in operation for at least Ten years after its registration.		
2.	The Firm should have the latest empanelment with the C&AG of India for the year 2018-19		
3.	The Firm must have at least two Partner or employee		
4	The Firm should have experience in Internal Audit of Higher Education in the NE region for a period of at least Ten (10) years including Three (3) years in any University in the NR Region and should have their registered office in Guwahati.		
5	The firm should furnish the registration / certificate of GST, PAN number and IT Returns of last three years.		
6.	Average Annual Income (Average Gross Professional Fees earned) of the firm in the last three financial year ending on 31 <sup>st</sup> March 2018 must be equal to or more than 20.00 Lakhs.		
7	Firm having HO/ Branch Office registration in Guwahati		
8	Whether there are any court/arbitration/any other legal case against the firm/organization(if yes, give a brief note of the case indicating its present status)		

**ANNEXURE-A-2**

**PROFORMA: A-2**

**Details of CA Firm's Professional Income**

(Gross Professional Fees earned)

Particular	Financial Year 2015-16	Financial Year 2016-17	Financial Year 2017-18	Average Annual Income
Annual Income* (In Rupees)				

\*Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax

Date: \_\_\_\_\_

Signature of the Bidder/Firm \_\_\_\_\_

Official Seal:

Name & Designation \_\_\_\_\_

**ANNEXURE-A-3**

**PROFORMA: A-3**

**Details of Firm's Experience of Similar Services**

**[During last 3 (three) years]**

Sl No.	Name of the Assignment	Duration of the Assignment ( Start Date / End Date )	Name of the Educational Institutions	Nature of the Assignment ( Please specify whether work involved Internal Audit)		Nature of the Supporting Documents provided
				Only Accounts Audit	Both Accounts & Transaction Audit	
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 \_\_\_\_\_

Official Seal:

Name & Designation \_\_\_\_\_

**ANNEXURE-A-4**

**PROFORMA: A-4**

**Details of Firm's Partners, Name and Registration Nos.**

Sl. No	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1					
2					
3					
4					
5					

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

Date: \_\_\_\_\_

Signature of the Bidder/Firm \_\_\_\_\_

Official Seal:

Name & Designation \_\_\_\_\_

**ANNEXURE - B**

**FINANCIAL BID**

SI No.	Service	Fees(in Rs.)
A	Fees for the Financial Year 2018-19**	
B	Add: Tax as per applicable rate on the services provided	
C	Total Fees to be paid (including Tax (A+B))	

**In Words Rupees:** \_\_\_\_\_

\*\*The quoted fee should be included of Professional Fee, Travelling, Accommodation and other Expenses.

N.B: Statutory Changes in GST rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable.

**We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.**

Date: \_\_\_\_\_

Signature of the Bidder/Firm \_\_\_\_\_

Official Seal:

Name & Designation \_\_\_\_\_