



श्री माता वैष्णो देवी विश्वविद्यालय

**Shri Mata Vaishno Devi University**

Sub Post Office, Katra

Jammu & Kashmir. Pin-182320

Phone: 01991-285524, 285689 Fax: 01991-285694

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## **Expression of Interest (EOI) for Appointment of Concurrent/Internal Auditors for SMVDU for one year period.**

### **Background:**

The **Shri Mata Vaishno Devi University (SMVDU)**, is a Statutory University created under an Act of the J&K state Legislature in 1999. The University is situated near Katra, J&K. The university is fully residential cum technical Institute recognized by UGC under Section 2(f) & 12(B) of the UGC Act of 1956. The University offers courses in the field of Engineering, Science, Management, Philosophy and other subjects of contemporary importance with the focus on higher learning & research. Dr. A.P.J. Abdul Kalam, the then Hon'ble President of India, inaugurated the University on 19 August 2004 and conducted its first lecture.

Located at a distance of 45 km from Jammu Airport and 14 km short of the holy town of Katra, the University is situated on spectacular location – a plateau surrounded by mountains on three sides in the foothills of 'Trikuta' Range where the world famous shrine of Mata Vaishno Devi is located. It is a self-contained township with most facilities available in-house.

Shri Mata Vaishno Devi University, Kakryal Katra (J&K) invites Expression of Interest (EOI) from the reputed Chartered Accountants/Firms for empanelment as internal auditor of University. To be eligible, firm should have its Head office situated in J&K, have atleast five years experience of internal audit in Autonomous bodies, Academic Institutions, Govt. Aided institutes and whose minimum turnovers is Rs. 15 lakh (*Rupees fifteen lakh only*) Per annum during the last three years to take up the Internal Audit of SMVD University for the Financial Year 2016-17 & 2017-18.

### **Scope of Work:-**

- (a) Internal Audit of University Accounts on Continuous Basis.
- (b) Review of Accounting Systems and Manuals.
- (c) Advice on various accounting issues including those related to Indian GAAPs (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards) when made applicable.
- (d) Certification and authentication of R&D Projects Utilization Certificates.
- (e) Assisting in Income Tax, TDS compliance and other Income tax matters.
- (f) Consultancy on compliance of VAT/WCT/Service Tax including filling of returns, getting Assessment done, TDS consultancy and compliance thereof.
- (g) Internal audit of Provident Fund & other related matters.



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- (h) Internal audit related to SMVDU Gas Agency & SMVDU Medicine fair price shop matters.
- (i) Any other related matters of importance.

### **Eligibility Criteria for Chartered Accountant Firm**

- i) Must be empanelled with ICAI as Category-I as per Reserve Bank of India norms & existed for not less than 5 Years.
- ii) Head Office must be located in Jammu.
- iii) Must have audit assignments (in Central/State autonomous bodies/Companies preferably in University).

### **Supporting Documents for Eligibility Criteria**

- i) An attested copy of Certificate of ICAI.
- ii) Copies of appointment letters/audit completion certificate etc. from the audited organizations.
- iii) Partnership Deed, if any.

### **Specific Conditions**

**1.** The Offer is required to be submitted in two bid format i.e. “**Technical Bid**” and “**Financial Bid**” duly sealed in separate envelops. Both these envelops are required to be further sealed in a single envelop, which may be superscribed with the words “**Offer for Appointment of Concurrent/Internal Audit of SMVDU**”.

#### **2. The Technical Bid Comprises of:-**

**(i)** A copy of constitution/ registration certificates of firm/organization issued by the ICAI containing inter-alia.

(a) Date of formation of the firms/other organization with a full time FCA.

(b) Details of partners / Sole Proprietor / CA Employees as on date, date of joining the firm, date of becoming FCA, and their other interest, if any.

**(ii)** A copy of the latest partnership deed in the case of partnership firms.

**(iii)** A copy of the IT return of the firm/ full time partners / the Sole proprietor/others as the case may be for the last three years along with photocopy of PAN Card/TIN No.



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- (iv) A copy of financial statement of the firm along with schedules for the preceding three financial year.
- (v) Details of court cases / arbitration cases / or any other case pending against the Firm /organization, if any.
- (VI) Details of audit experience of the firm/organization for the last 3 years may be given in the specified format. (Only assignments which carry a fee of Rs. 50,000/- and above should be mentioned).
- (Vii) EMD in the Shape of CDR/FDR/DD amounting to Rs.10,000/- (Rupees ten thousand only) pledged to Registrar, SMVDU, Kakryal must be enclosed with EOI and the offers without EMD shall be straightway rejected.

### **3. Financial Bid :**

- (i) Financial Bid may comprises of the Professional Fee to be charged from the University for a Financial Year.
- (ii) The minimum bid price for the job has been fixed at Rs.25,000/- (Rupees twenty five thousand only) per month for a period of 12 Months which is inclusive of all taxes/ expenses.

### **General Conditions**

1. Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Audit work experience etc. Suitable weightage will be given to firms / organizations, which have relevant experiences in University's audit. The appointment is initial for 12 months period, which can be extended to further period of 12 months.
2. The selected Firm will have to start the audit within 10 days from the date of issuance of the letter of appointment from SMVD University.



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3. The Audit party will consist of sufficient number of experienced and qualified professionals.
4. The selected firm will be required to comply with the instructions if any issued by the University.
5. The Audit work to be undertaken as per SMVDU Act 1999 and Statue of SMVDU..
6. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
7. These are only proposed draft terms and conditions and can be modified at any time by the University at its sole discretion.
8. Firm selected by Shri Mata Vaishno Devi University, Katra shall have to give an undertaking to follow all ethics of faith and the information provided by SMVDU, Katra shall be kept 'strictly confidential' all assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
9. In case of any dispute, the decision of Vice Chancellor, SMVDU shall be final and binding.
10. **Submission of Internal Audit Report:** CA Firm shall have to submit Concurrent/Internal Audit Report quarterly basis to University authorities.
11. **Regulation of Audit fees.** The payment of Audit Fees as fixed will be made on a monthly basis with a 15 days credit period from invoice date and the amount will be fixed as per the final minimum bid selected in tendering process. The SMVDU will not pay any advance to the selected audit firm under any circumstances. All taxes, fees to be deducted or charged as per relevant laws in force and the audit fees will be inclusive of all such taxes.
12. The Statutory auditors shall not be provided with any special transport facility. However, they can avail the bus facility provided to the University staff from Jammu to Campus & Vice versa, subject to availability of seat.
13. The EMD in respect of unsuccessful offerers 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.



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## FINANCIAL BID

1. Name of the firm:

Address :

Phone No.

2. Rate shall include cost of food allowance for concurrent auditor visiting campus.

Item of Activity	Total amount (in Rupees)
1. Preparation of monthly report based on scope and providing analysis of observations with solutions to management.	

DATE:

PLACE:

Signature of the authorized person

Name :

Designation :



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### Expression of Interest for Appointment of Chartered Accountant Firms for Internal/Concurrent Audit of Accounts of Shri Mata Vaishno Devi University, Katra

#### Status of Firm Partnership/ Sole Proprietorship/ Other Statutory Bodies

1. (a) Name of the firm/organization (in Capital letters) \_\_\_\_\_

(b) Address of the Head Office \_\_\_\_\_

(Please also give telephone no. \_\_\_\_\_

E-mail address): \_\_\_\_\_

(c) PAN of the firm/organization \_\_\_\_\_

(d) TAN of the firm/organization \_\_\_\_\_

2. ICAI Registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No. \_\_\_\_\_

3. (a) Date of constitution of the firm/organization:

(b) Date since when the firms has a full time FCA

4. (a) Full-Time Partners of the firm as on 01-12-2016

Sl. No	Number of FCA	Number of ACA	Number of Qualified Assistants(CA's) in the Firm.	Number of Semi Qualified Assistants (Article Assistant or inter/Final Qualified) in the Firm

(b) Other Audit Staff (With knowledge of book keeping and accountancy).

5. Turnover of the Firm (last 3 years) \_\_\_\_\_.



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6. Whether the firm/organization is engaged in any internal / concurrent audit or any other services of any Govt. Companies / Corporations etc. Yes / No

If yes, details of experiences (with number of completed years of service for each organization).

7. 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)

Yes / No.

8. Details of EMD: Issuing Bank \_\_\_\_\_ Amount \_\_\_\_\_

Type of Instrument- CDR/ FDR/ DD No. \_\_\_\_\_



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### **UNDERTAKING**

I/We the sole proprietor/partners of M/S..... chartered accountants do hereby jointly and severally verify and declare:-

(i) that the particulars given are complete and correct and that if any of the statements made or information so furnished in the application form is later found not correct for false or there had been suppression of material information, the firm would not only stand disqualified from the allotment.

(ii) that the firm proprietor or partners have not been debarred or cautioned by ICIA during last five years (if cautioned give details).

**Seal & Signature of Proprietor/Partners**