

**HIRING OF CHARTERED ACCOUNTANT FIRM  
FOR INTERNAL AUDIT OF  
KRISHI VIGYAN KENDRA IGNTU CAMPUS  
FOR FINANCIAL YEAR 2017-18 & 2018-19**

Ref. No. :- IGNTU/KVK/2019/ 105


Date 24-8-19

**SECTION: 1- LETTER OF INVITATION (LOI)**

1. Krishi Vigyan Kendra,(KVK) IGNTU Campus, Amarkantak, (MP) intends to engage the services of CHARTERED ACCOUNTANTS who are enrolled with the Institute of Chartered Accountant of India for conducting the internal auditing work of the KVK IGNTU for the financial year 2017-18 & 2018-19 and to advise the KVK, IGNTU on financial discipline, taxation, procedural aspects etc.
2. Bids are invited from eligible **Chartered Accountant firms**, who are eligible to conduct audit works in India under relevant Indian laws as in force at the time of bidding. The eligibility of the bidder is as per Terms of Reference (ToR).
3. The purpose of the assignment is to:
  - a. Conduct the internal audit of the KVK, IGNTU for the financial year 2017-18 & 2018-19.
  - b. To advise the KVK, IGNTU on financial matters like proper utilization of funds, taxation, financial procedural aspects, keeping books of accounts, records, papers as per Indian laws, proper accounting of transactions as per the relevant accounting Standards and CAG guideline.
4. The following documents are enclosed to enable the bidders to submit the proposal:
  - A. Terms of Reference (TOR) – **Annexure 1**
  - B. Supplementary Information including suggested formats for the submission of Technical and Financial Proposals –**Annexure 2**
5. In order to obtain first hand information on the assignment and local conditions, it is considered desirable that a representative of the bidder firm may visit the KVK, IGNTU before the proposal is submitted.
6. **Submission of Proposals:**  
The proposals shall be submitted in two parts viz., **“Technical”** and **“Financial”** and should generally follow the Forms given in the **“Supplementary Information to bidders”**. The Technical and Financial proposals shall be submitted in separate envelopes clearly marking the same on the envelopes. Both the envelopes shall be put in a single large envelope with superscription of **“Proposal for hiring of Chartered Accountant firm for internal audit of KVK IGNTU.”**

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- 7. **Bid due date:** The bidders shall submit their proposals through Indian Post al Services only to reach the Office on or before ~~16/09/19~~, **18.00 Hrs.** The bids received after the due date will not be considered.
- 8. **Bid Opening:** The technical bids will be opened on ~~17/09/19~~, **11.00 Hrs.** and the bids will be evaluated for their eligibility and compliance as per ToR. The financial proposals of only the bidders who meet the qualification criteria will be opened in the presence of the bidders or their authorized representatives who choose to attend, on a date which will be intimated later to only technically qualified bidders.
- 9. **Earnest Money Deposit :** Amounting to Indian Rupee of 2500.00 only shall be deposited through Online transaction Only in favor of Indira Gandhi National Tribal University Amarkantak account No. 6752101000027 IFSC Code CNRB0006752 with Canra Bank of India IGNTU Amarkantak Branch.
- 10. Please note that (i) the costs of preparing the proposal including a visit to the KVK, IGNTU, are not reimbursable as a direct cost of the Assignment; and (ii) the KVK, IGNTU is not bound to accept any of such Proposals.
- 11. The bidder shall have to hold the proposal valid for **120 days** from the date of submission without change of proposed price. The KVK, IGNTU will make its best efforts to conclude the Contract within this period.
- 12. Please note that the remuneration which the bidder would receive from this assignment will be subject to normal tax liability as per rules.
- 13. The Joint venture/association with other Chartered Accountant firms in any form will not be allowed.
- 14. All the documents which will be attached with LoI documents shall be dully signed by the authorized person/bidder.
- 15. Notwithstanding anything contained in this LoI, the authority reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reasons thereof.

Yours faithfully  
  
Registrar 22/8/19

**Annexure:**

- 1. Terms of Reference (TOR)
- 2. Supplementary Information to bidders
- 3. Contract format under which Assignment will be performed

## TERMS OF REFERENCE (TOR)

### 1. Introduction

Krishi Vigyan Kendra, IGNTU Campus, Amarkantak is a project of Indian Council of Agricultural Research Krishi Anushadhan Bhawan New Delhi for Implementation Scientific and Technical cooperation.

KVK IGNTU intends to engage the services of Chartered Accountants who are enrolled with the Institute of Chartered Accountant of India for conducting the internal auditing work of the KVK IGNTU and to advise the KVK, IGNTU on financial discipline, taxation, procedural aspects etc.

### 2. Eligibility Criteria

The bidders with the following qualification criteria will be considered as eligible to take up the assignment.

- a) The bidder shall have a minimum **experience of 2 years** in statutory audit of companies /internal audit of companies or financial/accounting consultancy of any entity. Preferably Government Higher Education Institutions.
- b) The bidder should have minimum average annual turnover of **Rs. 25 Lakh** for the last Two financial years i.e. 2017-18, 18-19.
- c) No orders should have been issued and there should not be any proceedings pending against the bidder with respect to professional matters of conduct before the Institute of Chartered Accountants of India or any competent authority or any court under any law.

### 3. Scope of Work

The scope of work under this assignment includes the following.

- a) Advice on all financial requirements, including conducting internal auditing as may be required under various provisions of Government Acts, so as to ensure that business of KVK, IGNTU is conducted in a proper and effective manner. Also ensure that all the accounting principles and procedures are followed and attended to.
- b) Guide in Filing all the tax returns/forms that are required to be filed under various tax authorities on timely basis and ensure that the KVK, IGNTU is compliant with various tax matters
- c) To guide in Maintenance of books of accounts, registers and other statutory books.
- d) Auditing of procurement procedures as per the procurement guidelines.
- e) Any other related functions under internal auditing works.

**4. Specific tasks to be carried out.**

- a) The auditor shall start the audit of the KVK, IGNTU within 1 week from date of issue of the assignment and letter submit the audit reports within 30 days for the financial year 2017-18 & 2018-19.
- b) The auditors shall give his recommendations regarding the procedures to be followed in case of any lapses.
- c) The auditors shall give their recommendations about the maintenance of registers to enable the KVK, IGNTU to have good control over the transactions.
- d) Advising the KVK, IGNTU regarding taxation on case to case basis.
- e) Any other related function under internal auditing works.

**Annexure 2****SUPPLEMENTARY INFORMATION FOR THE BIDDERS****Proposals:**

1. Proposals shall be submitted as per the following.
  - A. The documentary evidences to establish the eligibility criteria.
  - B. Technical Proposal:**
    - a. A brief description of the firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last two years in the format given in Form F-1.
    - b. Any comments or suggestions of the Chartered Accountant on the TOR.
    - c. A description of the manner in which Chartered Accountant would plan to execute the assignment, work-plan, time schedule in Form F-2 and approach or methodology proposed for carrying out the assignment;
  - C. Financial Proposal:**

The financial proposal to be submitted as per F-3
2. **Two copies** of the Proposals should be submitted to the KVK, IGNTU.
3. **Term:**

The Chartered Accountant shall perform the audit work for the financial year **2017-18** and **2018-19** and this may be extended based on the satisfactory services.
4. **Payment:**

Payment will be made for financial year after satisfactory completion of audit work, within 15 days from the date of submission of audit reports/required financial statements and recommendations for improvement.
5. **Performance Standards:**

The Chartered Accountant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Chartered Accountant firm shall promptly replace any employees assigned under this Contract that the Company considers unsatisfactory.
6. **Confidentiality:**

The Chartered Accountant shall not, during the term of the Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Company's business or operations without the prior written consent of the KVK IGNTU.
7. **Assignment:**

The Chartered Accountant shall not assign this Contract or to sub-contract any portion without the KVK, IGNTU prior written consent.
8. **Taxes:**

The Chartered Accountant shall pay the taxes, duties, fees, levies and other impositions payable under the Applicable Law.

FORM F – 1

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING  
LAST TWO YEARS**

1. Brief description of the Bidder Firm (bidder has to submit the firm’ registration certificate, financial statements including IT returns for the last 3 financial years, PAN card along with brief note about the firm)

2. Outline of the recent experience on assignments of similar nature:

Sl. No	Name of assignment	Name of organization	Authorised share capital and turnover of the organisation	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

[Note: Please attach certificates from the KVK, IGNTU by way of documentary proof]

**FORM F – 2**  
**WORK PLAN AND TIME SCHEDULE**

- A. A Note on the bidders understanding of the scope of work and Approach and Methodology outlining various steps for performing the Assignments.
- B. Time schedule proposed by the bidder for conducting the audit work and submission of reports.
- C. Comments/Suggestions on Terms of Reference
- D. Comments on the data, services and facilities to be provided by the KVK, IGNTU.

FORM F – 3

FINANCIAL PROPOSAL

To,

REGISTRAR  
IGN TRIBAL UNIVERSITY  
AMARKANTAK, (MP)

Dear Sir,

**Sub:** Hiring of Chartered Accountant firm for internal audit of KVK IGNTU.  
**Ref:** RFP No.

We herewith submit our financial proposal for the above assignment as given below.

**Total lump sum amount/quarter, for the completion of scope of work as per RFP**

INR.....

1. The above amount is lump sum inclusive of all taxes and any other incidental expenditure like transportation, stationery for the preparation of reports, insurance etc.

Signature of the bidder

Date:.....

Place.....