

COOCH BEHAR PANCHANAN BARMA UNIVERSITY
Panchanan Nagar, Vivekananda Street, Cooch Behar – 736101

Ref. No. F69.V2/REG/1394-20

Date:15.12.2020

NOTICE INVITING TENDER

**Appointment of Internal Auditor in Cooch Behar Panchanan Barma University (CBPBU),
Vivekananda Street, Cooch Behar – 736101, West Bengal, India**

Tenders are invited from Chartered Accountants Firms (CA Firms) for appointment as *CBPBU* Internal Auditors for the Financial Year 2018-2019 and 2019-2020. The interested CA firms may submit their tender in the prescribed proforma provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Capability Criteria) as per **Annexure - I** and the Financial Bid (Professional Fee) as per **Annexure – II**. The tender documents may be downloaded from our University website www.cbpbu.ac.in from 15.12.2020

The sealed tender may be submitted in envelope superscripting “Internal Auditor for CBPBU” containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to the Registrar, Cooch Behar Panchanan Barma University, Vivekananda Street, Cooch Behar – 736101, West Bengal, India. The sealed tender must be dropped in the tender box only, at *Office of the Registrar, Cooch Behar Panchanan Barma University, Panchanan Nagar, Vivekananda Street, Cooch Behar – 736101, West Bengal, India* on or before 29.12.2020

The technical bid envelope must contain the technical bid format in prescribed Proforma as per Annexure - I. Tender cost of Rs.500/- (non-refundable) payable through **NEFT** [Name of the A/C: Cooch Behar Panchanan Barma University, Savings Account Number: 32741316141, IFSC Code: SBIN0000058]. All relevant documents in support of eligibility, experience, criteria and payment of tender cost.

The financial bid envelope must contain only the financial bid format as per **Annexure – II**. The financial bid shall include professional fee / charges for all services including expenses for boarding / lodging of staff to be incurred in carrying out the internal audit services. CBPBU will not accept any claim other than professional fee / charges etc. specified in financial bid.

The technical bid will be opened on 30.12.2020 at 03:30 PM in the presence of the bidders who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided.

The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect will be summarily rejected. Any further clarifications can be sought from *Cooch Behar Panchanan Barma University, Vivekananda Street, Cooch Behar – 736101, West Bengal, India, in person.*

ELIGIBILITY CRITERIA:-

The interested CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender:-

The CA firm should have at least an experience of 10 years from the date of registration of the firm. (Copy of self attested registration certificate is required be submitted)

SCOPE OF WORK:-

The CBPBU internal auditor has to cover all issues relating to the internal audit including the issues as specified below:-

1. The checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis with the bank statement and necessary actions are taken for unmatched transactions.
2. The checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles.
3. 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.
4. Checking and verification of Government Grants received and utilization.
5. Verification of Stock Register
6. To ensure the compliance with applicable statutory requirements like Income Tax Salary and Contractors, Professional Tax, GST(TDS) etc.
7. To ensure that the salary to employees are being paid as per their terms and condition and to ensure the correctness of pay fixation.
8. Verification of pay fixation at new pay scale effective from 1st January 2020
9. Verification of calculation of arrear salary
10. Verification of advance adjustment
11. Verification of purchase procedure followed by CBPBU
12. Verification of project grants, accounts and utilization certificate.
13. Verification of Leave Book , Attendance
14. Verification of overtime wages calculation
15. Checking and verification of procurements of capital items to ensure that prescribed procedure mentioned in CBPBU purchase policies have been followed.
16. Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.
17. Ensure that the CBPBU policies, regulation and procedures are adhered to be all accounting matters and transactions.
18. Review of accounting and internal control systems for particulars type of financial transactions and suggestions for improvements where weak lacunae are accounting and internal control systems are observed.
19. Any other area to be decided at the time of audit..
20. Audit to be completed within 7 days.
21. To submit the final internal audit report to appropriate authority within a period of 7 days from the date completion.
22. To discuss the draft internal audit report with the Campus-in-Charge and incorporate their comments before issuing final internal audit report.
23. The internal audit report is to be prepared in four parts as givenbelow:-
 - Part -I: Management Summary and Suggestions
 - Part- II: Detailed Internal Audit Report
 - Part–III: Action Taken Report
 - Part–IV: Non-Compliance with Previous Reports**

TERMS AND CONDITIONS:-

1. Each page of tender documents is required to be signed by the Nodal Partner of CA firm. The documents / certificates in support along with the tender shall also be signed by the Nodal Partner.
2. Tenders without EMD will be summarily rejected.
3. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
4. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
5. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
6. CBPBU reserves the right to accept/reject any/all offer(s) without assigning any reason.
7. CBPBU reserves the right to cancel this tender process at any time without assigning any reason before the selection of centralized internal of auditors and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.
8. This tender is subject to the jurisdiction of the **local courts at Cooch Behar only**. All disputes arising out of the tender process shall have the jurisdiction of the **local courts at Cooch Behar only**.
9. Tenders 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.
10. CBPBU will not accept any claim other than professional fee / charges etc. specified in financial bid. The minimum fee payable by CBPBU is **Rs. 20,000/-**.
11. The CBPBU internal auditor should not have any disputes with any of the client. If any disputes comes to knowledge of CBPBU at any point of time, then the services of internal auditor would be terminated.
12. Any tender received not in conformity the aforesaid terms and conditions may not be considered and same will be rejected.

TECHNICAL BID

(The details to be provided)

General Information		
1	Name of the CA Firm	
2	Date of Registration of CA firm	
3	Registered / Main Office Address	
4	Whether firm is empanelled with C&AG, Central/State University audit system.	
5	Empanelled no.	
6	Name of Nodal Partners	
7	Contact No. of Nodal Partner	
8	No. of Branches in India (Attach a list along with address)	

Other Information		
1	No. of Partners (as on closing date of tender)	
2	No. of CA Employees (as on closing date of tender)	
3	No. of Article / Audit Clerks (as on closing date of tender)	

EvaluationCriteria		Maximum points	conditions
1	No. of years of experience	40	10 years – 25 points 10-15 year – 35 points Above 15 years – 40 points
2	Whether firm has holding ICAI Membership and Certificate	10
3	Number of times, the CA firms, have executed the work of statutory and /or internal audit for similar type of clients / organization (Provide list of eligible clients / organization along with their turnover financial year wise and enclose their appointment letters)	50	Statutory / internal audit – (10 to 20) – 15 points (20 to 30) – 30points (30 to 40) – 40points Above 40 – 50points

FINANCIAL BID

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

Sr. No.	Particulars	Amount (in Rs.)
1	Annual Professional fee for Internal Audit	
2	Annual Professional fee for finalization and auditing / certification of financial statements for 2018-19 along with all schedules, accounting policies and notes on accounts at the end of financial year and the finalization / auditing / certification of the consolidated financial statement	
Total Annual Professional fee		

Signature of Nodal Partner

(With name and Firm Seal)