

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY



**BATHINDA**

**Scope of Work, Terms & Conditions of Bid for Hiring of Chartered Accountant for Internal Audit and Filing of Returns i.e.- TDS, GST etc. of Maharaja Ranjit Singh Punjab Technical University and its Constituent Colleges for the Financial Year 2020-21 and 2021-22, extendable upto 31.03.2023.**

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# Maharaja Ranjit Singh Punjab Technical University

Badal Road, Bathinda -151001

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਾਦਲ ਰੋਡ, ਬਠਿੰਡਾ ।

Offers are invited from Chartered Accountant firms for the conduct of Internal Audit of the University for the financial year 2020-21 and 2021-22 which can be further extended for one more year on satisfactory completion of the work. The Auditor so appointed shall carry out the internal audit of University main campus and its Constituent Colleges in Punjab i.e.- GZSCCET, Bathinda; PIT, Rajpura; PIT, Mansa; PIT, GTB Garh, Moga; PIT, Nandgarh; Punjab State Aeronautical Engineering College (PSAEC), Patiala and any other college added to the university during the above said period.

**The firm should fulfill the following requirement(s):**

1. The Firm should be empanelled with CAG and having ranking points minimum 45 as marked by CAG.
2. The firm should have minimum 3 partners out of which one partner should be DISA/CISA qualified and 2 partners should be FCA.
3. The firm should have at least 10 years of standing experience.
4. The Firm should have experience of audit of University/other large Educational Institutions/Govt. Autonomous/ Public Ltd Companies and Financial Institutions etc. having computerized working environment.
5. The firm should have Minimum average turnover of Rs. 20 lakhs per annum in the last 3 financial years.
6. The firm must not have been blacklisted/debarred from ICAI or RBI or any other statutory autonomous body for any misconduct, the firm will have to give an undertaking regarding the same.

**Selection of Chartered Accountants: -**

Interested firms shall submit their bids through e-tender process to Registrar Maharaja Ranjit Singh Punjab Technical University Bathinda in two parts- Technical bids (T-1, T-2, T-3) and Financial bids (F-1). Rates should be quoted per annum including boarding lodging charges, TA/DA and other visiting charges etc. Payment will be made quarterly after successful completion of the work. The last quarter payment will be released after the filing of annual TDS/GST returns etc.

Financial bids of only technically qualified firms shall be opened.

**Termination/Cancellation of Offers:**

If the selected firm does not send the Technical Bid/Financial Bid duly signed by them within the stipulated time, their bid is liable to be rejected.

If any of the information/documents furnished by the auditor is found to be incorrect, the offer will automatically stand cancelled without entertaining any further correspondence.

### Schedule of Submission of Bids:

1.	Last Date and Time of Submission of Tender/Bid	
2.	Date and Time of Opening Tender/Bid	

### 1. Scheduling of Internal Audit

The auditor should scrutinize all vouchers (Debit/Credit) along with all contracts/agreements. The rules and regulations as applicable for the University should be followed for audit. The auditor will prepare a quarterly internal audit report according to the scope of work and will submit it to the competent authority.

### 2. Scope of Work

Sr. No.	Details	Periodicity for submission of report(s)	Extent of Audit
2.1	To check the budget provisions and actual expenditure	Quarterly	100%
2.2	To Check all the entries of Debit and Credit	Quarterly	100%
2.3	To check the correctness of payments released	Quarterly	100%
2.4	To check the general ledger, receipt and payment account	Quarterly	100%
2.5	To Prepare the Bank reconciliation of all accounts of the university and its constituent colleges.	Quarterly	100%
2.6	Scrutiny of advances sanctioned to the employees & various departments of the University & its constituent Colleges, verification of recoveries, review of outstanding, etc.	Quarterly	100%
2.7	To verify the physical cash balance as per cash book	Quarterly	100%
2.8	To check the deposits with the Banks and corresponding correctness of interest due and receipt of same.	Quarterly	100%
2.9	To ascertain the extent of compliance with the prescribed procedures laid down from time to time by the various departments of the University.	Quarterly	100%
2.10	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures.	Quarterly	100%
2.11	To check deduction of TDS, GST etc. and remittance thereof to the concerned authorities i.e. filing the monthly/ quarterly/ yearly TDS, GST returns and any other statutory return required by the law and issue Form No. 16 to the employees of the university and its constituent colleges.	Quarterly	100%
2.12	To Check the receipt of EMD's and Securities and related records	Quarterly	100%

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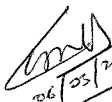
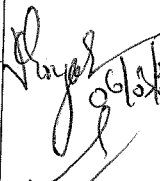
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2.13	To check in all respects the quotations, tenders and their opening, listing, Comparative statement, etc. and issue of purchase orders, as per procedures laid down.	Quarterly	100%
2.14	To check receipt, issue and stock of all stationary Items and other consumable materials.	Quarterly	100%
2.15	To check the Fixed Assets Registers with a view to ensuring the accuracy of postings for physical verifications.	Quarterly	100%
2.16	To check all the Annual Maintenance Records entered Into in respect of equipment(s).	Quarterly	100%
2.17	To check the vehicles maintenance records & vehicles running records.	Quarterly	100%
2.18	To check the sanctions issued for withdrawal of allowances/perquisites, with reference to delegated powers.	Quarterly	100%
2.19	To check withdrawal of increments, fixation of pay, leave records, Arrears, allowance, conveyance allowance, leave travel concession, etc.	Quarterly	100%
2.20	Reimbursement of medical expenses, group insurance etc., with reference to sanction and entitlement.	Quarterly	100%
2.21	To check the collection of all kinds of fee, credit thereof and reconciliation.	Quarterly	100%
2.22	Cash Flow Statements	As and when required	
2.23	Monitor all the e-books	Monthly	
2.24	Co-ordination with Statutory Auditors in respect of quires raised at the time of Audit and to assist in the discussions with the Statutory Auditors and finalization of Audit Report.	As and when required	
2.25	Preparing the Annual Accounts of the Institute comprising of Balance Sheet, Income & Expenditure Statement and Receipt & payments Accounts as per prescribed Format of Accounts for State Autonomous Bodies.	Yearly	
2.26	Auditing of Consultancy cell & other research projects and certification of Statement of expenditure & Utilization Certificates as per the requirement of funding agencies.	Quarterly	100%
2.27	Any other Assistance required in financial matters, etc.	As and when required	
2.28	Advice for updates/change, if any, in statutory laws	As applicable	
2.29	The University will pay an additional Honorarium per day as per university rules in addition to TA/DA as per	As and when required	

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Punjab Govt. norms for visit to outstation tour by University Empanelled Chartered Accountant in connection with the assessment proceedings, Income Tax hearings, GST/Service Tax hearings, etc. of any financial year(s).		
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# Maharaja Ranjit Singh Punjab Technical University

Badal Road, Bathinda -151001

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਾਦਲ ਰੋਡ, ਬਠਿੰਡਾ ।

## Terms & Conditions of Bid Document for Hiring of Chartered Accountant Services

Tenders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Conditional Tenders are liable to be rejected. Maharaja Ranjit Singh Punjab Technical University (MRSPTU) Bathinda will process the tender as per MRSPTU standard procedure. University reserve the right to reject any or all or part of tender without assigning any reason. MRSPTU will not be under any obligation to give any clarification to the agencies whose bids are rejected.

1. This invitation for bids is open to all bidders.

(a) The purchaser requires that the bidders, observe the highest standard of ethics during the such contracts. In pursuit of the policy, the following are defined:

"corrupt practice" means the offering, giving, Receiving, or soliciting, directly or indirectly of anything of value to influence the action of a public official in the contract execution;

"Collusive practice" means a scheme or arrangement between two or more bidders with or without the knowledge of the purchaser, designed to establish bid prices at artificial, noncompetitive level; and

"coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

(b) The University will reject a proposal for award if it is determined that the bidder recommended for award as directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

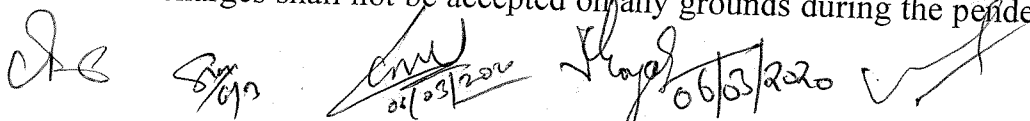
2. A contract agreement shall be entered into where threshold value of order will be Rs. 2 Lacs & above.

3. All rates must be quoted on the proper form as per Tender Document and

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Technical bid & Financial bid must be submitted separately.

4. The tenderer should quote the rates and amount in figures as well as in words. The amount for each item should be worked out for the requisite totals given.
5. Tender must accompany Earnest Money of Rs. 10000/- lump sum and should be paid online only. The EMD will be returned to the unsuccessful firms after finalization of the bid. In respect of the successful bidder, the EMD will be returned after successful execution of the agreement.
6. On the award of the work the lowest bidder must deposit a sum equal to 10% of work order amount as performance security within 10 (Ten) days. The same will be returned only after successful completion of work. No interest can be claimed on the security amount. The bank guarantee/FDR must be valid for a period of two years and in case of further extension of the contract the bank guarantee will also be renewed accordingly on yearly basis.
7. The tender for works shall remain open for acceptance for a period of thirty days from the date of opening of tenders. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract even during the extension in period also. However, if any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the University, then the University shall, without prejudice to any right or remedy, be at liberty to forfeit the said earnest money absolutely.
8. The acceptance of tender will rest with the competent authority of MRSPTU Bathinda and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. The decision of Tender Evaluation Committee will be final in case of any dispute during Tender Opening process. All tenders, in which any of the prescribed conditions either not fulfilled or incomplete in any respect are liable to be rejected.
9. On acceptance of tender, the name of the accredited representative(s) of the Firm who would be responsible for taking instructions from the competent authority shall be intimated to the University.
10. In case the date for opening of Technical & Financial Bid happens to be a holiday then these will be opened on the next working day at same time & venue.
11. In case of disablement or death of any worker of the firm while on duty due to any reason the firm will be fully liable to pay necessary benefits/compensation to the concerned as per the rules and regulations and statutory provision. The University will not be responsible or liable in this regard at any stage.
12. Since the auditors will be employees of the firm, the competent Authority of MRSPTU, Bathinda will not have any concern or contact with them either directly or indirectly. All statutory obligations shall be discharged by the firm.
13. The Institute shall provide space, Computer(s)/ Printer(s) to the firm to perform its services. The institute will also provide all primary data to the firm for carrying out the jobs listed in the scope of work.
14. Escalation charges shall not be accepted on any grounds during the pendency

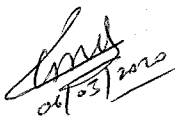
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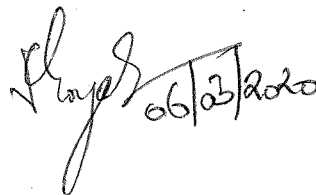
of contract.

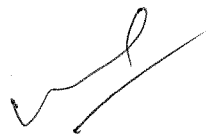
15. The firm shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws in force in the state of Punjab.
16. The payment shall be released against quarterly bill after satisfactory completion of the work.
17. If the firm fails or refuse to complete the work(s) (as explained in scope of work) after accepting the condition of the tender/supply order, at any point of time and University has to get it done from other sources at higher rates, the amount due and the difference in the rates shall be deducted from the firm's bill/securities besides forfeiting the security of the firm, imposing penalty and taking further action as deemed fit by the University.
18. If the firm leaves during the agreement period including extension period, security amount will be forfeited and the firm will be debarred by the university and the matter will be taken up with CAG for further necessary action. The firm will also not be eligible to apply for tender with the university in the future.
19. The firm shall ensure that the advice/ query required by the University is addressed promptly to avoid any loss/ inconvenience to the University.
20. A competent representative of University empanelled Chartered Accountant should remain present on all working days in the University campus at Bathinda.
21. In case of any dispute arising under this agreement, the Vice-Chancellor, Maharaja Ranjit Singh Punjab Technical University Bathinda would act as an Arbitrator and his decision shall be final and binding on both the parties.
22. All disputes will be settled within the jurisdiction of the Head Quarter of MRSPTU Bathinda.
23. The firm empanelled with the university at present will not be considered for present tender.



  
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**Letter of Transmittal**

To

The Registrar,  
Maharaja Ranjit Singh Punjab Technical University,  
Dabwali Road, Bathinda

Dear Sir,

We, the undersigned, offer to provide the audit services for Maharaja Ranjit Singh Punjab Technical University, Bathinda and Its Constituent Colleges in accordance with your Request for Proposal dated (Insert Date). We are hereby submitting our Proposal, which includes this Technical Proposal (T-1, T-2, T-3) and a Financial Proposal (F-1) sealed under a separate envelope.

We are submitting our Proposal in association with: (Insert a list with full name and address of each associated firm)

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinformation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

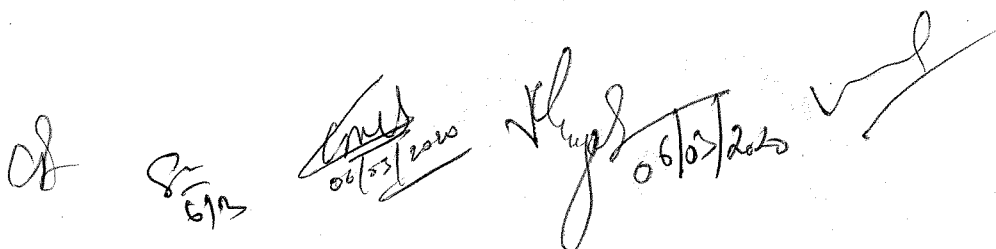
We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that Maharaja Ranjit Singh Punjab Technical University, Bathinda is not bound to accept any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have the authority of (insert Name of C.A Firm) to submit the proposal and to negotiate on its behalf.

Yours faithfully,

**Signature of Partner with seal**

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