



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711 103**

Advt. No. JU/RO/18/70

TENDER NOTICE

IEST, Shibpur invites tenders in sealed envelope for engagement of reputed Chartered Accountant Firm for preparation/compilation of Annual Accounts on accrual basis in the format as prescribed by the MHRD, Government of India. The information to be submitted in prescribed format provided by the Institute. Details are available in the Institute Website (www.iiests.ac.in). The engagement of firm will be valid for 2 (two) years and extendable upto another period of 3 (three) years subject to satisfactory performance. Interested firm having empanelled with C&AG (Comptroller and Auditor General of India) are requested to submit detailed information in prescribed format provided by the Institute.

Schedule of Service Requirement

Name of Item	Period
Preparation/Compilation of Annual Accounts as per MHRD, Govt. of India format	2017-18 onwards

Details	Information
Tender Floating Date	19.06.2018
Tender Closing Date	27.06.2018 at 3.00 P.M.
Bid Opening Date	27.06.2018 at 4.00 P.M.
EMD Fees type	~ 10,000/- in the form of Demand Draft in favour of 'The Registrar, IEST, Shibpur' payable at Kolkata/Howrah
Address for communication	Finance Section, Office of the Registrar, Indian Institute of Engineering Science and Technology, Shibpur, Howrah – 711 103, West Bengal. Phone : 033 2668-1064
Website	www.iiests.ac.in

ELIGIBILITY CRITERIA –

The interested Chartered Accountant Firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender.

- a. The chartered accountant firm should be C&AG empanelled;
- b. The firm must have adequate experience (at least five years) in compilation of accounts in Centrally Funded Technical Institutions e.g., IITs, NITs, IEST etc.; weight-age will be given to the firms handling central level institute accounts;
- c. The firm should possess adequate knowledge on General Financial Rules and Common Accounting Format of MHRD, Govt. of India;
- d. **The job is time bound and should be completed within the time limit framed by the Institute, for the year 2017-18 which is 31st July, 2018;**
- e. The job should be supervised by a qualified Chartered Accountant, either proprietor, partner or full time qualified assistant of the firm;
- f. The firm should have adequate number of Article/Audit Clerk;
- g. The annual turnover of the interested Chartered Accountant Firm shall not be less than 25.00 lakhs for last three financial years;

SCOPE OF WORK –

- a. To prepare and compile the Annual Accounts on accrual basis in prescribed common accounting format of MHRD, Govt. of India applicable to Centrally Funded Technical Institutions (e.g. IITs, NITs, IEST etc.) from the books of accounts maintained by the different departments of the Institute;
- b. To check whether all the guidelines in preparing the final accounts have been followed;
- c. To highlight any apparent adverse feature as evident from the test checking of the books of accounts;
- d. To assist us in preparing the bank reconciliation statements as on the year end date;
- e. To highlight any old pending unadjusted items appearing in the accounts;
- f. To prepare the draft reply of Separate Audit Report (SAR) on Accounts after audit of accounts by the C&AG;
- g. To check whether the depreciation has been provided correctly following the guidelines of MHRD, Govt. of India;
- h. To check the major expenditures / payments and whether they have been accounted for properly;
- i. To issue a report to the management at the end of the job regarding the findings and scope of improvement in future;
- j. Selected Chartered Accountant Firm will be liable to meet and satisfy the queries of Institute's authority and/or to present the Accounts before the C&AG, if required.

Questionnaire to be filled in by the “Chartered Accountant Firm”

1. Name of the firm :
2. Address with phone no. & e-mail
 - a. Permanent
 - b. For Communication
3. Date of Registration of Firm
4. Whether Proprietary / Partnership
5. Name of the Proprietor/Partners
6. Registration of Firm with ICAI
(Attach copy of Certificate)
7. PAN of Firm (Attach copy of PAN)
8. GST Registration No.
9. C&AG Empanelled No.
10. Experience of Firm for Preparation of Annual Accounts,
(Attach photocopies of document for proof of work)
11. Turnover of the Firm in last three Financial Years :

Year	Year	Year
Amount	Amount	Amount

12. No. of Article Clerk
13. No. of paid Assistants

14. Whether your firm or any partner has been Disqualified/Terminated/black listed/debarred by any of the Govt./PSU's Educational Agencies

15. A demand draft of ₹ 10000/- being EMD in favour of Registrar, IEST, Shibpur is enclosed (DD No. _____ dated _____)

We the Partner/Proprietor of M/s. _____ (Name of the firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge and anything found incorrect may result in the cancellation of our engagement in IEST, Shibpur.

Date : _____

Signature of the Applicant

Place : _____

Note : All points must be answer

Professional Fee Offer – Part II

Questionnaire to be filled by the “Chartered Accountant Firm”

(To be submitted in a separate sealed envelope and marked Professional Fees)

Particulars	Amount (`)
1. Annual Professional Fees including conveyance and other expenses for preparation/compilation of Annual Accounts for year - 2017-18 2018-19 2019-20 2020-21 2021-22	
2. GST	
3. Grand Total (1+2) :	

Date : _____

Signature of the Applicant

Place : _____

GENERAL TERMS AND CONDITIONS

1. Experience Chartered Accountant Firms may bid for the quoted service.
2. The Chartered Accountant or his representative is required to make quarterly visit to conduct the work of compilation of accounts.
3. Earnest Money Deposit (EMD) of ` 10,000/- has to be submitted in form of Demand Draft drawn in favour of 'The Registrar, IEST, Shibpur' payable at Kolkata / Howrah.
4. All bidding documents and rate quotations must be in English on letterhead of bidding firm and duly stamped by the authorized signatory along with a forwarding letter. One signed copy of the tender document, with bidding firm seal, agreeing to the terms & conditions and declarations must also form part of the documents.
5. IEST, Shibpur reserves the right to accept / reject any / all offer(s) without assigning any reasons. IEST, Shibpur also reserves the right to cancel this tender process at any time without assigning any reason before the selection of Chartered Accountant firm for compilation of accounts and the tenderer shall not be entitled to claim any damage or compensation due to such cancellation.
6. Opening of Bid : The bids will be securitized by the constituted committee based on requirement suiting to the need of the Institute. Decision of the Institute committee will be final and binding. No query shall be raised on any act or omission of the committee. Any defect in the constitution/quorum/functioning of the committee not affecting the merits of the bid shall not invalidate any decision of the committee. Any tender received not in conformity to the aforesaid terms and conditions may not be considered and same will be rejected.
7. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. **Conditional tenders shall not be accepted on any ground and shall be rejected straightway.**
8. A bid submitted with false information will not only be rejected but also the firm shall be debarred from participation in future tendering process of IESTS, Shibpur.
9. We look forward to receiving your service quotations and thank you for your interest.
10. The Authority of IEST, Shibpur does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

Registrar

Undertaking

**To
The Director
IEST, Shibpur**

Sub : Undertaking for *Tender No. JU/RO/18/70*

Dear Sir,

This is to undertake that I / We, Proprietor / Partner (s) of M/s. of (name of firm) have read all the terms and conditions, specifications etc. of the above mentioned Tender document and I / We fully understood all of them and I / We are fully aware of its implications. We undertake that if I / We were given the assignment, I / We will abide by all the terms and conditions of the Tender and supply all the items to the satisfaction of the institute authorities.

Signed by

(Name)

Authorized Signatory of M/s.

Official Stamp

Date

:

Place :