

NOTICE INVITING TENDER

APPOINTMENT OF INTERNAL AUDITOR IN MDI MURSHIDABAD

Management Development Institute was registered at New Delhi in 1973 as a society under the Societies Registration Act of 1860, primarily to setup an institute for training, consulting & research activities. The first campus of MDI was setup at Gurugram in the year 1973 and second campus came up in 2014 at Murshidabad, West Bengal

MDI Murshidabad invites offers from interested Chartered Accountant firms with experience in auditing the Accounts for appointment as Internal Auditors of the Institute and to provide the services as per the Scope of Work as stated below.

1. SCOPE OF WORK

- **Internal Audit of Books of accounts and ancillary records of the Institute and submission of report on quarterly basis, with prior consultation with MDIM authority.**
- Compliance of all applicable Accounting Standards for Book Keeping.
- Verification of Bank Reconciliation Statements
- Scrutiny of all ledger accounts
- Checking of Fixed Asset Register and Depreciation calculations as per rules.
- Verification of Procurement / tendering process of fixed assets, library books, consumables, stationery etc.
- Compliance of all statutory obligations like TDS, Provident Fund etc.
- Compliance for existing policies and procedures applicable to all departments and give recommendation for improvement if any.
- Verification of the cash book and cash balance.
- Verification of Revenue recognized and Expenditure booked.
- Checking of Income Tax pending refunds
- Checking the compliance of Service Tax/GST.

2. TIME PERIOD FOR ENGAGEMENT

The selected Chartered Accountant firm will be required to provide the above mentioned services as Internal Auditor initially for one accounting year i.e. 2017-18 with a renewable provision for next 2 years subject to performance and mutual consent.

3. PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The bids of only those firms will be considered, which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should be registered with “The Institute of Chartered Accountants of India (ICAI)” and have Income Tax Permanent Account Number (PAN) and Service Tax Registration/GST registration.
- II. The Chartered Accountant Firm should be empanelled with the Comptroller and Auditor General of India (C&AG)
- III. The firm should have been in operation for minimum 10 years after its registration and at least 5 years experience in Audit of Annual Accounts of Autonomous Bodies / Public Sector Undertakings/ Educational Institutions
- IV. The average gross profession fee received / earned by the firm in the last 3 financial years (2013-14, 2014-15 and 2015-16) should be not less than ~~Rs. 20,000 per annum~~ Rs.20,00,000 per annum (Rupees twenty lakh only).
- V. The Chartered Accountant firm should have at least 3 partners (1 partner-FCA)
- VI. In addition to the partners, the firms should have more than 10 professional staff members (professional staff consists of Audit and Articled Assistants with knowledge of Book-keeping and Accountancy) and engaged in on-site audits at the place of audit.
- VII. Normally the firms which have been either Internal Auditors or Statutory Auditors of MDI for past 3 years are not eligible to apply. However, in the extreme situation, MDIM authority may consider their offer.
- VIII. The firms should produce satisfactory certificate of at least 5 clients including one from an Educational Institution.
- IX. The CA firm should have its registered / main office/ branch office preferably in Kolkata/ Berhampur (WB).

4. PAYMENT TERMS

The professional fee including all out of pocket expenses, rail fare, taxi fare etc. and excluding applicable taxes shall be payable within 30 days of submission of Audit Report.

5. SUBMISSION AND EVALUATION OF THE TENDER

5.1 Submission of tender

Interested firms meeting all the pre-qualification criteria as mentioned in Point-3 above may submit their offer in the prescribed Annexure / sub-Annexure of this tender.

- I. *Annexure-A along with Sub Annexure A-1, A-2 & A-3* duly filled Pre-qualification-cum-Technical Bid along with all supporting documents duly signed with Seal of the authorized Partner and should be submitted in one sealed envelope superscribed as – ‘PRE-QUALIFICATION AND TECHNICAL BID for Tender No. MDIM/Audit/2017/54 dated 27-Jun-2017”
- II. *Annexure-B* duly filled Financial Bid should be submitted in a separate sealed cover superscribed as ‘FINANCIAL BID FOR TENDER NO. MDIM/Audit/2017/54 dated 27-Jun-2017”
- III. The above two envelopes containing Annexure A and Annexure B should be placed in one covering envelope and sealed superscribed as “TENDER FOR APPOINTMENT OF INTERNAL AUDITOR”.

- IV. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- V. The tender should reach the following address latest by 15:30 hours of 5th July 2017 by Speed Post / Regd. Post/Courier/ Hand delivery.

Registrar,
Management Development Institute Murshidabad,
DB-3, Sector I (Opposite Bidhan Nagar College),
Salt Lake, Kolkata 700064, West Bengal

- VI. Technical part will be opened on 5th July 2017 at 16:00 hrs. at the above address and Financial part of the qualified bidders will be opened on 6th July 2017.
- VII. MDIM reserves the right to accept or reject any, or all the offers received or cancel the bidding process at any time prior to award of contract, without assigning any reason.

Ref: MDIM/Audit/2017/54 Dated 27-Jun-2017

PRE-QUALIFICATION-CUM-TECHNICAL BID**(TO BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTINGS AS INDICATED)**

Sl. No.	Particulars		Firm's Strength and Capacity
1	Chartered Accountant Firm	Name & Address of the Firm	
		Name and address of the Authorized Partner (s)	
		Telephone No(s) with STD Code	
		Mobile No (s):	
		e-Mail ID:	
		<i>(Submit copy of supporting document regarding address)</i>	
2	Prequalification Criterion	Mention Registration Number	
	a) The CA Firm should be Registered with the Institute of Chartered Accountants of India (ICAI) for minimum 5 years and Must possess permanent account number (PAN) under Income Tax and registration number under Service Tax	and Date of Registration (Submit copies of the registration certificates) PAN NO of the CA Firm <i>(Submit copy)</i> Service Tax Registration No. <i>(Submit Copy)</i>	
b)	The CA Firm should be Empanelled with Comptroller and Auditor General of India (C&AG)	Empanelment Number (Submit copy of Evidence)	
c)	Gross Professional Fees received / earned by the CA Firm Must be equal to or greater than Rs. 20,00,000 (Rupees twenty lakh only)	Details to be provided as per <u>SUB-ANNEXURE A-1.</u> <u>(Submit proof of professional fee received)</u>	

d)	The Firm should have at least 5 years experience In Audit of Annual Accounts of Autonomous Bodies / Public Sector Undertakings/ Educational Institutions and Filing of Returns of Income Tax	Details to be provided as per <u>SUB-ANNEXURE A-2</u> . (Attach copy of works Orders as evidence)
e)	CA Firm should have minimum Three partners (1 partner – FCA)	Submit the details of the Chief Functionaries of the CA firm to be provided in SUB-ANNEXURE-A3
f)	Details of Article Clerk/ Professional Staff on payroll of Firm	Name, Designation & Date of joining of the Professional staff/Article staff to be provided here.
g)	The firm should produce satisfactory certificate at least from five clients (including one from an educational institution)	Mention name of the clients and attach their certificates
h)	The CA firm should have its registered / main office/ branch office preferably in Kolkata/ Berhampur (WB).	Mention the address of your registered office/main office/branch office located in West Bengal

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, MDIM is at liberty to reject the proposal/work awarded to this CA Firm.

Date:
OFFICE SEAL:

Signature:
Name:
Designation:

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SUB-ANNEXURE: A1

**Details of CA Firm's professional Income
(Gross Professional Fees received/earned)**

(In Rupees)

Particular	Financial Year	Financial Year	Financial Year	Average
	2013-14	2014-15	2015-16	Annual
Gross Professional Fees received/ Earned				

Date:
OFFICE SEAL:

Signature:
Name:
Designation:

SUB-ANNEXURE: A2
Details of CA Firm's Experience of Similar Services during the last 5 (five) years

Sl. No.	Name of the Assignment	Name of the Assignment (Start date/ End date)	Name of the Client	Nature of the Assignments (Please specify the work involved as detailed in scope of work)	Details of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:
OFFICE SEAL:

Signature:
Name :
Designation:

SUB-ANNEXURE A-3

Details of CA Firm's Partners

Sl. No.	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:
OFFICE SEAL:

Signature:
Name:
Designation:

Ref: MDIM/Audit/2017/54 Dated 27-Jun-2017

FINANCIAL BID
(To be filled in by bidder)

NAME & ADDRESS OF THE FIRM:

INTERNAL AUDIT FEES

SI No.	Description of fees	Fees for 2017-18 (in figure)	Fees for 2017-18 (in word)
a)	Internal audit fees as per the scope of work		
b)	Add service tax on the services provided		
c)	Total fees to be paid		

N.B.: 1. The professional fee including all out of pocket expenses, rail fare, taxi fare etc.

2. Statutory changes in Service tax rate if any shall be borne by the MDIM. Deductions shall be made by the organization as per statutory rates & norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract period as described in the appropriate column.

Seal:

Signature: _____

Date:

Name & Designation: _____