**Request For Proposal (RFP) Reference No. NIELITHQ/ADT/30/2016-17**

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| **REQUEST FOR PROPOSAL (RFP) FROM CHARTERED ACCOUNTANT FIRMS**  **FOR**  **FOR APPOINTMENT OF STATUTORY AUDITORS FOR THE NIELIT AJMER FOR THE FINANCIAL YEAR 2017-18** |

The National Institute of Electronics and Information Technology (NIELIT), an Autonomous Scientific Society under the administrative control of Ministry of Electronics and Information Technology (MeitY), Government of India, invites Request for Proposal (RFP) from Chartered Accountant Firms (CA Firms) for appointment of Statutory Auditors for Ajmer Centre situated at Kekri, Rajasthan.

The eligibility criteria and other details have been mentioned in the RFP document which can be downloaded from website www.nielit.gov.in/ajmer/Tender. The last date for submission of bid on 09.08.2017 at 1700 Hours and shall be opened on 20.07.17 at 900 Hours. The financial bid with respect to technically qualified bidder shall be opened on later date that will be intimated to the qualified bidder through e-mail.

The NIELIT reserves the right to cancel the bid at any moment of time without assigning any reason.

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| **REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS FOR**  **APPOINTMENT OF STATUTORY AUDITORS FOR THE NIELIT AJMER**  **FOR THE FINANCIAL YEAR 2017-18** |

1. **TERMS OF REFERENCE**
2. **Brief Introduction**

The National Institute of Electronics and Information Technology (NIELIT) is an Autonomous Scientific Society under the administrative control of Ministry of Electronics and Information Technology (MeitY), Government of India and partly funded in the form of Grant-in-Aid for specific projects. NIELIT is actively engaged in Skill Development and Development of Human Resources in the area IT, Electronics, Communications Technologies, Hardware, Cyber Law, Cyber Security, IPR, GIS, Cloud Computing, e-Governance and related verticals. NIELIT is also preferred agency for many State Governments for rolling out IT Literacy programmes for its employees and the masses. NIELIT has been registered under Societies Registration Act XXI of 1860 on 09th November, 1994. For more details about NIELIT, may visit our website www.nielit.gov.in.

NIELIT Headquarter (HQ) is located at Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110003 and its twenty (20) Centres situated across the country maintained separate books of Accounts viz at Agartala, Aizwal, Aurangabad, Ajmer, Chandigarh, Calicut, Chennai, Delhi, Gorakhpur, Gangtok, Guwahati, Itanagar, Imphal, Srinagar/Jammu, Kolkata, Kohima, Patna, Ropar Ranchi and Shillong. Addresses of the Centres along with name of the concerning Executive Directors/ Directors/ Director-in-Charge are available on the NIELIT website www.nielit.gov.in.

NIELIT is also executing National Population Register (NPR) Project through its nine Centres situated at Aurangabad, Aizwal, Agartala, Chandigarh, Gorakhpur, Guwahati, Kolkata, Shillong & Srinagar/Jammu. Separate books of accounts are being maintained by the respective Centres for NPR Project. The NIELIT HQ consolidates all the audited balance sheet of twenty (20) Centres along with nine (9) NPR participating Centres along with HQ’s Balance Sheet.

The Accounts of the NIELIT are prepared as per the prescribed Uniform Common Format applicable to the Central Autonomous Bodies. The Accounts of all NIELIT Centres including NIELIT HQ are being audited by the Chartered Accountants (CA) firms selected out of the list of CA firms provided by Comptroller & Auditor General of India (C& AGI). The Audited Annual Accounts of NIELIT are available on NIELIT website www.nielit.gov.in/node/3476.

The request for proposal is for Appointment of Statutory Auditors for NIELIT Ajmer for the Financial Year 2017-18. The audit fee payable to Statutory Auditors of NIELIT Ajmer Centre for the financial year 2016-17 is Rs.11,500 + applicable taxes (excluding out of pocket expenses).

**b) SCOPE OF WORK**

In respect of NIELIT Ajmer Centre -

i) To make review of the system of book keeping & accounting.

ii) To make such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Accounts.

iii) To verify accounts with reference to the books of accounts i.e ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.

iv) To make a review of the Income and Expenditure Account/Receipt & Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.

v) Adequacy of Internal Audit System.

vi) System of Physical Verification of Inventory & Fixed Assets.

vii) Regularity in Payment of Statutory Dues.

viii) Checking of submission of Utilization Certificate.

ix) Any other work needed for Accounts finalization.

xi) The Statutory Auditors of NIELIT, Ajmer is required to report on the Annual Accounts of NIELIT, Ajmer.

**C) SCHEDULE FOR COMPLETION OF AUDIT**

The firm will have to start and complete the Audit as per time schedule laid down by NIELIT.

**D) TIME PERIOD FOR ENGAGEMENT-**

CA Firm will be appointed for the financial year 2017-18. The selected CA firm may be re-appointed upto a maximum period of three years on annual basis depending upon their satisfactory performance in the previous financial year.

1. **PRE-QUALIFICATION CRITERIA OF THE CA FIRM**

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

1. The Chartered Accountant Firm should be empanelled with the office of C&AG of India for the Financial Year 2017-18. The Chartered Accountant Firm is required to have Income Tax Permanent Account Number (PAN) and Service Tax Registration Number.
2. The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per ***Sub-Annexure-A-1***.
3. The CA Firm should have undertaken at least 3 assignments related to Audit of Annual Accounts of Central Autonomous bodies/ other organization preferably in education field/ Public Sector Undertakings. Firms should submit details of experience required in format attached at **Sub *Annexure – A-3.***

iv) The CA firm should have at least 2 partners (qualified practicing Chartered Accountants) with relevant experience and engaged in full time Audit work and submit details in format attached at **Sub *Annexure –A- 4.***

v) The CA Firm office should have its office preferably in Kekri or Ajmer.

vi) The CA Firm is eligible for submitting one bid only for NIELIT, Ajmer Centre, multiple offers for other NIELIT Centres will be rejected as a whole.

3. **PAYMENT TERMS**

1. The professional fee quoted by the firm shall be valid for Financial Year 2017-18, the entire contract period. Payment shall be made on completion and submission of signed Audit Report alongwith Audited Statement of Accounts.
2. Invoice should be raised in duplicate in favor of Executive Director, NIELIT, Ajmer Centre.
3. Statutory Taxes will be paid as per the prevailing rates during the contract period.
4. TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payment made by NIELIT.

**4. OTHER GENERAL TERMS**

1. Format of Application must be completely filled in. Incomplete applications will be rejected outright.
2. Please ensure that date of establishment of registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
3. The Audit Program indicated is only tentative and actual program will be issued with approval of competent authority.
4. All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
5. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
6. CA Firms are requested to visit NIELIT Ajmer for further clarification/ query/ exact scope of the work etc, before quoting their rates for statutory audit fee.
7. No proposal shall be entertained in joint venture/Consortium.

**5. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION**

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
2. Copy of Membership Card of the Partners issued by ICAI.
3. Copies of appointment orders for statutory Audit in Autonomous Bodies/Public Sector Undertakings.
4. Copy of PAN card of the CA Firm.
5. Copy of Service Tax Registration of the Firm.
6. Copy of empanelment letter of C&AGI for the financial year 2017-2018.
7. Copies of Balance sheet and Profit & Loss Account of last three years (2013-14, 2014-15 and 2015-16)
8. Non Blacklisting certificate as per ***Sub-Annexure-A-i.***

**6.** Executive Director, National Institute of Electronics and Information Technology (NIELIT), Ajmer reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.

**7.** Selection of firm will be done only after detailed scrutiny of the credentials of the firm.

**8. SUBMISSION AND EVALUATION OF THE RFP**

Interested firms meeting all the pre-qualification criteria as mentioned in point-2 above may submit their offer in the prescribed Annexure /sub-Annexure of the RFP.

1. ***Annexure-I***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 a sealed envelope superscribed as ‘PRE-QUALIFICATION AND TECHNICAL BID FOR Request For Proposal (RFP) Reference No. NIELIT/AJMER/AUDIT/2017-18.
2. ***Annexure-II***duly filled Financial Bid for should be submitted separately in a separate sealed cover superscribed as ‘FINANCIAL BID FOR Request For Proposal (RFP) Reference No. NIELIT/AJMER/ AUDIT/2017-18
3. The above two envelopes containing **Annexure I and Annexure II** should be placed in one covering envelop and sealed superscribed as Request For Proposal (RFP) FOR APPOINTMENT OF STATUTORY AUDITORS FOR NIELIT AJMER FOR THE YEAR 2017-18.
4. The Technical bid should not contain any indication of price offered; else the entire bid will be rejected.
5. The RFP should reach at the following address latest by 1700 Hours of 09.08.2017

**The Executive Director**

National Institute of Electronics and Information Technology

Village-Khoda, Tehsil-Kekri

District-Ajmer

Pin code-305408

Rajsthan

***Annexure-I***

PRE- QUALIFICATION-CUM-TECHNICAL BID

|  |  |  |
| --- | --- | --- |
| Sl.No. | Particulars | |
| 1 | Chartered Accountant Firm | Name & address of the firm |
| Name & Address of authorized partners |
| Telephone Number with STD code |
| Mobile No.(s) of Partners |
| e-mail ID |
| (Submit copy of supporting document regarding address of the Firm) |
| 2.  a) | Pre-qualification Criteria  The CA Firm is required to have Income Tax Permanent Account Number (PAN) and Service tax Registration. | PAN number of the CA Firm  (Submit Copy)  Service Tax Registration No.  (Submit Copy) |
| b) | The CA Firms has to be empanelled with C&AG of India. | Empanelment Number  (*Submit copy of Evidence*) |
| c) | The average gross professional fee earned by the firm in last three financial years (2013-14, 2014-15 and 2015-16) | Details to be provided as per *SUB-ANNEXURE A-2* |
| d) | The CA Firm should have undertaken and completed at least 3 assignments related to Audit of Annual Accounts of Central Autonomous bodies / other organization particularly in education field / Public Sector Undertakings. | Details to be provided as per *SUB-ANNEXURE A-3.*  *(Submit copy of establishment of the Firm)*  *(Attach copy of work orders as evidence)* |
| e) | The CA firm should have at least 2 qualified CA partners with relevant experience and engaged in full time Audit work. | Partners :- FCA, ACA  Details to be provided as per *Sub Annexure-A4* |
| f) | Numbers of Article Clerk/ Staff and other staff on payroll of firm | No. of Articles and other performing audit /accounting work (in figures and words) |
| g) | The firm or any partner of the firm should not be black listed. | Submit self declaration Certificate as per Sub-Annexure-A-1 |

(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

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

Signature:

Date: Name:

OFFICE SEAL Designation:

***ANNEXURE-II***

FINANCIAL BID in respect of NIELIT Ajmer

(To be filled by bidder)

Name & address of the firm:-

(Figures in Rupees)

|  |  |  |
| --- | --- | --- |
| S.No | Description of Services | 2017-18 |
| I | **NIELIT, Ajmer**  Statutory Audit fee for NIELIT, Ajmer Annual Accounts and submission of Statutory Audit Report thereon. |  |

(Amount in words \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only)

Note: a) Service Tax shall be paid as per prevailing rates.

1. The above fee is inclusive of out of pocket expenses including local travel, Stationery, Communication expenses etc.
2. In case of discrepancy in the amount depicted above in figures and words, amount mentioned in words will be considered.
3. L1 bidder shall be decided on the basis of lowest quotation.

***SUB-ANNEXURE: A-1***

Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,

The Executive Director,

NIELIT Centre,

Village Kohda, Kota Road,

Tehsil Kekri,

District, Ajmer,

Rajasthan – 305 408, India

In response to the Request For Proposal (RFP) for selecting Statutory Auditors for NIELIT, Ajmer for the financial year 2017-18, I/ We hereby declare that presently our Chartered Accountant (CA) firm \_\_\_\_\_\_\_\_\_\_\_\_is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / Autonomous Body/ PSU.

We further declare that presently our CA firm \_\_\_\_\_\_\_\_\_\_\_\_\_is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal of the CA Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***SUB-ANNEXURE: A-2***

Details of CA Firm’s professional income

(Gross professional Fees received/earned)

*(Rupees in lakhs)*

|  |  |  |  |
| --- | --- | --- | --- |
| Particulars | Financial Year  2013-14 | Financial Year  2014-15 | Financial Year  2015-16 |
| Gross Professional fees Earned |  |  |  |

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Signature:

Date: Name:

OFFICE SEAL Designation:

***SUB-ANNEXURE: A-3***

Details of CA Firm’s Experience of Similar Services as per details in RFP Document (5 assignments completed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No. | Name of the assignment | Duration | Name of the organization | Nature of Assignments  (Please specify the work involved as detailed in scope of work) | Details of Supporting Documents provided |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

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

Please attach additional sheets, if required.

Signature:

Date: Name:

OFFICE SEAL Designation:

***SUB-ANNEXURE: A-4***

Details of CA Firm’s Partners

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N. | 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.

Signature:

Date: Name:

OFFICE SEAL Designation: