



Rajgir, District: Nalanda, Bihar – 803 116

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Web: [www.nalandauniv.edu.in](http://www.nalandauniv.edu.in)

# Nalanda University

LIMITED TENDER DOCUMENT  
FOR

INTERNAL AUDITING AND FINALIZATION OF  
ANNUAL ACCOUNTS OF THE NALANDA  
UNIVERSITY

IN

NALANDA UNIVERSITY, RAJGIR  
DISTRICT: NALANDA, BIHAR – 803 116

## Limited Tender Enquiry

No. NU/FIN/2016-17/129

Date: 9<sup>th</sup> March 2017

**Subject: Internal Auditing and Finalization of Annual Accounts of the Nalanda University.**

Dear Sir,

Nalanda University has been established as an international university by the dream taken in East Asia Summit by an act of Indian parliament i.e. Nalanda University Act 2010. The University invites sealed tender from Firms in two bid form (Technical and Financial).

The auditor will be required to conduct the internal audit on daily basis and report will be submitted on fortnightly basis (Interim report), consolidated report shall be submitted quarterly basis: 1<sup>st</sup> April to 30<sup>th</sup> June, 1<sup>st</sup> July to 30<sup>th</sup> September, 1<sup>st</sup> October to 31<sup>st</sup> December, & 1<sup>st</sup> January to 31<sup>st</sup> March.

The interested 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 (Eligibility Document and Selection Criteria) as per Annexure - I and the Financial Bid (Professional Fee) as per Annexure – II. The tender documents may be downloaded from Nalanda University website [www.nalandauniv.edu.in](http://www.nalandauniv.edu.in) or CPPP.

### **1. Mode of submission:**

The sealed tender may be submitted in one big envelope superscribing "**Internal Auditing and Finalization of Annual Accounts of the Nalanda University**" containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscribing as such and addressed to Nalanda University, Rajgir, Dist: Nalanda, PIN – 803116. The sealed tender must be dropped in the tender box at Reception office, Nalanda University, Rajgir - 803116 only, on or before March 30, 2017, at 15.30 P.M. Hrs. The tender which does not reach this office latest by 15:30 PM on the due date, will not be opened and will be summarily rejected. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date. The Nalanda University will not be responsible for any delay in receipt of a quotation by post whatsoever may be the reason.

The technical bid envelope must contain the technical bid format in prescribed Performa as per Annexure - I along with a demand draft of Rs.500/- (non-refundable) towards cost of tender and Earnest Money Deposit (EMD) of Rs.50,000/- (non-interest bearing) with all relevant documents in support of eligibility and experience criteria. 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. Nalanda University will not accept any claim other than professional fee / charges etc. specified in the financial bid.

The tender document shall be written legibly and free from erasing, corrections and over-writing, otherwise, the bid will be rejected.

The technical bid will be opened at Nalanda University Interim Campus, At – Chhabilapur Road, Rajgir, District – Nalanda, Bihar – 803116, on March 30, 2017, at 15.30 P.M. 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. Bidders if sending any representative must send authorization letter with them otherwise they will not be allowed to attend the opening of bids.

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.

The interested firms are advised to read carefully and sign with seal 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 Finance Officer on Telephone No. 011-26542010, NALANDA UNIVERSITY, Interim Campus, Chhabilapur Road, Rajgir, District – Nalanda, Bihar – 803116

**2. Last Date & Time for submission of bid:** 30<sup>th</sup> March 2017, 1530 Hours

**3. Date & Time for opening of Technical bid:** 30<sup>th</sup> March 2017, 1600 Hours

**4. The venue for Submission & opening of bids:** Nalanda University Interim Campus, At – Chhabilapur Road, Rajgir, District – Nalanda, Bihar – 803116.

**5. The cost of Tender:** Rs.500/- (Rupees five hundred only) in the form of Demand Draft from any Nationalized/scheduled Bank payable at Rajgir, in favour of Nalanda University which is Non-refundable and shall be submitted in a separate envelope. The bidder should write the tender no., Name and Address on the reverse of Demand Draft. Cheque/Money Order/Cash/BG shall not be accepted as Tender cost. A bid received without Tender Cost shall be rejected as non-responsive at the bid opening stage and will be returned to the bidder without any further process. The bid will be rejected and returned to the bidder if Tender Cost is found to be of a lesser amount or Tender Cost is not submitted in the manner prescribed therefor. The submission of Tender Cost is compulsory for all the bidders and no exemption will be granted for submission of Tender Cost in any case.

**6. Earnest Money Deposit:** Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft from any Nationalized/scheduled Bank payable at Rajgir, in favour of Nalanda University and shall be submitted in a separate envelope. The bidder should write the tender no., Name and Address on the reverse of EMD. Cheque/Money Order/Cash/BG shall not be accepted as EMD. EMD may be forfeited, if a Bidder withdraws his bid during the period of bid validity, specified by the Bidder in the Bid

and/or on submission of false documents/undertaking. A bid received without EMD shall be rejected as non-responsive at the bid opening stage and returned to the bidder unopened. The bid will be rejected and returned to the bidders, if EMD is found to be of a lesser amount or EMD is not submitted in the manner prescribed therefor. The submission of EMD is compulsory for all the bidders and no exemption will be granted for submission of EMD in any case. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period. The bid security of the unsuccessful bidder will be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th days after finalisation and award of the tender without any interest.

## **7. Contractor:**

The Contractor shall mean any individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.

## **8. Eligibility Document:**

- A. The quotation shall be signed by a person legally authorised to enter into a commitment on behalf of the Bidder. Bidder shall submit Power of Attorney in favour of the person who is authorised to enter into commitments on behalf of the Bidder. NALANDA UNIVERSITY will not be bound by any Power of Attorney granted by the Bidder or changes in the constitution of the firm made subsequent to submission of the bid or after the award of the contract. The University may, however, recognise such Power of Attorney and changes after obtaining proper legal advice, the cost of which will be borne by the Bidder. If the bidder is an individual, the tender document shall be signed by such individual above the full type written name and current address.
- B. Each page of tender documents is required to be signed by the Partner in favour of whom POA is granted of the firm. The documents / certificates in support along with the tender shall also be signed by the Nodal Partner.
- C. The tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
- D. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
- E. 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.
- F. The internal auditor should not have any disputes with any of the client. If any disputes come to the knowledge of NU at any point of time, then the services of the internal auditor would be terminated.
- G. A copy of Certificates of PAN card and Service Tax Registration should be submitted along with the bid.
- H. The cancellation of any document such as Power of Attorney, Partnership Deed etc. should be communicated by the Bidder to the NALANDA UNIVERSITY in writing well in time, failing which NALANDA UNIVERSITY shall have no

responsibility or liability for any action taken by NALANDA UNIVERSITY on the strength of the said documents.

- I. Should the Bidder have a relative or relatives in NALANDA UNIVERSITY or one or more of its shareholders are a relative or relatives of the shareholder(s) employed in a superior capacity in NALANDA UNIVERSITY, the relevant authority inviting the quotations shall be informed of the facts at the time of submission of the bid, failing which the bid may be disqualified or if such fact subsequently comes to light, NALANDA UNIVERSITY reserves the right to take any other action as it deems fit in accordance with any applicable Law, Rules, Regulations of the like in force.
- J. The firm should be empanelled with C&AG office for the year 2015-16. (Copy of self-attested empanelled certificate / document is required to be submitted)
- K. The firm should have "peer review" from members of ICAI for any financial year falling 2003-04 to 2014-15. (Copy of self-attested peer review certificate is required to be submitted)
- L. Certificate of Practice. (COP)
- M. Eligibility Document will be submitted in the Proforma given in Annexure I

## **9. Selection Criteria:**

- A. The firm should have at least four partners on the date of tender submission. (Copy of self-attested certificate issued by ICAI with particulars of partners.)
- B. The firm should have at least an experience of eight years from the date of registration of the firm. (Copy of self-attested registration certificate is required to be submitted)
- C. The firm should have at least five employees as Chartered Accountants on the date of tender submission. (Copy of self-attested relevant documents from ICAI is required to be submitted)
- D. The firm should have at least ten Articles /Audit Clerks. (Copy of self-attested relevant documents from ICAI is required to be submitted)
- E. The firm should have at least one branch office other than registered/main office. (Declaration on letterhead)
- F. The firm should have conducted either statutory audits and /or internal audits of the following organisations on or after the financial year 2003-04:-
  - Three Autonomous Bodies / Statutory Bodies / Educational Institution with an annual turnover of Rs.20 Crore each with multi locations/offices/branches/units.
  - OR
  - Three PSUs with an annual turnover of Rs.250 Crore each with multi locations/offices/branches/units.The annual turnover for each Autonomous Bodies / Statutory Bodies / PSUs / Educational Institutes shall be as per their Audited Financial Statements for any financial year falling between 2003-04 to 2014-15. The copy of self-attested appointment letters from above organisations should be enclosed.
- G. The Annual turnover of the interested firm shall not be less than Rs.25 lakh in each of last three financial years i.e. 2014-15, 2013-14 and 2012-13.
- H. The eligible technical bid received from the firm will be evaluated as per selection criteria mention below. To become eligible for short listing the Bidder must secure at least minimum marks in each of the below categories and 60%

marks in aggregate. The University reserves the right to restrict the list of qualified firms to any number deemed suitable by it.

<b>Sl. No</b>	<b>Particulars</b>	<b>Points per criteria</b>	<b>Minimum Marks and Maximum Marks</b>	<b>Supporting documents required</b>
1.	No. of Partners	One point for every partner above four partner	Min Marks: 10 Max Marks: 15	Self-attested copy of the certificate issued by ICAI with particulars of partners.
2.	No. of CA Employees	One point for every CA employee above five CA employees	Min Marks: 5 Max Marks: 15	Self-attested declaration on letterhead with relevant document from ICAI
3.	No. of Article / Audit Clerks	One point for every Article assistant employee above ten Article assistant employees	Min Marks: 5 Max Marks: 10	Self-attested declaration on letterhead
4.	No. of branch offices	One point for each branch office in excess of registered/main office	Min Marks: 5 Max Marks: 10	Self-attested declaration on letterhead
5.	Turnover of clients for which CA firm has carried out either statutory audit or internal audit	One point for every Rs.10 crore turnover in excess of minimum turnover of Rs.20 crore for autonomous bodies / statutory bodies / educational institution OR One point for turnover of every Rs.50 crore in excess of minimum turnover of Rs.250 crore for PSUs.	Min Marks: 15 Max Marks: 30	Minimum three work order from a client having a minimum turnover of Rs.50 crore or more.  OR Minimum three work order from a client having a minimum turnover of Rs.500 crore or more.
6.	Annual turnover of CA firm for A. FY B. FY C. FY	One point for every 25 lakh turnover of CA firm's turnover in excess of Rs.25 lakh for each FY	Min Marks: 5 Max Marks: 10	Enclose copies of IT Returns and Balance Sheet
7.	No. of years of experience of firm	One point for every completed year of eight years	Min Marks: 5 Max Marks: 10	Self-attested copy of the registration.

### **Notes on Assessment Format:**

1. The total marks in the above mentioned assessment format add up to 100.
2. To become eligible for short listing the Bidder must secure at least minimum marks in each of the above categories and 60% marks in aggregate. The University reserves the right to restrict the list of qualified contractors to any number deemed suitable by it.
3. The Financial Bids of only those who qualify in the minimum criteria will be opened.

The final evaluation will be a combination of the Minimum Criteria and the Financial Bid in the following manner:

**Technical Score (Minimum Criteria): 75 Marks**

**Financial Score (Financial Bid): 25 Marks**

The technical score arrived at according to the technical assessment format will be rationalized to a total of 75 Marks.

#### **The Financial Score will be arrived at as follows:**

The Firm/ Entity/ Organization quoting the lowest fee will obtain the highest marks, i.e. 25. The fees quoted by all other Firms/ Entities/ Organizations will be marked based on the formula "25 X PL/P" where PL is the lowest fee quoted and P is the fee quoted by the respective Firm/ Entity/ Organization.

#### **Illustration:**

Suppose in technical bid: Bidder 1 gets total 80% marks and Bidder 2 get total 50% marks and Bidder 3 gets total 90% points then in technical marking system Bidder 1 will score 80% of 75 marks which is 60, Bidder 2 will get 50% of 75 marks which is 37.50 and Bidder 3 will get 90% of 75 marks which is 67.50.

Suppose financial bid: Bidder 1 quote Rs.100, Bidder 2 quotes Rs.75 and Bidder 3 quotes Rs.150 then in financial marking system bidder 2 is L1 so it will get 25 marks, Bidder 1 will get 18.75 marks and bidder 3 will get 12.50 marks

Now total marks obtained by Bidder 1 is 78.75 (60+18.75), Bidder 2 gets 62.50 (37.50+25) and bidder 3 gets 80 (67.50+12.50)

So highest marks obtained by bidder 3 i.e. 80 will be awarded work

### **10. Scope of work:-**

The Internal Auditor's function will evolve with the growth of the organisation. The scope of the audit covers the period of the financial year 2016-2017 and extendable by two more financial year. However, at present the functions of the Internal Auditor are broadly designed to cater to the needs of the management so as to ensure the following:

1. **Concurrent audit of the University which involves checking on an ongoing daily basis transaction and other operations to ensure that University is adhering to the laid down system and procedures.**
2. To quarterly fill the return of income tax / TDS / Service tax.
3. To ensure and check that income tax / TDS / Service tax / WCT returns are prepared and filled properly.
4. To prepare Audit manual.
5. To ensure proper entry in tally and if any discrepancy found then ratification is to be made real time basis.
6. To ensure that final accounts should be prepare in all aspects on or before 30<sup>th</sup> May of every financial year.
7. The checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
8. The checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the NU FR rules.
9. 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.
10. Finalization and Preparation of Annual Accounts as per approved format of MHRD and C&AG.
11. Checking and verification of Government Grants (Central / State) received and utilised and their quarterly reconciliation.
12. The scrutiny of all assets and liabilities accounts to ensure their correctness.
13. The review of fixed assets registers / records and their reconciliation with accounting records.
14. The review of liability registers and their reconciliation with accounting records.
15. To ensure that the required monthly / quarterly reports on various matters are submitted to HO properly and in due time.
16. To ensure that the salary to staff is being paid as per their terms and condition.
17. Carrying out the physical verification of fixed assets, inventories (consumable & Non-consumable) and library books etc. at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.
18. Ensure that outstanding staff loans and advances are recovered as per the stipulated terms / NU FR rules.
19. Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
20. Checking and verification of procurements of capital items to ensure that prescribed procedure mentioned in NU purchase policies have been followed.
21. Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.
22. Ensure that the NU policies, rules, regulation and procedures are adhered to is all accounting matters and transactions.
23. 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.
24. Detection of systemic flaws and suggestions for adopting the corrective measures.
25. Advice NU on risk assessment and risk mitigation mechanism.



26. Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks of NU for non-compliance / non-settlement.
27. When ever asked, give written advice on income tax, service tax, sales tax, excise duty and customs laws etc. applicable to NU time to time. To help in preparation and submission of necessary compliance with applicable laws.
28. Should prepare the reply for C&AG Audit and MEA Audit.
29. To ensure periodical check every month so that any ratification/compliance can be done before the end of the financial year.
30. To submit internal audit report of NU on quarterly basis to Finance Officer with a copy to Assistant Finance Officer within a period of 60 days after the end of the relevant period.
31. To ensure that the team deputed to carry out the internal audit should consist of at least one CA and two or more articles / audit clerks.
32. The finalisation, auditing and certification, with signature and seal of the firm, of the financial statements for NU within one and half months i.e. 15<sup>th</sup> May from the end of financial year.
33. To discuss the draft internal audit report of the NU with Finance Officer and the inputs the comments before issuing a final internal audit report.
34. The internal audit report is to be prepared in four parts as given below:-
  - Part - I : Management Summary and Suggestions
  - Part - II : Detailed Internal Audit Report (for Current half-yearly)
  - Part – III : Action Taken Report (Current / Previous)
  - Part – IV : Non-Compliance with Previous ReportsFor all matters, the internal auditor will coordinate with Finance Officer, Nalanda University.
35. All the guidelines and administrative circulars are followed by the subordinate staff and the extent of adherence of such policies is to be reported.
36. To ensure that the accounting system is appropriate and has been followed efficiently.
37. Implementation of adequate Internal Controls in the University to safeguard the assets to ensure the propriety of expenditure and to exercise control on payments.
38. The checking and verification of all bank books and to ensure that the bank books are reconciled on the monthly/quarterly basis and necessary actions are taken for unmatched transactions and action took on outstanding items are done if any.
39. Verification of compliance with statutory deduction and their remittance to appropriate authorities.
40. Expenditure is made with due regard to economy, efficiency and cost and effectiveness.
41. Verification of various books, Register and statutory records maintained at Head Office.
42. All laws including regulations and other internal requirements and management policies and directions / guidelines applicable to the University are being complied with.
43. In order to efficiently carry out their obligations and provide assurance to the management, the internal auditors of the company shall:
  - i) Examine the financial and operational activities of the university.
  - ii) Undertake detailed testing of balances transactions and procedures.

- iii) Physically verify assets that are created.
  - iv) Identify, classify and report such information that may be in deviation with any set of practices, statutory requirement and management directions/assessments.
  - v) To verify the assessment orders of Service Tax, Income Tax and other authorities and report the status of such cases.
44. The internal audit should also cover the following sections i.e. Audit's scope should cover verification of followings dept./section:-
- i) Finance & Accounts Section
  - ii) Administration Section
  - iii) Procurement Section
  - iv) Transportation Section
  - v) IT Section
  - vi) Library Section
  - vii) Personnel & HR section
  - viii) Admission section
  - ix) Academic and lab. section, student's affairs, Communication.
45. It is expected that Audit teams which are deployed for conducting the internal audit and finalisation of accounts should consist of qualified and experienced staff including C.A.
46. The scope also includes making necessary adjustment / entries in the accounting software of the University.

### **11. Validity of Bids:**

The offer shall be kept valid for a period of 90 days (Ninety days) from the date of opening of price bid.

### **12. Performance Security:**

EMD amount of successful bidder to whom work is awarded will be converted into performance security. Performance security should remain valid for a period of sixty days beyond the period of the contract and will be refunded on request of the bidder after completion of the period as well as the obligation of Internal Audit of Nalanda University.

If the amount of converted performance security is less than 5% of contract value then additional amount need to submit to Nalanda University in the form of Demand Draft.

### **13. Prices:**

The Bidder should quote both in figures and in words (English) the rates for each item in the Price Bid (Annexure II). The amount for each item should be worked out and entered. The tendered amount for the work including any taxes applicable as extra shall be entered in the quotation both in figures and in words. The price part shall be duly signed and stamped on each page. Prices shall be quoted in Indian National Rupees (INR) only.

#### **14. Billing & Payments:**

1. The payment fees to the firm shall be made after submission of the internal audit report and Annual Account (Balance Sheet). Part Payment can be made after submission of half yearly audit report.
2. The payment is to be made through Cheque/RTGS/NEFT as per invoice within 30 days of the successful submission and acceptance.
3. If the work is not completed in all aspect as per the contract there shall be a deduction from contractor @ 0.5% per week up to a maximum of 5% of the contract value of tender.
4. The fees shall be subject to provisions of Income Tax Act and Service Tax provisions.

#### **15. Duration:**

The minimum period of stay of audit team for each financial year at the university for Auditing and Preparation of Annual accounts should not be less than 20 working days in a month and includes 10 days in a year for a principal auditor when preparing report who sign off the audit.

For current financial year minimum period of stay will be calculated on pro rate basis.

The contract will initially for **one financial year** and the University reserves the right to curtail or to extend the contract on the same rates and terms and conditions for such period as may be agreed to, but not beyond three financial years subject to satisfactory work performance.

#### **16. Nalanda University's Rights:**

NALANDA UNIVERSITY reserves the right to accept a quotation other than the lowest and to accept or reject any quotation in whole or part, or to reject all the quotations received with or without assigning any reasons.

NALANDA UNIVERSITY reserves the right to cancel this tender process at any time without assigning any reason before the selection of internal auditors and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.

#### **17. Contract Document:**

- a. The Bidder whose quotation has been accepted by NALANDA UNIVERSITY shall enter into a formal agreement with NALANDA UNIVERSITY on the date and place to be notified by NALANDA UNIVERSITY.
- b. Contract Documents for agreement shall be prepared after award of work as intimated to the successful Bidder through a Letter of Intent. Until the final Contract Documents are prepared and executed, the NIQ together with the annexed

documents and the Bidder's acceptance thereof shall constitute a binding contract between the successful Bidder and NALANDA UNIVERSITY. The statement of Agreed Variations, if any, shall be prepared based on the finally retained and agreed deviations, all relevant correspondences, minutes of meetings, addendum / amendments issued by NALANDA UNIVERSITY. Above mentioned contract document shall supersede all correspondences and Minutes of Meetings (MOMs) etc. held between NALANDA UNIVERSITY and the Bidder prior to issue of Letter of Intent. Any deviations of stipulations made and accepted by NALANDA UNIVERSITY after award of the job shall be treated as amendments to the contract documents made as above.

- c. Only the bidder in whose name this NIQ is issued shall be eligible for making the contract agreement with the UNIVERSITY.

## **18. Confidentiality**

The contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the University's business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or business of the University. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of University's information.

If the Contractor receives enquiries from Press / News / Media/ Radio / Television or other bodies / persons, the same shall be referred by the Contractor to the University immediately on receipt of such queries.

## **19. Acceptance:**

It is not binding to the University to accept the lowest or any tender. The Nalanda University reserves the right to accept or reject any offer at its option or place order with more than one supplier for the full or part quantity of this enquiry without assigning any reason and the same shall be binding on suppliers unless otherwise stated in the offer. No correspondence shall be entertained on this account.

## **20. Disputes:**

All disputes, if any, out of or in respect of this enquiry are to be settled at Rajgir or be tribunal only in any competent court situated at Rajgir/Patna, Bihar. Stated specifically to the contrary, it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.

Nalanda University, Rajgir  
District – Nalanda, Bihar



**Nālandā**  
UNIVERSITY

No. NU/FIN/2016-17/129

Date: 9<sup>th</sup> March 2017

Annexure I

## **TECHNICAL BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Supporting documents required</b>	<b>Yes/ No</b>	<b>Page No.</b>
1.	Earnest Money Deposit	Details on letterhead		
2.	Tender Fees	Details on letterhead		
3.	Name of Nodal Partners , Name of the Firm , Registered / Main Office Address , Contact No. of Nodal Partner	On letterhead		
4.	No. of Branches in India	Attach a list along with address on letterhead		
5.	Date of registration of firm	Self-attested copy of registration for Partnership /LLP/Company/Individual		
6.	A copy of the PAN card issued by the Income Tax Department and Service Tax Registration.	Self-attested copy of the certificate.		
7.	Certificate of Practice	Self-attested copy of the certificate.		
8.	Whether firm is empanelled with C&AG for 2015-16 and COP	Self-attested copy of the certificate.		

9.	Whether firm has peer review by members of ICAI for any financial year 2003-04 to 2015-16 (Yes / No). The year of peer review shall be Mentioned	Self-attested copy of the certificate.		
10.	List of Arbitration cases/Court case (if applicable). <b>Do not leave it blank. If there are no such cases, write "Not Applicable"</b>	On letterhead		
11.	Undertaking by the bidder to the effect that there is no Police case pending against the propitiator/firm/parties relating to previous service contracts.	On stamp paper		
12.	Undertaking by the bidder to the effect that there is no relative or relatives in NALANDA UNIVERSITY	On letterhead		

**Note:** Please also provide relevant document required in selection criteria of tender document clause 9.



**Nālandā**  
UNIVERSITY

No. NU/FIN/2016-17/129

Date: 9<sup>th</sup> March 2017

Annexure II

**Price Bid**  
(Amount in Words)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount for each year</b>
1	Auditing and Finalization of Annual Account of Nalanda University	
2	TDS return filling and other relevant work related to TDS	
3	Income Tax filing (if applicable) and other relevant work related to Income Tax	
4	Service Tax return filling (if applicable) and other relevant work related to Service Tax	
5	Custom and Excise return filing (if applicable) and other relevant work related to Custom and Excise duty.	
6	Service Tax	Applicable as per GOI

Total

=====

Amount in Words:

**Note:** Above price should be inclusive of each and every charge. Nalanda University should not be liable to pay any extra charges beyond price quoted