



Rajgir, District: Nalanda, Bihar – 803 116

Ph. No: 06112 255330

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

## Limited Tender Enquiry

No. NU/FIN/2015-16/81

Date: 5<sup>th</sup> February 2016

To

M/s \_\_\_\_\_  
\_\_\_\_\_

**Subject: Internal Auditing and Preparation of Final Accounts for the FY 2015-16 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 in three bid form (EMD, Technical and Financial)

- 1. Last Date & Time for submission of bid:** 26<sup>th</sup> February 2016, 1530 Hours
- 2. Date & Time for opening of Technical bid:** 26<sup>th</sup> February 2016, 1600 Hours
- 3. Venue for Submission & opening of bids:** Nalanda University Interim Campus, At – Chhabilapur Road, Rajgir, District – Nalanda, Bihar – 803116.
- 4. Earnest Money Deposit:** Rs.15,000/- (Rupees fifteen thousand only) in the form of Demand Draft from any Nationalized/scheduled Bank payable at Rajgir, in favour of Nalanda University, Rajgir, Bihar and shall be submitted in a separate envelope. The bidder may 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 withdraw 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. Bid will be rejected and returned to the bidder, if EMD is found to be of 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 within 30 days after finalization and award of the tender without any interest.

## 5. 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.

## 6. Mode of Submission/Eligible Criteria:

- a. The quotation may be sent by post or may be dropped in the Tender Box of the Nalanda University, Rajgir, placed in the Reception, on or before due date & time of receipt of offer as indicated above. Quotations which do not reach this office latest by 3:30 PM on the due date, will not be opened and will be summarily rejected. The Nalanda University will not be responsible for any delay in receipt of quotation by post whatsoever may be the reason.
- b. Bid must be submitted in three envelopes whose details are as follows:
  - i) **1<sup>st</sup> Envelope:** Earnest Money Deposit in form of Demand Draft.
  - ii) **2<sup>nd</sup> Envelope:** Technical Document as per below:
    - a) Quotations must be submitted by the time and date mentioned in the Schedule covered in the Notice Inviting Quotation (NIQ). The entire NIQ document downloaded by the bidder shall be submitted in a sealed cover after reading carefully and signing each page with seal of the bidder. Price Bid shall be duly filled for the rates and signatures affixed wherever required. The sealed cover shall be super scribed with **"Internal Auditing and Preparation of Final Accounts for the FY 2015-16 of the Nalanda University"**. The quotation shall be signed by a person legally authorized to enter into commitment on behalf of the Bidder. Bidder shall submit Power of Attorney in favour of the person who is authorized 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, recognize 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 quotation along with the NIQ shall be signed by such individual above the full type written name and current address.
    - b) Copy of Certificates of PAN card, TIN/VAT Registration, and Service Tax Registration should be submitted along with the bid.
    - c) 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.

- d) 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.
- e) Certificate of Practice. (COP)
- f) The firm/company should be in continuous practice from last 10(ten) years and brief details of the assignment/work carried out during the period should be provided.

iii) **3<sup>rd</sup> Envelope:** Price Bid Document

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

The Internal Auditor's function will evolve with the growth of organization. The scope of the audit covers the period of financial year 2015-2016. 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. To ensure that income tax / TDS / Service tax Returns are prepared and filled properly.
2. Finalization and Preparation of Final Accounts as per approved format of MHRD and C&AG.
3. All the guidelines and administrative circulars are followed by the subordinate staff and the extent of adherence of such policies is to be reported.
4. To ensure that the accounting system is appropriate and has been followed efficiently.
5. Implementation of adequate Internal Controls in the University to safeguard the assets to ensure propriety of expenditure and to exercise control on payments.
6. Verification of Bank Reconciliation Statement and action taken on outstanding items are done if any.
7. Verification of compliance with statutory deduction and their remittance to appropriate authorities.
8. Expenditure is made with due regard to economy, efficiency and cost and effectiveness.
9. Verification of various books, Register and statutory records maintained at Head Office.
10. All laws including regulations and other internal requirements and management policies and directions / guidelines applicable to the University are being complied with.
11. 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.
12. 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) Academic section, student's affairs, Communication.
13. It is expected that Audit teams which is deployed for conducting the internal audit and finalization of accounts should consist of qualified and experienced staff including C.A.
14. The scope also includes making necessary adjustment / entries in the accounting software of the University.

### **8. Validity of Bids:**

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

### **9. Prices:**

The Bidder should quote both in figures and in words (English) the rates for each item in the Price Bid (Annexure I). 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.

### **10. Billing & Payments:**

1. The payment fees to the firm shall be made after submission the internal audit report and Final Account (Balance Sheet).
2. The payment is to be made through Cheque/RTGS/NEFT as per invoice within 30 days of the successful submission and acceptance.

### **11. Duration:**

Minimum period of stay of audit team at university for Auditing and Preparation of Final accounts should not be less than 30 working days including 10 days for principal auditor who signoff the audit.

## **12. 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.

## **13. 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 bidding 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.

## **14. Liquidated Damage:**

If work is not completed within specified period a liquidation damage will be charged from contractor @ 0.5% per week from contractor up to maximum of 5% of contract value of tender.

## **15. 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 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.

## **16. 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/2015-16/81

Date: 5<sup>th</sup> February 2016

Annexure I

**Price Bid**  
(Amount in Words)

<b>Sl.No.</b>	<b>Particulars</b>	<b>Amount</b>
1	Auditing and Preparation of Final Account of Nalanda University Accounts FY 15-16	
2	Service Tax	

Total

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Amount in Words

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