

PEC, UNIVERSITY OF TECHNOLOGY SECTOR 12, CHANDIGARH

No.ACF&A/SO/CA/

Dated:-

To

Subject :- Internal audit of accounts PEC University of Technology.

Sir,

PEC University of technology intends to get the internal audit of its account done for the Financial Year 2016-17, 2017-18 and 2018-19. Sparate accounts books are being maintained in this institute under double entry system for Institute Fund, Student Service Fund and six Hostels. Work for compilation of accounts, preparation of Trail Balance and Final Accounts, reconciliation statement of all banks etc. and audit under section 44 AB/10 B of income tax act already stand allotted to M/S MKG Associates sco 2445 sector 22- C, Chandigarh.

Internal auditors will be required to audit the accounts of PEC, University of technology, Student Service Fund, six Hostels and submit annual audit report for the Financial Year 2016-17 by 30/4/2017. From the Financial Year 2017-18 onwards internal auditor will prepare report monthly as well as annually. The monthly report will be submitted by the 20th of the next month and annual report of the audit paras which still remain unsettled by the said date will be submitted by 30th April of the next year. Internal auditors will also consider the reply submitted by office and submit fresh audit report after settling the audit paras if reply is found satisfactory.

ELIGIBILITY CRITERIA :-

- i) CA firms having atleast 3 years experience of auditing of Accounts of Autonomous Bodies/ Firms/ Organizations/ Institutes/ University/ Deemed to be Universities having turnover of 10.00 crores or more in the Financial Year 2014-15 and 2015-16 are eligible to apply.
- ii) Firm must have office/full set up in the tri city i.e. Chandigarh, Panchkula & Mohali.

Terms & Conditions and Invitation as well as Submission of Bid:-

- i) All bids must be accompanied by a bid security/EMD of Rs.5,000/- (Rupees Five thousand only) in form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a commercial bank in favour of Director PEC University of Technology, Sector-12, Chandigarh. Tenders without EMD will be considered unresponsive and will be rejected. EMD of successful bidder would be retained and will be released after the completion of work. No interest will be allowed on EMD.
- ii) The tender should be submitted in sealed cover having documents mentioned in annexure-I and financial bid in format given in annexure II
- iii) 90% payment will be released after submission of audit report of financial year 2016-17 and submission of bill in duplicate. Balance 10 % payment will be made after submission of fresh report after considering the reply by this institute. Taxes as applicable would be deducted from the payment. 80% Payment for financial year 2017-18 and 2018-19 will be made on monthly basis rate, rest 10% on submission of annual report and balance 10% after submission of final report.
- iv) Director PEC University of Technology, Chandigarh shall have the right to reject all or even the lowest quotation without assigning any reason.
- v) The firms who have been blacklisted by any Central/State Government Authority /Department/Agency need not apply.
- vi) All the disputes will be subject to Chandigarh Jurisdiction.
- vii) Quotations received after the due date & time will be rejected out rightly.
- viii) Comparison would be made on the basis of bids mentioning quote for all the three financial years strictly as per prescribed format for financial bid as per Annexure-III.
- ix) Initially the contract will be for financial year 2016-17 which can be extended for the financial year 2017-18 and 2018-19 with mutual consent and performance of the bidder.

The bids will be opened on the following date:-

Opening of Bid : 27.1.17 at 3.00 PM

The bidder or their authorized representatives who may wish to be present shall remain present on the above dates.

It is, therefore, requested to quote your competitive rates for the above said work and submit the same in the office of Assistant Controller (F&A) addressed to the Director, PEC University of Technology, Chandigarh by 27.1.2017 up to 1.00 PM positively.

Asstt. Controller (F&A)

Annexure –I

CHECK LIST

1	Earnest Money Deposit in the form of demand draft OR Fixed Deposit Receipt or Bank guarantee from any commercial bank in the name of Director, PEC University of Technology, Sector-12, Chandigarh.
2.	Self attested copy of PAN No. issued by the competent authority has been attached?
3.	Copy of registration certificate of Chartered Accountant firm attached?
4.	Particulars (as per Annexure-II attached).
5.	Proof of Turnover of Client Institute i.e. Financial statements of financial year 2014-15, 2015-16as per eligibility criteria attached?
6.	Proof of Address of CA firm attached?
7.	Any other relevant information which the bidder may wish to provide.

Annexure-II

(Bidders particulars)

1. Name _____ of
Person/Organisation/Firm/Bidder: _____

2. Complete office address: _____

3. Name & residential address of _____
the person to whom all references

should be made regarding this tender _____

Landline Telephone: _____

Mobile Number : _____

Fax Number : _____

E-mail Id : _____

Dated:

Signature of the bidder with seal

Annexure-III

(Prescribed format for submission of Financial Bid)

4. Name & Address of Firm :

i) Bid for the financial year 2016-17 = _____

Taxes = _____

Total = _____

ii) Bid for financial year 2017-18 = _____

ii) Bid for financial year 2018-19 = _____

Final Quote (i)+(ii)+(iii) _____

Signature & Seal of the Authorized Person