

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF ADMINISTRATION

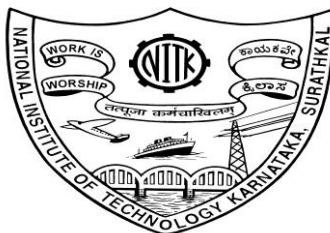
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

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NOTICE INVITING QUOTATION

Notification. No: A1/InternalAudit/NITK2024-25

Date: 20-12-2024

| | |
|--|---|
| Name of Services | Internal Audit Services |
| Estimated Amount | ₹ 9,00,000/-per annum (Including GST) (Refer Section 1B,37) No additional charges will be entertained |
| EMD Amount (2% of estimated amount) (Applicable for estimate above 2.5 lakhs) | ₹18,000/- (Firm's registered with MSE/NSIC are exempted from paying E.M.D) |
| Period of Service | 1 year further extendable up to 2 more years subject to satisfactory Performance of service. |
| Document Download / Sale Start Date | 20-12-2024, 05.00 PM |
| Clarification Start Date | 20-12-2024, 05.00 PM |
| Clarification End Date | 27-12-2024, 03.00 PM |
| Bid Submission Start Date | 20-12-2024, 05.00 PM |
| Last Date for submission of bids | 31-12-2024, 03.00 PM |
| Bid Opening Date | 01-01-2025, 10.00 AM |
| Address for Submission of bids | Superintendent Accounts-I, Administrative Building National Institute of Technology Karnataka Srinivasnagar, Surathkal, Mangalore Karnataka 575025 Email: supdt-accounts1@nitk.edu.in , Ph: 08242473012 |



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Date: 20-12-2024

NOTICE INVITING QUOTATION (NIQ)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an Institute of National Importance Under Ministry of Education Govt of India, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Quotations as per the Price Schedule given in this NIQ are invited for the following items subject to the terms and conditions, from the reputed manufacturers or its authorized dealers so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be addressed to the "Director, NITK, Surathkal". The envelope shall be superscribed with the Quotation Notification Reference and the Name of the services for which quotation is submitted.

| Name of Services | Internal Audit Services |
|--|---|
| Estimated Amount | ₹ 9,00,000/-per annum (Including GST) (Refer Section 1B,37) No additional charges will be entertained |
| EMD Amount (2% of estimated amount) (Applicable for estimate above 2.5 lakhs) | ₹18,000/- (Firm's registered with MSE/NSIC are exempted from paying E.M.D) |
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| Bid Submission Start Date | 20-12-2024, 05.00 PM |
| Last Date for submission of bids | 31-12-2024, 03.00 PM |
| Bid Opening Date | 01-01-2025, 10.00 AM |

Sd/-
Registrar

Note: Institute shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

SECTION 1 A

1. SCOPE OF SERVICES: The nature of work of the Institute shall be as follows:

A. Review of the existing Control System of the Institute in maintenance of accounts:

- i Determine whether the existing system of controls is in harmony with the structure of the Institute. As far as possible keeping the controls within the operating functions acts as a cost-effective measure
- ii Review each control and analyses them in terms of costs and benefits
- iii Review the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information;
- iv Review the means of safeguarding assets and, as appropriate, verify the existence of such assets. The objective of the CA firm is to ensure that assets are reasonably and adequately protected against loss and that they are properly accounted for. The safeguard of assets should not be restricted to mere pilferage but physical threats like fire, water, electricity, etc.

B. Review of procurement of material/invoices:

- i. Review the system for Purchase Requirements of the Institute.
- ii. Checking of rate contract, Purchase Orders placed on vendors for procurement of
- iii. Material/Services, etc., with respect to preparation of Annual Accounts.
- iv. Checking of payments made to vendors with reference to Purchase Order terms, adjustment
- v. of advances, statutory deductions, etc.
- vi. Extent of checking in respect of Procurement:
- vii. Purchase order of value above 02.00 Lakh and above – 100%

C. Inventory Management with respect to preparation of Annual Accounts:

- i. Review of stores ledgers maintained, system of receipts, issue under ERP System/ Manual Register.
- ii. Custody & Physical verification and valuation, etc.
- iii. Inventory management
- iv. Disposal of surplus/scrap materials

D. Investment:

- 1 Physical Verification of Investment Certificates
- 2 To obtain management confirmation & reconcile it with the Banks confirmation in certificates
- 3 To Check the Interest Income with the TDS certificates, Interest certificates, etc.
- 4 To Check the Management Approvals for Investment in FD's like Boards Resolution or the Delegation of Power

E. Fixed Assets:

- (i) Check acquisition of Fixed Asset.
- (ii) Check that disposal of fixed assets

F. Compliance of Statutory Liabilities:

- (i) Review of the different statutory registers & records are maintained.

G. Direct and Indirect tax: -

E-filing of quarterly TDS returns (Income Tax). Filing of Institute Income Tax returns & Professional Tax returns, obtaining exemption certificate and also follow up of refund of income tax to the Institute. Furnishing replies to Income tax /customs notices, if the case arises. Review all show cause notices.

H. GST: -

- (i) Verification, preparation and filing of GST Return every month & Annually.
- (ii) Giving advice with respect to GST or any other matter related to taxation, etc., and handling the matter.

I. Manpower requirement:

The successful firm shall deploy full time one Chartered Accountant and two Audit assistants in the Institute during the working hours till the completion of contract work.

2. Other matters: -

- a) Internal audit will be conducted on quarterly basis with quarterly reporting for the Financial Year 2024-25, 2025-26 & 2026-27
- b) Preparation & Verification of Annual Accounts.
- c) All the funding activities & program of the Institute including students' activities and research projects, sponsored/funded projects, consultancies, etc., will be covered in the audit with respect to finalization of Annual Accounts.
- d) Liaison and filing of all the statutory returns (IT, GST) regularly in time.
- e) Vouching, Audit of transactions which involves examination of supporting documents, Concurrence and approval of the Competent Authority.
- f) Supervising and preparing Balance Sheet with necessary schedules and certification of the annual accounts for the period under audit.
- g) Checking of expenditures incurred with reference to the laid down procedures, delegation of powers and budgetary provisions.
- h) To check financial statements for preparation of annual accounts, i.e., Balance Sheet and Income and Expenditure including all schedules and annexures.
- i) To see whether the stocks/assets acquired/purchased in quantity and price are in line with the requisition of the office/department.
- j) To check the bank reconciliation statements and investments portfolio.
- k) To check the listing of contingent liabilities, if any, which should be reflected in the notes to Balance Sheet.
- l) To check the calculations of salary and reimbursement of bills of staff to ascertain the legitimacy of payments and deductions thereof for incorporation in the Annual Accounts.
- m) Checking whether all liabilities against the accepted claims have been provided for in the books of accounts for the full accounting year and verifying compliance with statutory obligations of employer towards the employees: viz, gratuity, leave encashment, provident fund, bonus, and also claims of TA/DA for incorporation in the Annual Accounts, etc. To verify the validity of Bank Guarantees obtained from parties to whom the work is awarded.
- n) Preparation & Verification of accounts of sponsored projects/Consultancies of external agencies and other miscellaneous certification as and when required.

- o) As per the instructions issued by the Ministry of Education, New Delhi, the Institute has to prepare and submit the Annual Accounts before C&AG as detailed below:

| | | |
|---|---|------------------------------------|
| 1 | Compilation and completion of Annual Accounts | By 31st May 2025 |
| 2 | Approval of Annual Accounts by FC/BOG | Before 15th June 2025 |
| 3 | Submission of Annual Accounts to CAG | Before 30 th June 2025. |
| 4 | Completion of Audit by AG/CAG and certification from Audit | By 31st October 2025. |
| 5 | Approval of Documents by FC/BOG | By 15th November 2025. |
| 6 | Dispatch of Annual Accounts to Ministry of Education | 3rd week of Nov 2025. |
| 7 | Completion of formalities in MHRD Bureau/Division | By 30th November 2025. |
| 8 | Laying of Audited Annual Accounts & Annual Report in Parliament | During December 2025 |

This deadline must be strictly ensured while preparing the annual accounts.

3. The Annual transactions of the Institute are detailed below;

1. NITK Surathkal Institute accounts:

Receipts : ₹ 319,12,97,167/-

Expenditure : ₹ 337,69,99,903/-

Investment : ₹ 532,42,63,017/-

Process of Audit:

- a) Auditor's field personnel will segregate the audit observations and discuss the same with the concerned department/section head for having an in depth understanding of the issue and prepare the draft audit report accordingly.
- b) The draft audit report will be discussed by senior level personnel of the audit firm with the department heads/ audit committee of the Institute. If the auditor is satisfied the para will be dropped otherwise the para could be considered and incorporated in the Audit Report.
- c) All the document receipt during the course of audit should be returned after completion of the audit and it shall be your responsibility to ensure that all documents and information received from the institute will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.
- d) In case of any serious financial irregularity and Points relating to grave deficiencies, if found, the same may be communicated to the Director immediately without waiting till submission of the final audit report in normal process.
- e) During C & AG Audit (statutory auditor) any queries raised shall be explained to them by the authorized CA at the time of audit of the CAG by personally visit to the Institute and attend to the CAG audit team during their audit. If any queries raised by the CAG shall be complied and if it requires Revision of Accounts, the same shall be revised by the CA.
- f) As per requirements of the Institute the audit firm will also be asked to explain the nature of audit finding included in the Audit Reports to the Institute authority, as and when required.

4. PRE-QUALIFICATION (PQ) CRITERIA

| Sl. No. | PQ Criteria | Documents Required in support of PQ Criteria |
|---------|--|--|
| 1 | Should be a Chartered Accountant. | Copy of (i) Firm Registration Certificate (FRC) issued by the Institute of Chartered Accountants of India (ICAI); AND (ii) Copy of certificate of practice/ registration of all the partners/members of the firm. |
| 2 | Should have an office /branch at Karnataka | Copy of any valid document issued by the competent authority. |
| 3 | Firm should be empanelled with Comptroller and Auditor General of India (C&AG) | Copy of valid Empanelled Letter issued by C&AG. |
| 4 | Firm preferably have experience in rendering Internal Audit/ Statutory Audit services in any Centrally Funded Technical Institute (CFTIs/IITs/NITs/Institute of National Importance) in last 5 (five) years from the last date of submission of bid. | Copy of 2 (two) contracts/ work orders along with work done certificate and performance certificates issued by the client should be submitted in support of work experience. Out of 2 contracts, minimum 1 (one) contract should be executed in any Centrally Funded Technical Institute (CFTIs/IITs/NITs/Institute of National Importance) |
| 5 | Permanent Account Number (PAN) | Copy of PAN |
| 6 | GST Registration of Firm | Copy of GST |
| 7 | Assignment | 1 year further extendable up to 2 more years subject to satisfactory Performance of service. |

Note: The CA firm who have prepared annual accounts for this Institute is not eligible to participate in the tender for next three years.

*The CA Firms registered with MSE/NSIC only are exempted from paying E.M.D & submitting turnover document (relevant document is to be uploaded to avail exemption).

The prospective bidders may note that only on fulfilment of above pre-qualification criteria, the technical bid may be considered for evaluation.

5. SUBMISSION OF BID

5.1. The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i. EMD of Rs. 18,000/-
- ii. Particulars filled in the 'Technical Bid' as per Annexure - I.
- iii. Bid Forwarding Letter as per Annexure - II.
- iv. Self-declaration towards Not Blacklisting as per Annexure - III.
- v. Documents in support of Pre-Qualification Criteria.
- vi. Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the Letterhead of the bidder).
- vii. Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.

6. ACCEPTANCE OF BIDS & WITHDRAWALS

The right of final acceptance of the tender is entirely vested with the Director, NITK, Surathkal who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of NITK, Surathkal to communicate with rejected/ unsuccessful bidders.

After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc., and other unforeseen circumstances.

7. VALIDITY OF BID

The bid shall be valid for 90 (ninety) days from the last date of submission of bids.

8. EARNEST MONEY DEPOSIT (EMD)

An EMD of Rs.18,000/- in the form of Demand Draft/ FDR/ TDR/ from any scheduled commercial bank should be submitted along with the technical bid document.

If the successful bidder fails to act on the offer made by the Institute and/or the bidders withdraw/ amend their bids after opening of tender which is not agreeable to the institute, the EMD of such bidder/s shall be forfeited without any notice to the bidder/s and no claim on this account shall be entertained.

Any bid without EMD will be straightaway rejected. The EMD of unsuccessful bidders shall be returned/ refunded after finalization of the contract without any interest.

9. PERFORMANCE SECURITY DEPOSIT

An amount @ 5% of total value of the contract, i.e., Rs.45000/- in the form of FDR/ TDR/ DD/ BG as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 14 (fourteen) days from the date of issue of Letter of Award (LoA) by the Institute. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall be forfeited.

9.1. Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of the contract. No interest will be payable on SD.

- a) In case of breach of contract by the service provider, the SD shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

10. OPENING AND EVALUATION OF BIDS.

The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected.

11. SELECTION OF SUCCESSFUL BIDDER

The bidder offering the lowest 'Lump-sum Annual Fee' will be declared as the successful service provider and will be declared as L1.

In the event of receiving more than one Financial Bid quoting the same lowest 'Lump-sum Annual Fee', the final selection of successful bidder shall be made in the following manner:

- a) The one with the highest turnover during the last 3 years put together;
- b) If more than one bid having the same total turnover, then the earliest one having Firm Registration Certificate issued by ICAI;
- c) If more than one bidder had been registered on the same day, then by "Draw of Lots"

12. AWARD OF CONTRACT

- a) After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder. The successful bidder will be required to furnish the required performance security deposit and execute an agreement on a Non-Judicial Stamp Paper worth Rs.500/- (Rupees One Thousand Only) within a period of 14 (Fourteen) days from the date of issue of LoA.
- b) The contract will be signed only after furnishing the Performance Security Deposit.
- c) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD fully.
- d) Costs associated with the preparation of contract documents shall be borne by the service provider.

13. DURATION OF CONTRACT

The firm will be required to provide the desired services initially for a period of one year, i.e., for the FY 2024-25 and which may be renewed further two (2) years on yearly basis on same terms and conditions with the mutual consent and satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event of their services are evaluated as unsatisfactory with one-month notice.

14. SUPPORT AND INPUTS TO THE FIRM

The Institute shall provide office space to the firm to perform its services. In terms of hardware the Institute will provide computers and printers to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the 'Scope of Work'.

15. PAYMENT OF FEE

The payment of 'Annual Lump-sum Fee' shall be made against the services provided by firm as per the 'Scope of Work', subject to the following terms and conditions:

- 15.1. The payment during the entire contract period shall be made in accordance with the 'Annual Lump-sum Fee' quoted by the selected bidder in its financial bid and accepted by the institute. No price variation would be allowed during the contract period.
 - 15.2. GST will be borne by the institute as applicable.
 - 15.3. TDS under Income tax and TDS on GST will be deducted at applicable rates.
 - 15.4. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.
 - 15.5. No expenses towards accommodation, food, TA, DA or any other expenses will be paid to the service provider other than agreed "Annual Lump-sum Fee".
 - 15.6. The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.
- 16.** The service provider shall not sublet the contract or transfer the contract to any other service provider or person in any manner.
- 17.** Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his tender.

18. DISPUTE RESOLUTION

In the event of any dispute or differences arising under this contract, the decision of the Director, Indian Institute of Science Education & Research shall be final and binding on both the parties.

19. APPLICABLE LAW

The Court of Jurisdiction shall be Mangalore for all such purposes.

20. Abnormally Low bid clause

Abnormally low bid quoted by the agency will be liable for rejection as per the OM No.F.12/17/2019-PPD of Department of Expenditure, Ministry of Finance dated 6th February 2020.

21. Disclaimer

Bidders are advised to exercise caution and not respond to any unknown calls, emails, or embedded links requesting payment for participating in the tender or for any other purpose. Please note that NITK Surathkal never asks for any tender fee for participation in tenders or bids.

TECHNICAL BID

Tender No.....

Date:

(Self-attested photocopies of all supporting documents in support of below particulars must be uploaded with the bid)

| Sl. No. | Particulars | Compliance (Yes/No) | Supporting Documents attached in the Technical Bid at Page No. |
|---------|--|---------------------|--|
| 1. | Name of the Firm with complete Address, Tel/ Mob No. and Email Address | | |
| 2. | EMD of Rs.18,000/- (Firm registered with MSE/NSIC are exempted from paying E.M.D) | | |
| 3. | (i) Firm Registration Certificate (FRC) issued by the Institute of Chartered Accountants of India (ICAI); AND (ii) Copy of certificate of practice/ registration of all the partners/ members of the firm | | |
| 4. | Firm should be based in Karnataka or should have a branch office in Karnataka (copy of valid document issued by the competent authority) | | |
| 5. | Firm should be empanelled with Comptroller and Auditor General of India (C&AG) (Copy of valid Empanelled Letter issued by C&AG) | | |
| 6. | Firm preferably have experience in rendering Internal Audit/ Statutory Audit services in any Centrally Funded Technical Institute (CFTIs/IITs/NITs/Institute of National Importance) in last 5 (five) years from the last date of submission of bid. | | |

| | | | |
|-----|--|------------|------------|
| | Copy of 2 (two) contracts/ work orders along with work done certificate and performance certificates issued by the client should be submitted in support of work experience. Out of 2 contracts, minimum 1 (one) contract should be executed in any Centrally Funded Technical Institute (CFTIs/IITs/NITs/Institute of National Importance) | | |
| 7. | Copy of Permanent Account Number (PAN) | | |
| 8. | Copy GST Registration of Firm | | |
| 9. | Annual Turnover during last three financial years: (Firm's registered with MSE/NSIC are exempted from submitting turnover document.) | | |
| | FY 2021-22 | FY 2022-23 | FY 2023-24 |
| | _____ | _____ | _____ |
| 10. | Bid Forwarding Letter as per Annexure - II | | |
| 11. | Self-declaration towards Not Blacklisting as per Annexure - III | | |
| 12. | Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the Letterhead of the bidder) | | |
| 13. | Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any | | |

Declaration:

We..... (Name of Proprietor/ Partners) of
..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.:

BID FORWARDING LETTER
(on the Letterhead of the Bidder)

Date _____

To

Director
National Institute of Technology Karnataka, Surathkal
Mangalore- 575025,
Karnataka, India

Subject: Tender for 'Engagement of Internal Auditor for NITK, Surathkal vide Tender No.dated
.....

Dear Sir,

We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of Rs.18,000/- (Rupees Eighteen Thousand Only) both in the form of Demand Draft in favor of NITK, Surathkal is enclosed herewith.

We also keep the offer open for 90 (Ninety) days from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

SELF-DECLARATION
(on the Letterhead of the Bidder)

Date _____

Director
National Institute of Technology Karnataka, Surathkal
Mangalore- 575025,
Karnataka, India

Subject: Tender for 'Engagement of Internal Auditor for NITK, Surathkal vide Tender No.
..... dated

Dear Sir,

In response to tender under reference, we hereby declare that presently our 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 Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/debarred for any corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Public Sector Banks, Autonomous Bodies, Academic Institutions and Commercial Organizations in last three years from the last date of submission of bid.

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

Yours faithfully,

(Name & signature with stamp of the bidder)

FINANCIAL BID

Date _____

Director
National Institute of Technology Karnataka, Surathkal
Mangalore- 575025,
Karnataka, India

Subject: Tender for 'Engagement of Internal Auditor for NITK, Surathkal vide Tender No.
.....dated

Sir,

I/We quote the under mentioned fees for subjected tender.

| Sl. No. | Particulars | Annual Lump-sum Fee | |
|---------|--|---------------------|----------|
| | | In Figure (Rs.) | In Words |
| 1. | 'Annual Lump-sum Fee' for providing services as per 'Scope of Services' for the Institute. | | |

Note:

1. The quoted 'Annual Lump-sum Fee' should be inclusive of Professional Fee, DA, TA, Food and other Expenses.
2. GST shall be borne by the institute as per rule.
3. TDS under Income tax and TDS on GST will be deducted at applicable rates.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.:

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