



Aryabhatta Knowledge University, Patna

Tender Document For Appointment as Internal Auditor

Tender Ref No. 004/FIN/80/AKU/2015

Dated: 18.05.2018

Tender document Issue Date	:	18.05.2018
Last Date and Time for Receipt of tenders	:	13.06.2018 @ 04:00 PM
Date & Time of opening the tenders (Technical bid)	:	14.06.2018 @12:00 PM
Date & Time of opening Financial bid	:	14.06.2018 @ 01:00 PM
Cost of Tender Application Fee	:	Rs. 500/- (Five Hundred Only)

Address for Communication:

The Registrar
ARYABHATTA KNOWLEDGE UNIVERSITY
(Chanakya National Law University Campus)
Near Bus Stand, Mithapur,
Patna-800 001

E-mail: akuniv10@gmail.com **Website:** www.akubihar.ac.in

Phone No.: 0612-2351919

ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA

Chanakya National Law University Campus, Patna-800001

E-mail: akuniv10@gmail.com Website: www.akubihar.ac.in

Phone No. 0612-2351919

Tender No. :

004/FIN/80/AKU/2015 Dt-18.05.18

NOTICE

Applications are invited from reputed Audit Firms registered with CAG and rated Category-I by the Institute of Chartered Accountants of India for appointment as Internal Auditors in ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA for the year 2018-19 & 2019-20 extendable further for another one year based upon their performance.

During a Financial Year, Internal Audit is to be conducted at quarterly interval in the first week of succeeding month.

Interested Audit Firms may submit their applications in prescribed PROFORMA for Technical BID (Audit Experience/ Capability Criteria) given in Annexure V and Financial BID (Professional Fee) given in Annexure VI, after carefully going through the eligibility criteria given in Annexure I.

The bid document containing detailed terms and conditions etc. can be purchased from Registrar, Aryabhatta Knowledge University, CNLU Campus, Mithapur, Patna at a total cost of Rs. 500/- up to 13.06.2018 @ 04:00 PM or can be downloaded from the University website. The successful bidder will have to submit 5% of the annual contract amount as performance security. Also, from each bill 5% will be deducted towards Staff Welfare Fund.

You are requested to send the above quote in two sealed envelopes separately, superscripting "Technical bid" and "Financial bid" along with a Demand Draft of Rs. 500/- (non-refundable) towards cost of tender in favour of ARYABHATTA KNOWLEDGE UNIVERSITY, Payable at PATNA, addressed to Registrar, Aryabhatta Knowledge University, CNLU Campus, Mithapur, Patna – 800001 & should reach by 13.06.2018 @ 04:00 PM by speed post only.

The Technical Bid will be opened at Aryabhatta Knowledge University, CNLU Campus, Mithapur, Patna – 800001 on 14.06.2018 @ 12:00 PM in the presence of the bidders who wish to be present. Financial bid will be opened on same date only of those bidders who have technically qualified.

Audit Firms may carefully read the Scope of Work, Term of Reference and Important Instructions given in Annexures II, III & IV.

Any further clarifications can be sought from office of Aryabhatta Knowledge University, CNLU Campus, Mithapur, Patna – 800001 in writing or telephonically on telephone number 0612-2351919.

ELIGIBILITY CRITERIA

1. **The Firm should have a minimum 05 years of experience of Audit since the date of Registration of the firm.**
 2. **The Firm should be empanelled with C&AG office for the year 2017-18 onwards.**
 3. **The Firm should have minimum No. of 2 Qualified Chartered Accountants either as partners.**
 4. **The Firm should have minimum No. of 10 Staff (Article/Audit Clerks).**
 5. **The location and Head Office/ Registered Office of the Firm must be based in Patna.**
 6. **The Firm should have conducted Statutory/Internal Audit of minimum two University/Educational Institutions (Copy of reference letters of having awarded Good Quality Audit to be enclosed).**
 7. **The firm should have adequate experience of having Income Tax and Service Tax matters.**
 8. **The firm should not have been indicted or convicted by court of law or no adverse orders have been passed against the firm by Regularity authorities. An affidavit to this effect is required to be submitted.**
 9. **Bid without EMD/Application Fee will be summarily rejected.**
- Note: The bid will be finalised on the basis of experience, contracts executed earlier and other relevant factors as considered by the competent committee authority. On being qualified on the above criteria, financial bid will be opened.**

SCOPE OF WORK.

Internal Auditors should ensure that:-

- i) The statutory requirements are complied with.**
- ii) University rules and procedures have been followed.**
- iii) Payments made to staff are as due and timely.**
- iv) Review of accounting systems and internal control systems to ensure that no revenue leakage takes place.**
- v) Proper and adequate MIS exists for different levels of management.**
- vi) Physical examination and verification of tangible assets is carried out.**
- vii) Detection of systemic flaws and suggestions for adopting corrective measures.**
- viii) Compliance of the comments given by Statutory Auditor (C&AG) on the Internal Auditors' Report.**
- ix) Depute two article at least intermediate CA level for concurrent Audit and any other work assigned by University for 15 days during each month.**
- x) The internal Auditor will attend to any taxation matters & offer tax advice.**
- xi) The internal auditor is required to prepare half yearly Fund Utilization Certificate including Receipt & Payments Account and Half yearly audit report of their findings and to advise any matter where financial prudence is wanting in function of the University.
Income & Expenditure, Receipt & Payment Account and Final Accounts to be prepared by 30th of June each year.**

TERMS OF REFERENCE OF INTERNAL AUDITOR

S.No.	Details	Periodicity	Extent of Audit
1.	Finance & Accounts		
1.1	To Check all the Cash Books for Journal Vouchers and their recording in the original books of entries		
1.2	To check the correctness of payments released in all respects and sanctions thereto	Monthly	100%
1.3	To scrutinize the general ledger pertaining to the income, expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted	Monthly	100%
1.4	To scrutinize and check the Bank Reconciliation Statement of all the Bank Accounts	Monthly	100%
1.5	To check the deposits with the Banks and corresponding correctness of interest due and receipt	Monthly	100%
1.6	To check the budget provisions and actual against it and highlight the variations	Monthly	100%
1.7	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures	Monthly	100%
1.8	To check deduction of TDS, GST, Works Tax and remittance thereof to the concerned authorities	Monthly	100%
1.9	To Check the receipt/release of EMD's Security Deposits and related records	Monthly	100%
2	Administration		
2.1	To check in all respects the quotations, Tenders and their opening, listing, Comparative statement, etc. and issue of purchase orders, as per procedures laid	Quarterly	100%
2.2	To check the Fixed Assets Registers, with a view to ensuring the accuracy of postings and physical verifications.	Quarterly	100%

2.3	To check records of consumable materials receipt and issue thereof	Quarterly	100%
2.4	To check the Annual Maintenance Contracts entered into in respect of equipment including computer hardware	Quarterly	100%
3	Academic Affairs		
3.1	To check the collection of fees, credit thereof and reconciliation of the financial and departmental records in regard.	Quarterly	100%
3.2	To check the collection of hostel fees, bus fees, credit thereof and reconciliation of the financial and departmental records in this regard	Quarterly	100%
3.3	To check stock/Asset Registers or Resource Centre, acquisition of books/material collections, payment thereof	Quarterly	100%
3.4	To check the collection of security deposits and refund thereof in respect of library and hostel	Quarterly	100%
4	Admission		
4.1	To check the MoU /agreement with the outsource agency	Quarterly	100%
4.2	To check the Payment to the outsource agency as per MoU	Quarterly	100%
5	Establishment		
5.1	To check drawl of increments, fixation of Quarterly pay, leave records, leave travel concession, reimbursement of medical expenses, Transfer TA, Children education allowance, with reference to sanction and entitlement, Service Book.	Quarterly	100%
6.	Final Accounts		
6.1	To assist in preparation of final accounts and consolidation thereof & signing of A/cs.	Yearly	100%

6.2	To assist in the discussions with the Statutory Auditors and finalization of Audit Reports	Yearly	
6.3	To assist in the reply of Audit Paras if any raised as required by Govt. auditors.	Yearly	
6.4	Auditing of projects cell files & Accounts	Quarterly	
6.5	To Check the Budget	Yearly	
7.	Other Services		
7.1	Advisory role for Project Management of accounts at Centres including projects.	As and when required	
7.2	Filling of Quarterly e-TDS Return (salary & other than salary)	Quarterly	
7.3	Updates/Changes in Statutory Laws	From time to time	
7.5	Filling of Income Tax Return of University & their Assessment.	Yearly and as when required.	
7.6	Advisory role in tax related matter	As & when required	
7.7	Physical Presence of Senior Partner	At the time of approval of Final Accounts from FC, EC & the Court.	
7.8	To Generate Form 16/16A before 30 th June in respect of all staff and contractors etc.		

IMPORTANT INSTRUCTIONS

1. **Internal Auditors should invariably discuss the draft audit report with the Registrar/Finance Officer, so that the minor discrepancies are rectified locally in their presence.**
2. **They should not merely point out shortcomings/ weaknesses but should give concrete suggestions for the system improvements and ensure compliance of the observations at the project site itself.**
3. **The internal auditor is required to prepare the audit report in four parts as given as under:-**

Part-I Action taken on previous Reports.

Part-II Important items which, in the opinion of the Auditor, should be brought to the notice of the Management.

Part-III Matters which, though erroneous, are minor in nature and would be adequate if rectified.

Part-IV Suggestions for systems improvement.

4. **The Auditors are required to adopt solution oriented approach while conducting the audit. They should identify the factors affecting the profitability of the University and suggest solution to mitigate adverse impact on the profitability of the University.**

TECHNICAL BID
(Audit Experience /Capability Criteria)

Sl No.	Head Name	Details with Attached Documents	Remarks
1	Name of Firm & Registration No. of firm (with firm/ company profile)		
2	Head Quarter Address with Telephone No. (Must be based in Patna)		
3	Name of responsible person, contact no. and details who will coordinate for audit		
4	Whether your firm is empanelled with CAG for the year 2017-18		
5	Empanelment No.		
6	PAN No.		
7	GST No.		
8	STABILITY OF FIRM		
	(i) Age in Years (Min. 05 years of Experience) (ii) No. of Branches & Address		
9	MAN POWER		
	i) No. of Qualified Partners (Min. 02 Partners) ii) No. of Article /Audit Clerks (Min. 10 Staffs)		
10	List of Major audit carried out during the last 03 years. Details with phone no. of Contact persons.		
11	List of Major Taxation assignments handled during last 03 Years.		
12	Affidavit that the firm has not been indicted or convicted by the Court of Law or no adverse orders have been passed against the firm by Regularity authorities.		
13	The firm should be a CAG empanelled Audit Firm.		
14	Bank Draft of Rs 500/- as Application Fee or Cash Deposit at University Counter (Receipt Enclosed)		

Signature of Bidder
Name:

Full Address:

Place:

Date:

(Office Seal)

FINANCIAL BID
(Professional Fees)

The Firm may quote their professional fees in the following Format:

Sl No.	Head Name	Remarks
1	Name of Firm & Registration No. of firm (with firm/ company profile)	
2	Head Quarter Address with Telephone No. (Must be based in Patna)	
3	Professional Fees for Internal Audit (In Indian Rupees) – Yearly (Payment will be released on quarterly basis on submission of bills with all Taxes and Service Charges, if any)	

Signature of Bidder
Name:
Full Address:

Place:

Date:

(Office Seal)