

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)  
PB No. 5, NIT CAMPUS POST, CHATHAMANGALAM, CALICUT, KERALA

REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS  
FOR APPOINTMENT OF STATUTORY AUDITORS FOR NIELIT CALICUT  
FOR THE FINANCIAL YEAR 2017-18

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National Institute of Electronics and Information Technology (NIELIT), is an Autonomous Scientific Society under the administrative control of Ministry of Electronics and Information Technology (MeitY), Government of India, invites Request for Proposal (RFP) from Chartered Accountant Firms (CA Firms) for appointment of Statutory Auditors for its Centre situated at Calicut (Kozhikode), Kerala.

The eligibility criteria and other details have been mentioned in the RFP document which can be downloaded from website <http://nielit.gov.in/calicut/tender>. The last date for submission of bid is 03 July 2017 at 15.00 hours and shall be opened on 04 July 17 at 16.00 hours.

The NIELIT reserves the right to cancel the bid at any moment of time without assigning any reason.

The financial bid with respect to technically qualified bidder shall be opened on later date that will be intimated to the qualified bidder through email.



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1. **TERMS OF REFERENCE**

a) **Brief Introduction**

The National Institute of Electronics and Information Technology (NIELIT) is an Autonomous Scientific Society under the administrative control of Ministry of Electronics and Information Technology (MeitY), Government of India and partly funded in the form of Grant-in-Aid for specific projects. NIELIT is actively engaged in Skill Development and Development of Human Resources in the area IT, Electronics, Communications Technologies, Hardware, Cyber Law, Cyber Security, IPR, GIS, Cloud Computing, e-Governance and related verticals. NIELIT is also preferred agency for many State Governments for rolling out IT Literacy programmes for its employees and the masses. NIELIT has been registered under Societies Registration Act XXI of 1860 on 09<sup>th</sup> November, 1994. For more details about NIELIT, may visit our website [www.nielit.gov.in](http://www.nielit.gov.in).

NIELIT Headquarter (HQ) is located at Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110003 and its twenty (20) Centres situated across the country maintained separate books of Accounts viz at Agartala, Aizwal, Aurangabad, Ajmer, Chandigarh, Calicut, Chennai, Delhi, Gorakhpur, Gantok, Guwahati, Itanagar, Imphal, Srinagar/Jammu, Kolkata, Kohima, Patna, Ropar Ranchi and Shillong. Addresses of the Centres along with name of the concerning Executive Directors/Directors/Director-in-Charge are available on the NIELIT website [www.nielit.gov.in](http://www.nielit.gov.in).

NIELIT is also executing National Population Register (NPR) Project through its nine Centres situated at Aurangabad, Aizwal, Agartala, Chandigarh, Gorakhpur, Guwahati, Kolkata, Shillong & Srinagar/Jammu. Separate books of accounts are being maintained by the respective Centres for NPR Project. The NIELIT HQ consolidates all the audited balance sheet of twenty (20) Centres, HQ's Balance Sheet along with nine (9) NPR participating Centres.

The Accounts of the NIELIT are prepared as per the prescribed Uniform Common Format applicable to the Central Autonomous Bodies. The Accounts of all NIELIT Centres including NIELIT HQ are being audited by the Chartered Accountants (CA) firms selected out of the list of CA firms provided by Comptroller & Auditor General of India (C&AGI). The Audited Annual Accounts of NIELIT are available on NIELIT website [www.nielit.gov.in](http://www.nielit.gov.in).

This Request for Proposal is for Appointment of Statutory Auditors for **NIELIT, Calicut** for the financial year 2017-18.

The audit fee payable to Statutory Auditors of NIELIT Calicut for the financial year 2016-17 is Rs. 16698/-+ *applicable taxes (excluding out of pocket expenses)*.

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**b) Scope of Work**

**In respect of NIELIT, Calicut**

- I. To make review of the system of book keeping & accounting.
- II. To make such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Accounts.
- III. To verify accounts with reference to the books of accounts i.e ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
- IV. To make a review of the Income and Expenditure Account/Receipt & Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.
- V. Adequacy of Internal Audit System.
- VI. System of Physical Verification of Inventory & Fixed Assets.
- VII. Regularity in Payment of Statutory Dues.
- VIII. Checking of submission of Utilization Certificate.
- IX. Any other work needed for Accounts finalization.
- X. The Statutory Auditor is required to report on, Annual Accounts of NIELIT, Calicut

**C) Schedule for Completion of Work**

The firm will have to start and complete the Audit as per time schedule laid down by NIELIT.

**D) Time Period for Engagement**

CA Firm will be appointed for the financial year 2017-18. The selected CA firm may be re-appointed upto a maximum period of three years on annual basis depending upon their satisfactory performance of the firm in the previous year.

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### 1. PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The bids of only those CA firms will be considered, which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should be empanelled with the office of C&AG of India for the Financial Year 2017-18. The Chartered Accountant Firm is required to have Income Tax Permanent Account Number (PAN) and Service Tax Registration Number.
- II. The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Sub-Annexure-A-1**. The CA Firm should have been in operation for minimum 3 to 10 years.
- III. The firm should have undertaken and completed at least 3 to 5 assignments related to Audit of Annual Accounts of Central Autonomous bodies (CAB) / other organizations preferably in education field/ Public Sector Undertakings (PSUs), as Centre-wise details given below. Firms should submit details of experience required in format attached at **Sub Annexure – A-3**.
- IV. The CA firm should have at least 2 partners (qualified practicing Chartered Accountants) with relevant experience and engaged in full time Audit work and submit details in format attached at **Sub Annexure – A-4**.
- V. The CA Firm office should have own office at Calicut.
- VI. The CA Firm is eligible for submitting one bid only **for one NIELIT Calicut**; multiple offers will be rejected as a whole.

### 3. PAYMENT TERMS

- i) The professional fee quoted by the firm shall be valid for the financial year 2017-18. Payment shall be made on completion and submission of signed Audit Report.
- ii) Invoice should be raised in duplicate in favor of respective Executive Director/Director/Director-in charge of NIELIT Calicut.
- iii) Statutory Taxes will be paid at prescribed rate during the contract period as per applicable law.
- iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payment made by NIELIT.

### 4. OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- ii) Please ensure that date of establishment of registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iii) The Audit Program indicated is only tentative and actual program will be issued with approval of competent authority.
- iv) All submitted documents should be signed by at least one Managing Partner with his name and under the seal of the firm.

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REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS  
FOR APPOINTMENT OF STATUTORY AUDITORS FOR NIELIT CALICUT  
FOR THE FINANCIAL YEAR 2017-18

- v) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- vi) CA Firms are requested to visit NIEIT, Calicut for further clarification/ query/ exact scope of the work etc, before quoting their rates for statutory audit fee .
- vii) No proposal shall be entertained in joint venture/Consortium.

**5. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION**

- i) Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
- ii) Copy of Membership Card of the Partners issued by ICAI.
- iii) Copies of appointment orders for statutory Audit in autonomous bodies/PSU's.
- iv) Copy of PAN card of the CA Firm.
- v) Copy of Service Tax Registration of the Firm.
- vi) Copy of empanelment letter of C & AGI for the financial year 2017-2018.
- vii) Copies of Balance sheet and Profit & Loss Account of last three years (2013-14, 2014-15 and 2015-16).
- viii) Certificate of No Blacklisting as per *Sub-Annexure-A-1*.

6. Director General/Executive Director/Director/Director-in-charge, National Institute of Electronics and Information Technology (NIELIT) reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.

7. Selection of firm will be done only after detailed scrutiny of the credentials of the firm.

**8. SUBMISSION AND EVALUATION OF THE RFP**

Interested firms meeting all the pre-qualification criteria as mentioned in point-2 above may submit their offer in the prescribed Annexure /sub-Annexure of the RFP.

- i) **Annexure-I** duly filled pre-qualification-cum-technical Bid along with all supporting documents duly signed with Seal of the authorized partner and should be submitted in a sealed envelope superscribed as 'PRE-QUALIFICATION AND TECHNICAL BID FOR Request for Proposal (RFP) Reference No. NIELITCLT-04(13)/Audit/2017-18/Accts.
- ii) **Annexure-II** duly filled Financial Bid for NIELIT Centre should be submitted separately in a separate sealed cove superscribed as 'FINANCIAL BID FOR Request For Proposal (RFP) Reference No. NIELITCLT-04(13)/Audit/2017-18/Accts..

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)  
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FOR THE FINANCIAL YEAR 2017-18

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- iii) The above two envelopes containing **Annexure I and Annexure II** should be placed in one covering envelop and sealed superscribed as Request For Proposal (RFP) FOR APPOINTMENT OF STATUTORY AUDITORS FOR NIELIT Centre Calicut.
- iv) The Technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v) The RFP should reach at the following address latest by 15.00 hours of 03 July 2017

Executive Director  
National Institute of Electronics and Information Technology,  
PB No. 5, NIT Campus Post, Chathamangalam, Calicut  
PIN-673601 (Kerala)



NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATON TECHNOLOGY (NIELIT)  
PB No. 5, NIT CAMPUS POST, CHATHAMANGALAM, CALICUT, KERALA

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FOR THE FINANCIAL YEAR 2017-18

**Annexure-I**

PRE- QUALIFICATION-CUM-TECHNICAL BID  
(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

Sl.No.	Particulars		
1	Chartered Accountant Firm	Name & address of the firm	
		Name & Address of authorized partners	
		Telephone Number with STD code	
		Mobile No.(s) of Partners	
		e-mail ID	
	(Submit copy of supporting document regarding address of the firm)		
2.	Pre-qualification Criteria		
a)	The CA Firm is required to have Income Tax Permanent Account Number (PAN) and Service tax Registration.	PAN number of the CA Firm (Submit Copy) Service Tax Registration No. (Submit Copy)	
b)	The CA Firms has to be empanelled with C&AG of India.	Empanelment Number (Submit copy of Evidence)	
c)	The average gross professional fee received/earned by the firm in last three financial years (2013-14, 2014-15 and 2015-16).	Details to be provided as per SUB-ANNEXURE A-2	
d)	The CA Firm should have at least 3 to 5 years experience in Audit of Annual Accounts of Central Autonomous bodies / other organization particularly in education field / Public Sector Undertakings and Filing of Returns of Income Tax. Refer RFP Document	Details to be provided as per SUB-ANNEXURE A-3. (Submit copy of establishment of the Firm) (Attach copy of work orders as evidence)	
e)	The CA firm should have at least 2 to 3 qualified CA partners with relevant experience and engaged in full time Audit work as mentioned in the RFP document.	Partners :- FCA, ACA Details to be provided as per Sub Annexure-A4	
f)	Numbers of Article Clerk/ Staff and other staff on payroll of firm	No. of Articles and others performing audit /accounting work (in figures and words)	
g)	The firm or any partner of the firm should not be black listed.	Submit self declaration Certificate as per Sub-Annexure-A-1	

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time. NIELIT is at liberty to reject the proposal/work awarded to this CA Firm.

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

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FOR THE FINANCIAL YEAR 2017-18**ANNEXURE-II**FINANCIAL BID in respect of NIELIT Centre  
(To be filled by bidder)

Name &amp; address of the firm:-

S.No	Description of Service	Amount of Fee/Charges For Financial year 2017-18 Rs. Ps.
1	<b>NIELIT, Calicut</b>  Statutory Audit fee for NIELIT Calicut's main Annual Accounts and Statutory Audit Report thereon and its branches, extension centres, if any, excluding all applicable taxes, which are chargeable at prevailing rates as per law.	
2	Fee for utilization and other certificates for projects and activities undertaken by NIELIT Calicut and its branches, extension centres, if any, in the course of financial year, excluding all applicable taxes, which are chargeable at prevailing rates as per law	

(Amount in words \_\_\_\_\_ only)

Note: a) Service Tax shall be paid extra as per prevailing rates prescribed in the Act.

a) In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.

b) The above **fee is inclusive of out of pocket expenses** including local travel, stationary, consumables, communication expenses etc.**In case of discrepancy in the amount depicted above in figures and words, amount mentioned in words will be considered.**



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FOR THE FINANCIAL YEAR 2017-18

**SUB-ANNEXURE: A-1**

Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,

Executive Director  
National Institute of Electronics and Information Technology,  
PB No. 5, NIT Campus Post, Chathamangalam, Calicut  
PIN-673601 (Kerala)

In response to the Request For Proposal (RFP) for selecting Statutory Auditors for NIELIT, Headquarter for the financial year 2017-18, I/ We hereby declare that presently our Chartered Accountant (CA) 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 State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

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

Thanking you,

Yours faithfully,

Signature(s) \_\_\_\_\_

Name \_\_\_\_\_

Seal of the CA Firm \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

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**SUB-ANNEXURE: A-2**

Details of CA Firm's professional income  
(Gross professional Fees received/earned)

*(Rupees in lakhs)*

Particulars	Financial Year 2013-14	Financial Year 2014-15	Financial Year 2015-16
Gross Professional fees received/ Earned			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation:

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FOR THE FINANCIAL YEAR 2017-18**SUB-ANNEXURE: A-3**

Details of CA Firm's Experience of Similar Services as per details in RFP Document (two to five years)

S.N	Name of the assignment	Name of Assignment (start date/ End date)	Name of the organization	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
1					
2					
3					
4					
5					
6					
7					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:  
OFFICE SEALSignature:  
Name:  
Designation:

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)  
PB No. 5, NIT CAMPUS POST, CHATHAMANGALAM, CALICUT, KERALAREQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS  
FOR APPOINTMENT OF STATUTORY AUDITORS FOR NIELIT CALICUT  
FOR THE FINANCIAL YEAR 2017-18**SUB-ANNEXURE: A-4**

## Details of CA Firm's Partners

S.N	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:  
OFFICE SEAL

Signature:  
Name:  
Designation

