



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University  
Kakryal (Katra)–182320

**TENDER DOCUMENT FOR**  
**Appointment of Concurrent/Internal Auditors for two year at Shri Mata**  
**Vaishno Devi University, Kakryal, Katra (J&K)**

The **Shri Mata Vaishno Devi University (SMVDU)**, is established under an Act of the J&K State Legislature in 1999. The University is situated near Katra, J&K. SMVDU imparts education in Engineering, Sciences, Humanities & Social Sciences, Business & Management Studies & Architect & Planning under the Colleges of Faculty of Engineering, Faculty of Sciences, Faculty of Management & Faculty of Humanities and Social Sciences under twelve schools and approximately with staff of three hundred & Fifty in number. The approximate strength of students in SMVD University is 2650.

Online bids under two-bid system are invited on behalf of SMVDU, Kakryal for appointment of Concurrent/Internal Auditors for two year at Shri Mata Vaishno Devi University, Kakryal, Katra. The details of the tender and mode of submission of bids together with the eligibility criteria and scope of work has been detailed as under: -

**(a) The brief details of the tender are as under:-**

S.No.	Description	e-NIT Details
1.	University Name	Shri Mata Vaishno Devi University
2.	Name of Department	Finance Wing
3.	Tender No.	SMVDU/Finance/21/136 dated 17/06/2021
4.	Tender Subject	Tender for Appointment of Concurrent/Internal Auditors.
5.	Tender Type	e-Tendering
6.	Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand only)
7.	EMD / Bid security payable to	EMD of Rs. 10,000/- must be directly deposited in the University Bank No. 0477040520000029, IFSC JAKA0SMVDUN of J&K Bank Ltd. in favour of “ <b>SMVDU Retention Money A/c</b> ” (Proof of remittance to be uploaded)
8.	Tender fee (non– refundable)	Tender Fee of Rs. 500/- must be directly deposited in the University Bank No. 0477040100000023, IFSC JAKA0SMVDUN in favour of “ <b>Registrar, SMVDU</b> ”. (Proof of remittance to be uploaded).
9.	Availability of tender document	Tender document can be viewed and downloaded from SMVDU website <a href="http://www.smvdu.ac.in">www.smvdu.ac.in</a> and JKUT e-tendering portal <a href="http://jktenders.gov.in">http://jktenders.gov.in</a> .
10.	Submission of Tender Document	Tender document can be submitted on the e-tendering portal <a href="http://jktenders.gov.in">http://jktenders.gov.in</a>
11.	Contract period	Two years FY 2021-22 & 2022-23
12.	Validity of bids	120 days from the last date of submission/uploading
13.	Tender Inviting authority	Registrar SMVDU, Kakryal, Katra, Dist. Reasi – 182320, email id- <a href="mailto:finance@smvdu.ac.in">finance@smvdu.ac.in</a>

14.	Contact Details	01991-285689, Extn. 2111/2109 Mobile: 8899956231
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**(b) The critical dates of the tender are as under**

S. No.	Particulars	Date & Time
1.	Publish date and time	17.06.2021 1600 hrs
2.	Document Download Start Date & Time	17.06.2021 1700 hrs onwards
3.	Document Download End Date & Time	08.07.2021 1800 hrs
4.	Online Bid Submission Start Date & Time	17.06.2021 1800 hrs onwards
5.	Online Bid Submission End Date	08.07.2021 1800 hrs
6.	<u>Bid Opening Date &amp; Time</u>	
	(i) Technical bid	12.07.2021 1400 hrs
	(ii) Financial bid	To be intimated separately through e-tender portal / University website

**Sd/-  
Registrar**

## **Instructions to bidders regarding e-tendering process**

1. Bidders are advised to download bid submission manual from the “Downloads” option as well as from “Bidders Manual Kit” on website [www.jktenders.gov.in](http://www.jktenders.gov.in) to acquaint bid submission process.
2. To participate in bidding process, bidders have to get ‘Digital Signature Certificate (DSC)’ as per Information Technology Act-2000, as amended from time to time. Bidders can get digital certificate from any approved vendor.
3. The bidders have to submit their bids online through JK (UT) e-tendering portal <http://jktenders.gov.in> in electronic format with digital Signature. **No financial bid will be accepted in physical form.**
4. Bids will be opened online as per time schedule mentioned in the table of critical dates. If the mentioned date is declared as a holiday, the bids shall be opened on the next working day at the same time.
5. Bidders must ensure to upload scanned copy of all necessary documents mentioned in e-NIT.  
Note: - Scan all the documents on 100 dpi with black and white option.
6. Proof of EMD /Tender Fee along with the Technical Bid has to be uploaded online on the e-tendering portal <http://jktenders.gov.in>.
7. Bidders are advised to use “My Documents” area in their users on e-tendering portal to store important documents.
8. SMVDU will not be responsible for delay in online submission due to any reasons.
9. Conditional bidding shall not be entertained.
10. Bidders may contact office of the Registrar, SMVDU or the Finance Officer, SMVDU for any guidance or query.

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11. Any corrigendum or subsequent information shall be updated on the e-tender portal / University website only. Bidders should keep track of the same.
12. The Price shall be quoted by the bidder entirely in Indian Rupees and the rates quoted shall be deemed to be valid upto the completion of the contract.
13. The firms are advised not to make any changes in BOQ (Bill of Quantities) contents.

**Sd/-  
Registrar**

## Terms & Conditions

1. The Firm must be empanelled with C&AG and ICAI and should be a Partnership Firm. Self attested copies of requisite documents / certificates issued from appropriate authorities should be submitted online along with the tender to substantiate the claim.
2. The Firm must have a minimum 5 years of operational experience in similar environment like (Central/State Govt./UT autonomous bodies/Universities and should have completed concurrent audit assignments for last three years.
3. The Firm must submit the copies of appointment letters/audit completion certificates of last three years from the audited organizations.
4. The Firm must have necessary office setup and adequate personnel to ensure proper deployment and timely completion of the assignment.
5. The award process may be postponed / cancelled suo motto without assigning any reason or giving any notice to the Firm.
6. If, even after the award of contract, information / facts submitted by the Firm are found misleading / incorrect / false etc., SMVDU reserves the right to disapprove the contract.
7. The Contract shall remain valid for a period of 24 months from the date of the award of contract and the same may be extended further for a period of 12 months on same terms and conditions subject to the satisfactory performance.
8. The successful Firm who may be awarded the contract is subject to verification of original documents and execution of necessary agreement and should start the Audit work **within a period of 10 days** from the date of award of contract.
9. SMVDU reserves the right to terminate the Contract of a successful Firm without assigning any reason thereof.
10. The proof of remittance of Tender Fee/EMD to be uploaded online along with the Technical bid.
11. Tenders received without payment of cost of tender and EMD shall be summarily rejected.
12. The online tenders shall be opened by a committee constituted for this purpose as per date and time mentioned in the table above, in the presence of Firm/firms or their authorized representatives, who wish to be present, at the time of opening of the tenders.
13. In case of any incomplete document / information submitted by the Firm / contractor, his tender may be rejected without assigning any reason thereof.
14. The Firm shall not assign, sub-contract or sublet the whole or any part of the contract if so allotted to him.
15. Any legal dispute shall be subject to the jurisdiction of courts in Jammu District only & no other Court shall have the jurisdiction.

16. The appointment is initially for 24 months period, which can be extended to further period of 12 months on same terms & conditions on satisfactory performance.
  17. The selected Firm will have to execute the agreement within 7 days of the award of Contract & shall start the audit within 10 days from the date execution of agreement with the SMVD University.
  18. The selected firm shall be required to comply with the instructions if any issued by the University.
  19. The successful Firm shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work during the period of the contract.
  20. The selected Firm shall have to give an undertaking to follow all ethics of faith and the information provided by SMVDU, Katra shall be kept 'strictly confidential'. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
  21. In case of any dispute, the decision of Vice Chancellor, SMVDU shall be final and binding.
  22. **Submission of Internal Audit Report:** CA Firm shall have to submit Concurrent/Internal Audit Report on quarterly basis to University authorities.
  23. **Regulation of Audit fees.** The payment of Audit Fees as fixed will be made on a monthly basis with a 15 days credit period from invoice date and the amount will be fixed as per the final minimum bid selected in tendering process. The SMVDU will not pay any advance to the selected audit firm under any circumstances. All taxes, fees to be deducted or charged as per relevant laws in force and the audit fees will be inclusive of all such taxes.
  24. The Statutory auditors shall not be provided with any special transport facility. However, they can avail the bus facility provided to the University staff from Jammu to Campus & Vice versa, subject to availability of seat.
  25. The EMD in respect of unsuccessful firms shall be released within 15 days after issuance of allotment letter in favour of the successful firm in the specified Bank Accounts as mentioned by the Firms. The EMD of the successful firm shall be kept as security deposit which shall be released after successful completion of the assignment.
  26. A consistent history of litigation or arbitration awards against the applicant may result in disqualification.
  27. Technical and Financial bids complete in all respects, must be uploaded at the aforesaid portal, as per stipulated dates and times mentioned in the table.
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- 28.** Financial bids of only those firms shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
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- 29.** The tenders uploaded / received after due date, time and place mentioned above shall not be entertained under any circumstances.
- 30.** The selection of the Firm for the Assignment of Concurrent Audit in SMVD University shall be based upon the percentage weightage i.e., 60% on the Technical Parameters and 40% on financial parameters and firm securing highest marks shall be considered for award of contract subject to the production /verification of original documents.
- 31.** In case of Firms securing equal qualifying percentage, in that case the decision of the Committee as per evaluation on the basis of presentation in respect of methodology of job to be performed by the firm shall be final and binding upon the all the bidding Firms.

**Sd/-  
Registrar**

## **SCOPE OF WORK**

1. Internal Audit of University Accounts on continuous Basis
2. Review of Accounting Systems and Manuals
3. Advice on various accounting issues including those related to Indian GAAPs (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards) when made applicable.
4. Establish an effective internal audit and control system.
5. Certification and authentication of R&D Projects Utilization Certificates.
6. Assistance in Income Tax, GST and GFR compliances and other related issues.
7. Focus on regular Internal Audit of the Accounts to assess, review, recommend and comment in respect of effectiveness and efficiency of accounting, financing and procedural compliances.
8. Consultancy on compliances of ETDS/GST including filing of returns, getting Assessment done, consultancy and compliances thereof.
9. Consultancy related to Inventory Management of University Stores & Fixed Assets.
10. Consultancy related to handling of Imprest & Advances vis-à-vis financial compliances thereof.
11. Internal Audit related to SMVDU Gas Agency & SMVDU Medicine Fair Price Shop.
12. Audit of the records maintained in various Schools/Department/Section of SMVD University.
13. Any other related matter of importance.

### **Eligibility Criteria:**

<b>S. No.</b>	<b>Particulars</b>	<b>Minimum Criteria</b>
<b>1.</b>	Number of Full Time Partners associated with the firm with at least one being a Fellow CA having more than 5 years experience (As per Certificate of ICAI)	<b>3</b>
<b>2.</b>	Turnover of the firm (Average annual turnover in last three financial years)	<b>Rs. 10 Lakhs</b>
<b>3.</b>	Number of Years of Firm's Existence	<b>5 Years</b>
<b>4.</b>	Number of assignments of Concurrent Audit of Central/State Govt./UT autonomous bodies/Universities in the last 5 years	<b>3</b>

**Technical Bid Comprises of:-**

**(i)** A copy of constitution/ registration certificates of firm/organization issued by the C&AG and ICAI Containing inter-alia:-

(a) Date of formation of the firms.

(b) Details of partners / CA Employees as on date, date of joining the Firm, date of becoming FCA, and their other interest, if any.

**(ii)** A copy of the latest partnership deed of partnership firms.

**(iii)** A copy of the IT return of the firm for the last three years along with photocopy of PAN Card/GSTN No.

**(iv)** A copy of financial statement of the firm along with schedules for the preceding three financial years.

**(v)** Details of court cases / arbitration cases / or any other case pending against the Firm /organization, if any.

**(vi)** Details of concurrent audit experience of the firm/organization for the last 5 years may be Given.



**Financial Bid :**

- (i) Financial Bid shall comprises of the Professional Fee to be charged from the University per month (including all taxes, duties and levies)
- (ii) The minimum bid price for the job has been fixed at Rs. 10,000/- (Rupees Ten Thousand only) per month for a period of 24 Months which is inclusive of all taxes/expenses.

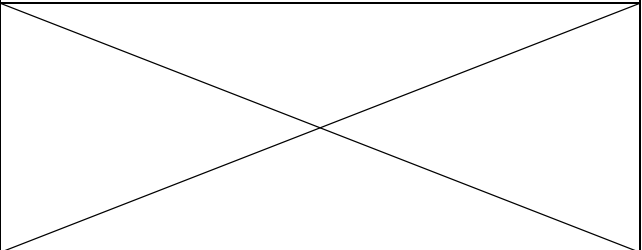
**FINANCIAL BID**

1. Name of the firm:

Address :

Phone No.

2. Rate shall include all taxes & charges for Audit Work.

<b>Item of Activity</b>	<b>Total Amount Per Month (in Rupees) including GST and all other taxes / expenses.</b>
1. Preparation of monthly report based on scope and providing analysis of observations with solutions to management & submission of quarterly Audit Report to SMVD University	

DATE:

PLACE:

Signature of the authorized person

Name :

:

Designation

### **Evaluation Criteria for selection of Audit Firm**

S. No	Evaluation Criteria	Max Marks
1.	Number of full time FCA Partners (5 Marks for each partner)	25
2.	Number of Professionally semi qualified Staff (CA Inter/CMA) 3 Marks for each Professional.	15
3.	Turnover for last three years (more than 5 Lakh per year) 5 marks for each year	15
4.	Number of Concurrent Audit Assignments of Central/State Govt./UT autonomous bodies/Universities during last 5 years (5 Marks for each assignment maximum 5 assignments	25
5.	Head Office of the Firm in Jammu	20

**Note:- Firm securing 70% marks shall qualify for Financial Bidding Process.**

## **AGREEMENT**

This Deed of Agreement is executed on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between Shri Mata Vaishno Devi University, Kakryal, Katra-182320 (J&K) herein after called the “SMVDU” the Party of the First part on one hand and M/s \_\_\_\_\_ herein after called the “Firm” the Party of the Second part. The expression Party of the First part, SMVDU and Party of the Second Part, Firm shall include their representatives, Administrators, assignees or heirs.

**TITLE OF THE CONTRACT:** FOR APPOINTMENT OF CONCURRENT/INTERNAL AUDITORS FOR SHRI MATA VAISHNO DEVI UNIVERSITY, KAKRYAL, KATRA-182320 (J&K).

WHEREAS, SMVDU is desirous of hiring the services of concurrent/internal auditors for SMVD University, Kakryal, Katra

AND WHEREAS vide letter no. \_\_\_\_\_ dated \_\_\_\_\_, the Award of Contract has been allotted in favour of \_\_\_\_\_, and the firm has agreed to do the work and provide the services subject to the terms and conditions of the Contract.

**NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE IN UNDER AS FOLLOWS:**

1. This agreement shall come into force w.e.f. \_\_\_\_\_ and shall remain in force for a period of two years but can also be terminated in accordance with the Terms & Conditions of the Contract. However, the SMVD University shall have the right to terminate the Contract forthwith and to forfeit the Earnest Money Deposit, if the services rendered by the Firm are found to be unsatisfactory.
2. In consideration of the payment to be made to the Firm as provided in the Letter of Award of Contract, the Firm shall provide the services of Internal Auditor in accordance with the accepted terms and conditions of the Letter of Award of Contract which shall be read and construed as forming part of this Agreement on the part of both the parties respectively.
3. That the Terms and Conditions as provided in the Notice Inviting Tender shall also be read and construed as forming part of this Agreement on the part of both the parties respectively.
4. That in the event of any doubt or dispute arising between the parties hereto in respect of or touching of these presents or for determination of their or any of their duties rights, claims, obligations or liabilities during the continuance of this Agreement or thereafter, the same shall be referred to the arbitration by sole Arbitrator to be appointed by the Hon'ble Vice Chancellor of the SMVDU.

5. The arbitration would be conducted and governed by and under the provisions of Arbitration & Conciliation Act, as amended from time to time.

**IN WITNESS WHERE OF the parties hereto have signed this Agreement in the presence of the witness on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.**

**SIGNED AND DELIVERED BY THE NAMED FOR AND ON BEHALF OF THE SHRI MATA VAISHNO DEVI UNIVERSITY.**

**IN THE PRESENCE OF THE WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**For Shri Mata Vaishno Devi University, Kakryal, Katra**

**SIGNED AND DELIVERED BY THE NAMED FOR AND ON BEHALF OF THE M/S \_\_\_\_\_.**

**IN THE PRESENCE OF THE WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**For M/s \_\_\_\_\_**