



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

TENDER DOCUMENT FOR
Appointment of Concurrent/Internal Auditors for two years (FY 2024-25 & 2025-26) 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	NIT Details
1.	University Name	Shri Mata Vaishno Devi University
2.	Name of Department	Finance Wing
3.	Tender No.	SMVDU/Finance/24/ 274 dated 13 /08/2024
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 “ SMVDU Retention Money A/c ” or EMD should be prepared in the shape of FDR/CDR from any Nationalized Bank and should be pledged in favour of Registrar, SMVD University (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 “ Registrar, SMVDU ”. (Proof of remittance to be uploaded).
9.	Availability of tender document	Tender document can be viewed and downloaded from SMVDU website www.smvdu.ac.in and JKUT e-tendering portal http://jktenders.gov.in .
10.	Submission of Tender Document	Tender document can be submitted on the e-tendering portal http://jktenders.gov.in

11.	Contract period	Two years FY 2024-25 & 2025-26
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- finance@smvdu.ac.in
14.	Contact Details	01991-285689, Extn. 2111/2109 Mobile: 8899956231

(b) The critical dates of the tender are as under

S. No.	Particulars	Date & Time
1.	Publish date and time	13.08.2024 1130 hrs
2.	Document Download Start Date & Time	13.08.2024 1130 hrs onwards
3.	Document Download End Date & Time	02.09.2024 1800 hrs
4.	Online Bid Submission Start Date & Time	13.08.2024 1200 hrs onwards
5.	Online Bid Submission End Date	02.09.2024 1800 hrs
6.	<u>Bid Opening Date & Time</u>	
	(i) Technical bid	03.09.2024 1200 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 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.

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, RBI and ICAI. 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/Govt. Institutions and should have completed concurrent audit assignments for last five years.
3. The Firms must ensure attaching relevant documents/certificates for experience pertaining to the period (2019-20 to 2023-24) only and avoid attaching documents prior to the period mentioned, as same can't be considered in any case, during the evaluation process. Besides, also avoid duplicity of documents.
4. The Firm must submit the copies of appointment letters/audit completion certificates of last five years (2019-20 to 2023-24) from the audited organizations.
5. The Firm must have necessary office setup and adequate personnel to ensure proper deployment and timely completion of the assignment.
6. The award process may be postponed / cancelled suo motto without assigning any reason or giving any notice to the Firm.
7. 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.
8. 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.
9. 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.
10. SMVDU reserves the right to terminate the Contract of a successful Firm without assigning any reason thereof.
11. The proof of remittance of Tender Fee/EMD to be uploaded online along with the Technical bid.
12. Tenders received without payment of cost of tender and EMD shall be summarily rejected.
13. 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.

14. In case of any incomplete document / information submitted by the Firm / contractor, his tender may be rejected without assigning any reason thereof.
15. The Firm shall not assign, sub-contract or sublet the whole or any part of the contract if so allotted to him.
16. Any legal dispute shall be subject to the jurisdiction of courts in Jammu District only & no other Court shall have the jurisdiction.
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 Vice Chancellor, SMVDU shall be sole Arbitrator and his decision shall be final and binding in terms of Arbitration Act of 1996.
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 will be deducted as per relevant laws in force, and the audit fees will be inclusive of all taxes.
24. The firm 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 Account as provided 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 eligibility criteria as per tender document.
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29. 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.
30. In case of Bidders securing equal qualifying percentage, the final evaluation shall be made by the Committee on the basis of presentation in respect of Audit Plan and methodology of job to be performed by the bidder which shall be final and binding upon all the participating Bidders.

**Sd/-
Registrar**

SCOPE OF WORK

Scope of Work for Internal Auditors of the University

1. Internal Audit of University Accounts on a Continuous Basis:

- Perform ongoing evaluations of the University's financial transactions, ensuring accuracy and Compliance with relevant standards.
- Identify discrepancies or irregularities in financial records and recommend corrective actions.

2. Review of Accounting Systems and Manuals:

- Assess the existing accounting systems and procedures to ensure they are efficient and effective.
- Provide recommendations for improvements and updates to accounting manuals and guidelines.

3. Advice on Various Accounting Issues Including those Related to Indian GAAP.

- Offer expert advice on complex accounting issues, ensuring compliance with Indian GAAP.

4. Establish an Effective Internal Audit and Control System:

- Design and implement a robust internal audit system to monitor and control financial activities.
- Develop procedures to ensure consistent application of internal controls.

5. Certification and Authentication of R&D Projects Utilization Certificates:

- Verify and certify the utilization of funds in R&D projects.
- Ensure that project expenditures are in line with approved budgets and guidelines.

6. Assistance in Income Tax, GST, FCRA, and GFR Compliances and Other Related Issues:

- Provide support and guidance in complying with income tax regulations, GST laws, FCRA requirements, and GFR rules.
- Address and resolve any compliance-related issues.

7. Focus on Regular Internal Audit of the Accounts to Assess, Review, Recommend, and Comment on the Effectiveness and Efficiency of Accounting, Financing, and Procedural Compliances:

- Conduct regular audits to evaluate the effectiveness and efficiency of accounting processes and financial procedures.
- Provide detailed reports with recommendations for improvements.

8. Consultancy on Compliances of ETDS/GST and Compliances thereof:

- Offer consultancy services for ETDS and GST compliance.
- Assist with tax assessments and ensure timely and true compliance.

9. Consultancy Related to Inventory Management of University Stores & Fixed Assets:

- Provide expert advice on managing the University's inventory, Engineering Stores and fixed assets.
- Develop systems for tracking and controlling inventory to prevent losses and ensure efficient use.

10. Consultancy Related to Handling of Imprest & Advances vis-à-vis Financial Compliances thereof:

- Offer guidance on managing imprest accounts and advances, ensuring compliance with financial regulations. Develop procedures for the proper handling and documentation of advances.

11. Internal Audit related to SMVDU Gas Agency & SMVDU Medicine Fair Price Shop:

- Conduct specific audits for the SMVDU Gas Agency and the SMVDU Medicine Fair Price Shop.
- Evaluate their financial records and operational procedures for accuracy and GST compliance.

12. Audit of the Records Maintained in Various Schools/Departments/Hostels/Sections of SMVD University:

- Perform audits of records across various schools, departments, hostels, and sections within the University.
- Ensure that all financial and operational records are maintained accurately and in compliance with University policies.

13. Any Other Related Matter of Importance:

- Address any additional issues or tasks that arise, ensuring they are handled with the same level of diligence and expertise.
- Provide comprehensive support for any other related financial or compliance matters as required.
- Provide with the updated information with the latest provisions of Income Tax, GST or other related Acts that would have bearing on the University functioning.

Eligibility Criteria:

S. No.	Particulars	Minimum Criteria
1.	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)	3
2.	Turnover of the firm (Average annual turnover in last three financial years)	Rs. 10 Lakhs
3.	Number of Years of Firm's Existence	5 Years
4.	Number of assignments of Concurrent Audit of Central/State Govt./UT autonomous bodies/Govt. Institutions/Universities in the last 5 years (2019-20 to 2023-24)	3

Technical Bid Comprises of:-

(i) A copy of constitution/ registration certificates of firm/organization issued by the C&AG, RBI 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 (2019-20 to 2023-24) may be Provided along with relevant documents in support of claim.

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. 20,000/- (Rupees Twenty 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.

Item of Activity	Total Amount Per Month (in Rupees)
1. Preparation & submission of Quarterly Audit reports to SMVD University based on scope and providing analysis on the observations with solutions to management.	To be submitted in BOQ in JK e-tender portal. (Not to be disclosed here)

DATE:

PLACE:

Signature of the authorized person

Name :

:

Designation

Evaluation Criteria for selection of Audit Firm

S. No	Evaluation Criteria	Max Marks (100)
1.	Number of full time FCA Partners (5 Marks for each partner)	25
2.	Number of Professionally semi qualified Staff (CA/CS Inter/CMA/ B.com/M.com) 3 Marks for each Professional.	15
3.	Turnover for last three years (more than 5 Lakh per year) 5 marks for each year. (FY 2021-22, 2022-23 & 2023-24)	15
4.	Number of Concurrent Audit Assignments of Central/State Govt./UT autonomous bodies/Govt. Institutions/Universities during last 5 years (2019-20 to 2023-24). In case of continuing assignment of more than one year, each completed financial year shall be considered as one Assignment. (3 Marks for each assignment)	15
5.	Prospective Audit Plan of SMVDU including all its units as per the scope of work. (evaluated by the University experts)	20
6.	Head Office of the Firm in Jammu Division	10

Note:- Firm securing 60% marks as per above stated evaluation criteria shall qualify for further Financial Evaluation 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 _____