

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
KASHMERE GATE : DELHI-110006.**

No.F.24/IGDTUW/Acctts./Audit-2013-14/CA/2013/

Dated:

**Subject: Notice inviting tender for outsourcing services of a capable Delhi/
NCR based Chartered Accountant Firm for writing/ maintaining
Ledgers, preparing final account/balance sheet etc. and auditing/
certifying Accounts of Delhi Technical University for Women,
Kashmere Gate, Delhi for the Financial Year 2013-14.**

Sir,

The Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi intends to invite sealed limited bids/tenders under Two Bid System i.e. (i) Technical Bid for deciding eligibility criteria and (ii) Financial Bid for ranking & selecting the successful bidder/firm who are technically qualified, for outsourcing services of a capable Delhi/NCR based Chartered Accountant Firm, empanelled with the Comptroller & Auditor General of India & having at least 3 years' of experience of auditing the accounts of Govt. autonomous organizations/ Universities/Educational Institutions, for writing/maintaining Ledgers, preparing final account & balance sheet and auditing/certifying Accounts of Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi for the Financial Year- 2013-14. The assignment may be further extended on year to year basis by the competent authority at its discretion, if the job executed by the firm is found satisfactory by the competent authority of IGDTUW.

Interested Chartered Accountant Firm are requested to send/submit their Expression of Interest with profile of the Firm along with number of partners, staff available, description of major audit handled during last three years to take up the above stated work of IGDTUW along-with the following duly filled in two prescribed tender documents with supporting documents to the Finance Officer, Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi by 2.00 P.M. of 26.08.2013 :-

1. Technical Bid Form - Annexure-I
2. Financial Bid Form - Annexure-II

Tenders received after cut of date & time shall not be considered. All the pages of the bids shall be signed by the authorized signatory/partner of the firm in ink with rubber stamp of the firm. The rate/amount should be quoted in the financial bid only. No cutting & overwriting is permitted in the financial bid and in such cases, the tender shall be summarily be rejected.

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From pre-page:

However, the cuttings, if any, in the technical bid application must be attested by the person authorized to sign the tender bid with stamp. Only those Bidders/Chartered

Accountant Firm who are declared technically qualified, shall be considered for opening of Financial Bid for ranking and selecting the successful bidder/firm.

The other terms & conditions and eligibility criteria are mentioned below:

OTHER TERMS & CONDITIONS

1. The Audit Report/Final Account/Balance sheet etc. must be submitted to the Indira Gandhi Delhi Technical University for Women within a period of two month after close of the Financial Year 2013-14.
2. The Professional Fee/Fee will be paid on receipt of bills and on completion of the allocated work.

ELIGIBILITY CRITERIA

1. The C.A. Firm Should be Delhi/NCR based.
2. The Firm Should have at least 3 years' of experience of auditing the accounts of Govt. autonomous organizations/ Universities/Educational Institutions.
3. The Firm should be empanelled with the Comptroller & Auditor General of India.
4. The Firm should have Permanent Account Number.
5. The Firm should have Service Tax Registration Number.

The terms of Reference are also enclosed herewith as Annexure-“A”:

The interested C.A. Firms, if required, may also have pre- bid discussions/meeting in the Office of the Finance Officer at the aforesaid address between 2.00 P.M. to 5.00 P.M. on any working day till 21.08.2013 in which detail scope of work, the coverage, and time span within which the work & audit is to be competed and report submitted will be explained/briefed to them

The bids have been invited under Two Bid System i.e. Technical Bid in respect of eligibility criteria and Financial Bid. You are, therefore, advised to submit the above two bids in two separate sealed envelops super-scribing “ Technical Bid for Engagement of Chartered Accountant Firm for IGDTUW” and “ Financial Bid for Engagement of Chartered Accountant Firm for IGDTUW” . Both sealed envelops should be kept in a third sealed envelop super-scribing “ Bid for Engagement of Chartered Accountant Firm for IGDTUW”. The technical bids shall be opened on 26.08.2013 at 4.00. PM in the conference hall, First Floor, Administrative Block, IGDTUW, Kashmere Gate Delhi in the presence of the representatives of the firm, who may like to be present, in the conference room of IGDTUW. Date & Time for opening Financial Bids shall be intimated separately.

Mere submission of application does not mean qualifying for the tender and the Indira Gandhi Delhi Technical University for Women, Delhi reserves right to reject such applications not received in prescribed tender forms with supporting documents.

Yours faithfully,

(B.S.Rawat)
Finance Officer,IGDTUW

Enclosures: As Above.

TECHNICAL BID

01	Name of Firm	
02	Complete Address with Office Te. No., Mobile No. and Fax No. of the Firm	
03	No. of Partners in the Firm **	
	Name of partners with Mobile No.(Please write FCA/ACA against name of partners	
04	Name of responsible person/partner with Mobile No. and details who will co-ordinate the work/audit.	
05	CAG Empanelment Number (Please attach documentary proof)	
06	RBI Empanelment Number (Please attach documentary proof)	
07	Name of the Non-Profit Govt. Institutions/Autonomous Organizations/Universities/Educational Institutions etc. where Internal/Statutory Audit conducted during last three years.(Please attach separate sheet, if required)	
08	Average Annual Turnover of last 03 years ended 31.03.2013.(with proof)	Year ended 31.03.2011 Year ended 31.03.2012 Year ended 31.03.2013
09.	Permanent Account Number(PAN)(Please attach proof)	
10	Whether Service Tax applicable	
11	Service Tax registration Number(with proof)	

** Complete profile of key person should be enclosed.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my /our knowledge.

Signatures of Authorized Signatory

Name of Authorized Signatory

Seal of the Firm

ANNEXURE- "II"

FINANCIAL BID

01	Name of Firm	
02	Complete Address with Office Te. No., Mobile No. and Fax No. of the Firm	
03	Rate Quoted for various	
	(i) Fee for writing/maintaining Ledgers, preparing final account & balance sheet Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi for the financial year 2013-14	
	(ii) Professional fee for consolidation/auditing/certifying of Accounts of Indira Gandhi Delhi Technical University for Women, Kashmere Gate, Delhi for the Financial Year-2013-14	
	(iii) Issue of Utilization Certificate	
	(iv) Rates per visit (Inclusive of all i.e. TA/DA) in out side Dept. i.e. for dealing with cases relating to Income Tax, formation of CPF Trust and exemption in TDS etc. etc., if required.	

Signatures of Authorized Signatory

Name of Authorized Signatory

Seal of the Firm

Date:

**TERMS OF REFERENCE FOR UNDERTAKING ACCOUNTSS/AUDIT WORK IN
INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN For FY 2013-14**

S. No	Details	Periodicity of work	Extent of audit of work
I.	Writing/maintaining Ledger/Books of Accounts.	For the Financial Year 2013-14	100%
II	Consolidation/Auditing/Certifying of Accounts and preparing final account/balance sheet. The details of the preliminary work is as under:	For the Financial Year 2013-14	
A.	Finance & Accounts		
1.	To Check the All Cash Books along with vouchers and their recording in the original books of accounts maintained in the Tally Package -Accounts software OR in ledgers/books	yearly	100 %
2.	To Check all the vouchers and their recording in the Books of Accounts maintained in the Tally Package - Accounts software or in ledgers/books	yearly	100 %
4.	To check the correctness of payments released in all respects and sanctions thereto	yearly	100 %
5.	To scrutinize the general ledger pertaining to the income, expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted in the Tally Accounts Software or in ledger/books	yearly	100 %
6.	To scrutinize and check the Bank Reconciliation Statement of all the Bank Accounts of the IGDTUW and other entities of the IGDTUW which are direct control of the IGDTUW	yearly	100 %
7.	To check pay roll, loans and advances sanctioned to the employees, verification of recoveries, and review of outstanding etc.	yearly	100 %
8.	To check and scrutinize of the advances, imprest and other kind of advance sanctioned to the employees for discharging official duties and its timely review as per rules and review of outstanding advance ,if any	yearly	100 %
9.	To periodically verify the physical cash balances as per the cash book	yearly	100 %
10.	To check the correctness of interest paid by the banks and other agencies on the bank balances, Investment and other securities.	yearly	100 %

S. No	Details	Periodicity of work	Extent of audit of work
11.	To check the all deposits in the Bank	Yearly	100 %
12.	To check the reconciliation of all receipts includes fee from students, institutes etc. and point out the discrepancy if any	yearly	100 %
13.	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedure	yearly	100 %
14.	To check deduction of TDS, Service Tax, Works contract Tax, and remittance thereof to the concerned authorities	yearly	100 %
15.	To check the receipt/release of E. M. Ds . Security Deposits, Fixed Deposits and Bank Guarantees from vendors/agencies	yearly	100 %
16.	To check the receipt/release of Student Security from students	yearly	100 %
B.	Administration		
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 down	yearly	100 %
2.	To check receipt, issue and stock entry of all consumable items including stationery, printed material etc. and its physical verification report	yearly	100 %
3.	To check the receipt, issue and stock entry of all Non-consumable items including furniture fixtures, computers, machinery etc. and its physical verification report.	yearly	100 %
4.	To check the Fixed Assets Registers, with a view to ensuring the accuracy of postings and physical verification	yearly	100 %
5.	To check the Annual Maintenance Contracts entered into in respect of equipment, computer etc.	yearly	100 %
6.	To check the vehicle maintenance	yearly	100 %
7.	records with a view to economic running of the vehicles	yearly	100 %

S. No	Details	Periodicity of work	Extent of audit of work
8.	To check in all respects the applications, agreements, security/surety bonds/ hypothecation of asset wherever required etc. submitted by employees and sanction of House Building, Vehicle etc., advances	yearly	100 %
9.	creation of posts with reference to the delegated powers, and the strength in position with reference to the sanctioned strength.	yearly	100 %
10.	To check the sanctions issued for drawl of allowances / perquisites, with reference to delegated powers.	yearly	100 %
11.	To check drawl of increments, fixation of pay, leave records, payment of overtime allowance, conveyance allowance, Leave Travel Concession, leased accommodation, Children Education Allowance, Group Insurance Scheme etc. with reference to sanction and entitlement, Service Books.	yearly	100 %
12.	To check the stock registers maintained in the different schools and departments	yearly	100 %
13.	To check the sanction issue register/stock registers maintained by different schools and branches of IGDTUW	yearly	100 %
C.	Work/Projects being executed through PWD- Audit of work projects being executed through PWD including adjustment of deposits made by IGDTUW to PWD(Electrical & Civil) against deposit work	yearly	100%
D.	Final Accounts		
	Preparing final account & balance sheet	yearly	
	Auditing of Projects sanctioned to faculties	Yearly/as & when required	
	Auditing of various grants sanctioned to The IGDTUW	yearly	
	Issue of Utilization Certificate against Projects and various grants sanctioned to IGDTUW	Yearly/as & when required.	

(Sd/-)
Finance Officer, IGDTUW