



J.C. Bose University of Science and Technology
YMCA, Sector -6, Mathura Road,
Faridabad (Haryana) - 121006

J C BOSE UNIVERSITY INVITES EXPRESSION OF INTEREST FOR
HIRING OF CHARTERED ACCOUNTANT FIRM FOR CONDUCTING
INTERNAL AUDIT OF ITS OFFICES/UNITS

J.C. Bose University of Science and Technology, YMCA, Faridabad invites Expression of Interest in sealed Quotations from experienced Chartered Accountants firms for Conducting Internal Audit of its offices/units.

Interested firms of practicing Chartered Accountants empaneled with Comptroller & Auditor General of India having committed professionals/resource persons may apply to **Assistant Registrar (S&P), J.C. Bose University of Science and Technology, YMCA, Faridabad, Haryana - 121006** in the prescribed proforma available on university website: <https://www.jcboseust.ac.in> from **8th August 2022**, along with the eligibility criteria and other terms and conditions. The sealed quotations must be received in this office in person or through registered post by **29th August 2022**, 4:00 PM

Sd
REGISTRAR

**EXPRESSION OF INTEREST (EOI)
FOR HIRING OF CHARTERED ACCOUNTANT FIRMS FOR CONDUCTING
INTERNAL / STATUTORY AUDIT FOR J.C. BOSE UNIVERSITY OF SCIENCE &
TECHNOLOGY, FARIDABAD**

INTRODUCTION

J.C. Bose University of Science and Technology, YMCA, Faridabad formerly known as YMCA University of Science & Technology, Faridabad was established in 2009 vide Haryana Govt. Gazette Notification No.29 of 2009 dated 16.9.2009 (Haryana Act No. 21 of 2009). Earlier, known as YMCA Institute of Engineering, Faridabad, founded in the year 1969 as a Joint Venture of Govt. of Haryana and National Council of YMCA of India with active assistance from overseas agencies of West Germany to produce highly practical oriented personnel in specialized field of engineering to meet specific technical manpower requirement of industries. The University has been well known for its track record of employment of the pass out students since its inception. The University has been allowed to conduct B.Tech. Course of 4-Years duration from the session 1997-98 and students are admitted through centralized counselling conducted by agency nominated by State Govt. from time to time in 1st Year and also has been allowed to admit students in 2nd year through Lateral Entry Entrance Test. Besides Under Graduate Degree Courses like B.Tech. B.Sc., BCA, BBA, BA, the University is also running a number of Post Graduate Degree programs like M. Tech, M.Sc., MBA, MCA, MA and Ph.D. It has excellent record of placement. The competence of the University has been recognized at various levels by the agencies like UGC (grant of 12B status), NAAC (Grade 'A' accreditation), NIRF (best ranking amongst State Engineering Universities in Haryana), etc.

The University is situated right on the National Highway No.2 known as Mathura Road, 32 Kms. from the Nation's Capital, New Delhi. It had been upgraded from erstwhile YMCA Institute of Engineering during session 2009-10. The University has its own Campus on a plot area of 20 acres. It is located in the growing and sprawling Faridabad-Ballabgarh Industrial Complex of Haryana. The University is well connected with Rail and Road Transport from Delhi/New Delhi.

VISION

J.C. Bose University of Science and Technology, YMCA, Faridabad aspires to be a nationally and internationally acclaimed leader in technical and higher education in all spheres which transforms the life of students through integration of teaching, research and character building.

MISSION

- To contribute to the development of science and technology by synthesizing teaching, research and creative activities.
- To provide an enviable research environment and state-of-the-art technological exposure to its scholars.
- To develop human potential to its fullest extent and make them emerge as world class leaders in their Professions and enthuse them towards their social responsibilities.

A) SCOPE OF WORK

(a)

- i) Data entry in Busy Software for the FY 2022-23 (approx. 15000 entries of receipts and payments) and onwards
- ii) All the GST related returns including TDS under GST and GST Taxpayer (e.g. monthly, quarterly and annual return as the case may be) and their timely filing in the GST Portal. Developing of accounting module for GST input refund which is in excess of output liability. Preparing and submitting reply to the notices received from the GST Department from time to time.
- iii) Timely preparing and filing of All TDS returns, i.e., Salary (approx. 260 employees) and non-salary, and their revision (on need basis) and reply to the notices received from Income Tax Authorities.
- iv) Checking of Trial Balance (TB) and Preparation, Compilation and certification of Balance Sheet. 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 picture of the financial position and results of operations of the entity.
- v) To make a review of the system of book keeping and accounting.
- vi) 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 Annual/Periodical Accounts.
- vii) To verify accounts with reference to the books of accounts i.e. ledgers, journals and other subsidiary and supporting records and to see that the accounts are in align with the books of accounts.
- viii) System of Physical Verification of Inventory & Fixed Assets and reconciliation thereof.
- ix) Checking Regularity in Payment of Statutory Dues and taxes fees etc.
- x) Preparing and checking of submission of Utilization Certificate (UCs)- periodical and annual.
- xi) Verify whether transactions are in accordance with significant accounting policies of the Institute, delegations of financial powers, GFR-2017 and Govt. rules as applicable from time to time.
- xii) Procedure of writing off the losses and method of making entries in Cash Book/Bank/store record and Ledgers.
- xiii) Preparing and Filing of Institute's Annual Income Tax returns- ITR-7 with all requisite documents. Preparing and submitting reply to the Notices received from the Income Tax department from time to time.
- xiv) Preparing and applying for Form 13 for all the work related to TDS Exemption Certificate i.e., for Banks.
- xv) Any other work assigned.

(b)

- i) To conduct Pre-audit of High value purchase orders, may be for more than Rs.20 lakhs
- ii) To conduct Pre-audit of Civil and Mechanical works, amounting to more than Rs.50 lakhs and electrical works for more than Rs.20 Lakhs.
- iii) To conduct Pre-audit of Tendering Process and to help in its finalization. Verification of goods received/return as per the agreement and disposal of complaints/ grievances thereof.
- iv) To finalize and to do pre-audit of bills of the contractors/suppliers.

B) SCHEDULE FOR COMPLETION OF AUDIT

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

C) TIME PERIOD FOR ENGAGEMENT

CA Firm will be initially appointed for one financial year. The selected CA firm may be re-appointed on the same terms and conditions with mutual consent and understanding up to a maximum period of three years on annual basis depending upon their satisfactory performance of the firm in the previous year.

D) PRE-QUALIFICATION CRITERIA OF THE CA FIRM (ANNEXURE 'D')

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

- i) The Chartered Accountant Firm should be empaneled with the office of CAG or RBI
- ii) The Chartered Accountant Firm is required to have Income Tax Permanent Account Number (PAN) and Goods & Service Tax Registration Number (GSTIN)
- iii) The Chartered Accountant firms should have minimum 07 years' experience in the field of audit compilation of accounts, Income tax matters, GST matters (SGST, CGST, IGST) etc., service tax matter, labor laws. Out of 07 years, Three years' experience in the accounts of Central Autonomous bodies (CAB) / other organization preferably in the education field/ Public Sector Undertakings (PSUs) or State/Central Government Organization. Additional weightage shall be given in case firm shall have more than 07 years' experience.
- iv) The firm should have not less than average turnover of Rs. 10 Lakhs for the last three financial year 2019-20, 2020-21 & 2021-22. Self-attested copies of income tax return /audited balance sheet of the firm are to be submitted in support of turnover. This information is to be furnished along with the technical bid. Additional weightage shall be given in case firm shall have more than average turnover of Rs.10.00 lakh p.a.
- v) The CA firm should have at least 2 to 5 partners or sufficient employees (qualified Chartered Accountants) with relevant experience and engaged in full time Audit work and submit details in format attached. In case firm shall have more than 5 Partners, additional weightage be given.
- vi) The CA Firm should preferably have own office or branch Office in Faridabad. In case, a firm is not having a branch office in Faridabad, they will have to deploy a local representative with requisite Qualification. The University shall not be responsible for his boarding and lodging.

F) PAYMENT TERMS

- i) The professional fee quoted by the firm shall be valid for the entire contract period. Payment will be made on Quarterly basis on the recommendation of the Controller of Finance, however final payment shall be made once Annual Balance Sheet/Audit Report/any other relevant documents are finally prepared by the CA.
- ii) Invoice should be raised in duplicate in favor of the Registrar, J.C. Bose University of Science and Technology
- iii) Statutory Taxes will be paid at prescribed rate during the contract period.
- iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments made by the University.

G) OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outrightly.
- ii) Please ensure that the date of establishment of the registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iii) The Audit Program will be issued with the approval of competent authority.
- iv) All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
- 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 the respective office of the University 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.
- viii) The firm or any partner of the firm should not have been black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. All the participating firms have to submit the "Non blacklisting certificate" as per Annexure- D.

Technical Proposal(Form-I) APPLICATION

Details to be filled by Chartered Accountants firm for the Internal Audit of **Regional Offices/Committees and Headquarters:**

Sl. No.	Particulars	Details	
1	Name of the firm		
2	Address of the Registered/Head Office		
3	Telephone No. and Email address		
4	ICAI Registration No. with Region Name and code no.		
5	CAG Empanelment No.		
6	Date of constitution of the firm		
7	PAN no. of the Firm		
8	Date since when the firm has a full time FCA		
9	Number of Full-time Partners as on 31-03-2021 (Details to be provided in “ Annexure-B ”		
10	Number of Full Time qualified Chartered Accountants Employees and articles as on 31-03-2021		
11	Number of Branches (Details To Be provided in		
12	Whether the firm is engaged in Internal Audit Training of Educational Institution, Council, Board, Universities and Private or Govt. Companies/PSU, Autonomous and Academic Institutions etc. (If yes, details may be given “ Annexure-C ”		
13	Average turnover in last 3 years		
14	Details of Experience		

(On the Letterhead of the Firm)

ANNEXURE- A

Undertaking

I / We the following partners of M/s _____, Chartered Accountants do hereby jointly and severally verify and declare –

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm, or partners has not been blacklisted/debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
4. That the constitution of the firm as on 31st March of the relevant year shown is the same as that in the constitution certificate issued by the ICAI.

Sl.No	Name of Partner	Membershi pReg. No.	PAN No.	Sign. of Partner
01				
02				
03				
04				
05				

Signature of Authorized Person _____

Name of Authorized Person _____

Place

Seal of the Firm _____

Date

(On the Letterhead of the Firm)

ANNEXURE- B

Details of Full Time Partners of the Firm

Sl. No	Name of Partner	Membership Reg. No.	Whether FCA/ACA	Date of Joining the Firm (full time)	Station & Region where Residing at Present
01					
02					
03					
04					
05					

Signature of Authorized Person _____

Name of Authorized Person _____

Place

Seal of the Firm _____

Date

(On the Letterhead of the Firm)

ANNEXURE- C

Details of Statutory/Internal Audit Work / Any Other Accounting Work of Academic Institutions under Central Govt./ Autonomous Educational Institutions, Council, Board, Universities etc. during the last five years.

Name of Client	Type of Internal Audits (Tick appropriate Box)	
	Statutory	Internal Audit
Central Autonomous Bodies (CABs) Educational Institutions		
Board Council Universities		
Academic Institutions		
Private /Govt. Companies/PSU		

Signature of Authorized Person _____

Name of Authorized Person _____

Place
Date

Seal of the Firm _____

Self – Declaration – Non Blacklisting (On the Letterhead of the Firm)

To
The Registrar
J.C. Bose University of Science and Technology
YMCA, Faridabad, Haryana - 121006

In response to the Request for Proposal (RFP) /EOI- Expression of Interest for selecting Internal/Statutory Auditors for J.C. Bose University of Science and Technology, I/ We hereby declare that presently our Chartered Accountant (CA) firm M/s _____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 M/s _____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 canceled.

Thanking you,

Yours faithfully,

Signatures _____

Name _____

Seal of the CA Firm _____

Date: -

The Firm has to submit undertakings in this regard.

**Financial Proposal
(Form-2)**

(On the Letterhead of the Firm)

(To be kept in a separate Envelope sealed properly while sending the proposal)

To
The Registrar
J.C. Bose University of Science and Technology
YMCA, Faridabad, Haryana - 121006

**Subject: Appointment of Chartered Accountants Firm/Professional firm for conducting
Internal Audit of JC Bose University of Science and Technology, Faridabad**

Table for Quoting Fee for the Assignment in terms of the Tender.

Particular	Price bid (all inclusive) shall be quoted in (Rs) for the entire scope of work covered under the Terms of the Tender on a Firm price basis (With no. escalation provision for whatever reason) valid till the complete execution of the assignment.	
	In figure	In words
Internal Audit: All –inclusive Lump sum fee (including TA/DA, Boarding & Lodging and other out of pocket expenses / contingencies etc.) payable on monthly/Annual basis.		

Please Note:

- (i) The above quoted Lump sum fee shall be inclusive of all expenses/charges except Goods Services Tax (GST).
- (ii) The firm shall raise its Invoice on Yearly/ monthly basis
- (iii) In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Signature.....
Full name.....
Designation/ Firm Name.....
Address.....
Phone.....
Mobile No.....E-Mail.....

Date:

Seal

Place:

(A) Details of Full Time Partners of the Firm

Sr. No	Name of Partner	Mem bersh ip No.	Whethe r FCA/ ACA	Date of joining the firm (full time)	Date of becoming FCA	Educat ional Qualific ations	Area of key expertise	Relevant Experience

[Documentary proof, as previously indicated, to be submitted]

(B) Details of Qualified & Semi-qualified Staff (including Articled Clerks etc.)

Sr No	Particulars	Staff Strength	Educational Qualifications	Area of key expertise
1.	Qualified			
2.	Semi-qualified			
3.	Others(specify)			

[Documentary proof, as previously indicated, to be submitted]

(C) Detail of Internal/ Statutory Audits in previous years:

Sr No	Financial Year	No. of Statutory/ Internal Audits done in F.Y.	Name of the Company / Institution	Type of Audit (Statutory / Internal)	Turnover r of company y ('in Crore)	Remarks (brief scopeof audit)
1	2021-22					
2	2020-21					
3	2019-20					
4	2018-19					
5	2017-18					
6	2016-17					
7	2015-16					

(D) Financial position of CA Firm is as under:

Financial Year	Turnover (' in lakh)	Profit/ Loss (' in lakh)
2021-22		
2020-21		
2019-20		
Total		
Average of above		

Also, provide a brief description of the background of your firm for empanelment. The brief description should include both functional and sectoral experiences of the applicants. It should not exceed more than 2- page.