

Request For Proposal (RFP) Reference No. NIELITA/AUDIT/01/2017-18

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATON TECHNOLOGY
(NIELIT)**

CEDTI COMPLEX

**Dr. Babasaheb Ambedkar Marathwada University Campus
Aurangabad, (Maharashtra) Pin 431 004.**

**REQUEST FOR PROPOSAL (RFP) FROM CHARTERED ACCOUNTANTS FIRMS
FOR**

**APPOINTMENT OF STATUTORY AUDITORS FOR "NATIONAL INSTITUTE OF
ELECTRONICS AND INFORMATON TECHNOLOGY (NIELIT)"**

CEDTI COMPLEX

**Dr. Babasaheb Ambedkar Marathwada University Campus
Aurangabad, (Maharashtra) Pin 431 004.
Phone 0240 2982021, 2982022**

FOR THE FINANCIAL YEAR 2017-18

The National Institute of Electronics and Information Technology (NIELIT), CEDTI Complex, Dr. Babasaheb Ambedkar Marathwada University Campus Aurangabad (Maharashtra) Pin 431 004, 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 Auditor for the financial year 2017-18.

The eligibility criteria and other details have been mentioned in the RFP document which can be downloaded from website www.nielit.gov.in/aurangabad. The last date for submission of bid is on 13.10.2017 at 15.00 hours and shall be opened on 16.10.17 at 16.00 hours.

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.

The NIELIT, Aurangabad(Maharashtra) reserves the right to cancel the bid at any moment of time without assigning any reason.

**REQUEST FOR PROPOSAL FROM CHARTERED ACCOUNTANT FIRMS
FOR
APPOINTMENT OF STATUTORY AUDITORS FOR "NATIONAL INSTITUTE OF
ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)",
CEDTI COMPLEX
Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY CAMPUS,
AURANGABAD, (MAHARASHTRA), PIN 431 004.
Phone 0240 2982021, 2982022

FOR THE FINANCIAL YEAR 2017-18**

1. TERMS OF REFERENCE

a) Brief Introduction

NIELIT Aurangabad Centre (erstwhile CEDTI) is one of the prominent Centres among 35 Centres of National Institute of Electronics and Information Technology (NIELIT), a capacity building arm of Ministry of Electronics and Information Technology, Government of India and was established in the year 1986. Located inside Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, the Campus spreads over more than 18 acres, with about 14 well equipped laboratories and Mechanical workshop; besides a rich Library, Gymnasium for students, Auditorium, Canteen, Basket ball ground, Volley ball ground, Kho Kho ground, etc.

The prime role of the Centre is to train manpower in Electronics Design & Technology, Information Technology, Electronics Product Design & Development, Manufacturing (Electronics & Mechanical) Technology, Applied research and Consultancy in the field of Information, Electronics and Communication Technology (IECT).

The Objectives with which the Centre is functioning are:

1. To bring an innovative, entrepreneurial spirit along with excellence in teaching, learning and research to develop leaders in IT and Electronics.
2. To generate and keep update Industry-ready quality professionals with knowledge-based skill set in IECT and allied fields through formal and informal education system.
3. To establish a Quality system of examination and certification that is globally recognized and provides a fair assessment of the competency of students.
4. To maintain close links with Industries, R&D and Academic Institutions to promote electronics, IT and industrial design culture.
5. To develop entrepreneurs, experts and designers, carry out R&D and provide Industrial Consultancy in IECT.
6. To offer e-Training in Electronics, Information Technology and Industrial Design methodology and production technique.

NIELIT Aurangabad Centre offers varied range of courses in Formal and non-Formal Sector in the areas of IECT. The most sought after Formal Sector Courses that the Centre offers includes AICTE approved B.Tech (Electronics

System Engineering), M.Tech (Electronics Design and Technology) Courses. The Centre is also a Research Centre of the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad for conducting **research leading to award of Ph.D. Degree** in Engineering and Technology. Besides, it also conducts a Diploma program in Electronics Production and Maintenance. The **Courses in non-Formal Sector** include O/A/B/C level in IT, O/A level in Hardware and Digital Literacy programmes. NIELIT's digital literacy course viz. CCC is also recognized by State government of Maharashtra for employment purpose.

The Centre is also conducting ITes-BPO (Banking) Scheme jointly with IIBF, Mumbai for Class XII passed youths especially from rural India for enhancing their employment opportunities since September 2009. In addition, the Centre is also conducting Course on 'Digital Marketing using e-Commerce' in association with Larsen & Tubro (L&T), and Snapdeal as knowledge partner to facilitate artisans to sell their products using online facilities. It is also implementing ESDM project, a sponsored project of Ministry of Electronics and Information Technology (MeitY) for developing human resource with adequate competence levels in Electronics Design & Production Technologies.

The Centre is also providing **consultancy** and other services to Industry like Bajaj Auto Ltd, Videocon, Sterlite, Siemens, Meltron, Maharashtra Police Wireless, etc. The Centre also entered into Memorandum of Understanding (MoU) with Indian Institute of Technology (IIT), Mumbai, Marathwada Institute of Technology (MIT), Aurangabad (MS), Indian institute of Banking and Finance (IIBF), Mumbai and Chamber of Marathwada industries and Agriculture (CMIA), Aurangabad (MS) and Shivaji Arts Commerce and Science College, Kannad (MS).

The Centre is also implementing number of **Projects** for the Empowerment of Weaker Section of Society especially for candidates belonging to SC/ST, Rural, Minorities, Women and other underprivileged strata of society through skill development in IT Skills, Electronics Equipment Repair & Maintenance and ITES-BPO (Customer Care & Banking) sector leading to their enhanced livelihood. It is also implementing a project sponsored by Director General (Resettlement), Ministry of Defence, Government of India for skill development of Army Jawan on CHM O-Level course.

The Centre is also organizing **National Level Seminars/Workshops** in Agri-Electronics, Electronics Product Design, Intellectual Property Rights(IPR), Neural Networks, e-learning, etc from time to time.

Having proven track record and a long-standing experience of more than 31 years, NIELIT Aurangabad Centre has trained around 12.50 lakh candidates in both formal as well as non-formal courses. Its students have got **Placement** in leading and reputed organizations like C.G Coral, Lucent India, Texas, L&T, HCL, Wipro Technologies, BITS, IIT, BEL, HAL, ISRO, DRDO, BARC, ECIL, Messung, Thermax, Honeywell, Cyrus logic, L&T EMSYS to name a few.

At NIELIT Aurangabad, we strongly believe that 'Quality' is not a destination, but a journey to improve. Thus, through a range of technical programs and courses that are aligned to the 'Skill India', 'Make-In-India' and the 'Digital India' initiatives of the Government of India, the Centre is endeavoring to lead by example in providing

academic excellence and quality technical education to support the vision of the Hon'ble PM, Hon'ble Union Minister (E&IT) and Hon'ble Union MoS (E&IT) of a ' क्

As the need for flexible, multidisciplinary, global education has increased, NIELIT Aurangabad Centre is also diversifying into the areas in the latest technological trends and is also expanding its reach to meet the industrial demands. The ideology of the Centre is based on the needs of modern engineering & technology education for modern age students supplemented with a vision & mission of a futuristic education system which is outcome oriented, transparent, accountable & accessible.

Being a key constituent unit of NIELIT, Ministry of Electronics and Information Technology (MeitY), Government of India, it also undertakes a wide range of Capacity Building programs aimed towards supporting the initiatives of the State Government in IT and related areas. It is, in fact, the preferred agency for rollout of Government initiatives on self-sustainable basis in areas ranging from skilling and empowerment of SC/ST and women; recruitment of technical manpower; R&D in IT and Electronics; Online services and many other technical related projects.

b) SCOPE OF WORK

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, Aurangabad, (M.S.) are available on NIELIT website www.nielit.gov.in/aurangabad.

The details of audit fee payable to Statutory Auditors of NIELIT Centres including Headquarter for the financial year 2016-17 is attached at **Annexure-I**.

- 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 ledger, 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/Receipts & Payments Accounts 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.

C) SCHEDULE FOR COMPLETION OF AUDIT

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 on same rates and terms & conditions depending upon their satisfactory performance of the firm in the previous year.

2. 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 Accountants Firm should be empanelled with the office of C&AG of India for the Financial Year 2017-18.
- ii) The Chartered Accountants Firm is required to have Income Tax Permanent Account Number (PAN) and GST Registration Number.
- iii) The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, Autonomous Scientific Society, 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**.
- iv) The CA firm should submit their turnover for the last three years in the format attached at **Sub-Annexure-A-2**. The minimum average turnover requirement is 20 Lakh.
- v) The CA Firm should have been in operation for minimum period of 5(Five) years. The firm should have undertaken and completed at least 5(Five) assignments related to Audit of Annual Accounts of Central Autonomous bodies (CAB) / other organization preferably in education field/ Public Sector Undertakings (PSUs). Firms should submit details of experience required in format attached at **Sub Annexure – A-3**.
- vi) The CA firm should have at least 3(Three) partners (qualified Chartered Accountants) with relevant experience and engaged in full time Audit work and submit details in format attached at **Sub Annexure – A-4**.

- vii) The CA Firm office should have own office at Aurangabad(M.S.) or in the Maharashtra state.
- viii) The CA Firm is eligible for submitting bid only **for NIELIT, Aurangabad(Maharashtra)**, multiple offers will be rejected as a whole.

3. PAYMENT TERMS

- i) The professional fees quoted by the firm shall be valid for the entire contract period. Payment shall be made on completion and submission of signed Audit Report.
- ii) Invoice should be raised in duplicate in favour of Executive Director, NIELIT Aurangabad(M.S.).
- 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 payment made by NIELIT, Aurangabad(M.S.).

4. OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- ii) The date of establishment of registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iii) The actual 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 NIELIT, Aurangabad office 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 GST 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. Executive Director, National Institute of Electronics and Information Technology (NIELIT), Aurangabad(M.S.) 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-II** 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. NIELITA/AUDIT/01/2017-18.
- ii) **Annexure-III** duly filled Financial Bid for NIELIT Centre should be submitted separately in a separate sealed cover superscribed as 'FINANCIAL BID FOR Request For Proposal (RFP) Reference No. NIELITA/AUDIT/01/2017-18.
- iii) The above two envelopes containing **Annexure II and Annexure III** should be placed in one covering envelop and sealed superscribed as Request For Proposal (RFP) FOR APPOINTMENT OF STATUTORY AUDITORS FOR NIELIT, Aurangabad(M.S.).
- 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 13.10.2017 at 15.00 hours:

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATON
TECHNOLOGY (NIELIT)
CEDTI Complex
Dr. Babasaheb Ambedkar Marathwada University Campus
Aurangabad
(Maharashtra) Pin 431 004.

- vi) 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.

Annexure-I

Details of Audit fee payable to Statutory Auditors of NIELIT Centres including HQ for the financial year 2016-17 is furnished below:

(Figures in Rupees)

S.N.	NIELIT Centres	Audit Fee	
		For Main Accounts of the Centre	For NPR Project
1	Aizawl	11,000	--
2	Aurangabad	25,300	16,500
3	Agartala	18,200	--
4	Ajmer	11,500	--
5	Calicut	16,698	--
6	Chandigarh	46,000	25,000
7	Chennai	11,500	--
8	Delhi Centre	20,000	--
9	Gorakhpur	15,000	12,500
10	Guwahati	12,650	10,000
11	Gangtok	11,500	10,000
12	Imphal	13,915	--
13	Itanagar	17,600	--
14	Kolkata	37,950	16,500
15	Kohima	13,915	--
16	Srinagar	13,800	10,000
17	Shillong	11,500	10,000
18	Ropar	15,000	--
19	Patna	16,500	--
20	Ranchi	15,000	--
21	NIELIT(HQ)	57,000	30,000

Note:- GST shall be paid extra as per prevailing rates.

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 GST Registration.	PAN number of the CA Firm (Submit Copy) GST 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) as mentioned in the RFP document.	Details to be provided as per SUB-ANNEXURE A-2
d)	The CA Firm should have at least 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 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 other 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
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Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, NIELIT is a liberty to reject the proposal/work awarded to the CA Firm.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

ANNEXURE-III

FINANCIAL BID in respect of NIELIT, Aurangabad(M.S.)
(To be filled by bidder)

Name & address of the firm:-

(Figures in Rupees)

S.No	Description of Service	2017-18
I	NIELIT, Aurangabad(M.S.) Statutory Audit fees for NIELIT, Aurangabad's main Annual Accounts and Statutory Audit Report thereon.	
II	NPR Accounts Statutory Audit fees for NIELIT, Aurangabad's NPR Annual Accounts and Statutory Audit Report thereon.	
	Total (I+II)	

(Amount in words _____ only)

Note: a) GST 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 fees is inclusive of out of pocket expenses including local travel.

Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,

The Executive Director
National Institute of Electronics and Information Technology (NIELIT),
CEDTI Complex
Dr. Babasaheb Ambedkar Marathwada University Campus
Aurangabad
(Maharashtra) Pin 431 004.

In response to the Request For Proposal (RFP) for selecting Statutory Auditors for NIELIT, Aurangabad(Maharashtra) 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,

Signatures _____

Name _____

Seal of the CA Firm _____

Place _____

Date _____

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:

SUB-ANNEXURE: A-3

Details of CA Firm's Experience of Similar Services as per details in RFP Document
(Atleast 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 SEAL

Signature:
Name:
Designation:

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