

EXPRESSION OF INTEREST (EOI)
FROM CHARTERED ACCOUNTANT FIRMS FOR
APPOINTMENT OF INTERNAL / STATUTORY AUDITORS FOR NIPER, MOHALI
FOR THE FINANCIAL YEAR 2021-22

1. TERMS OF REFERENCE

A) Brief Introduction

National Institute of Pharmaceutical Education and Research (NIPER) is the first national level Institute in Pharmaceutical Sciences with a proclaimed objective of becoming a centre of excellence for advanced studies and research in Pharmaceutical Sciences. The Government of India has declared NIPER as an 'Institute of National Importance' by an Act of Parliament. It is a Central autonomous body set up under the aegis of Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers (MoCF), Govt. of India. The Institute is conceived to provide leadership in Pharmaceutical Sciences and related area not only within country, but also to the countries in South East Asia, South Asia and Africa. NIPER is a member of Association of Indian universities and Association of Commonwealth Universities.

The main source of Income of the Institute is Grant-in-aid from DoP, MoCF, Govt. of India. Institute is governed by its Board of Governors and Comptroller and Audit General of India (CAG) is the statutory auditor. NIPER has been given recognition as Scientific & Industrial Research Organization (SIRO) by Ministry of Science & Technology vide letter no 11/334/96-TU-V dated 07-05-1999. Government of Punjab had donated 146 acres of land for the establishment of the institute and President of India is the visitor of the Institute.

In order to handle the various accounts tax related jobs, it has been decided to invite Technical/Administrative and Financial Bids from the reputed Chartered Accountant Firms in the prescribed proforma.

B) SCOPE OF WORK

- a)
- 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 Annual/Periodical Accounts.
 - iii) 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 agreement with the books of accounts.
 - iv) Checking of Trial Balance (TB) and Preparation, Compilation and certification of Balance Sheet.
 - v) 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.

- vi) Adequacy of Internal Audit System and to provide help in this regard.
- vii) System of Physical Verification of Inventory & Fixed Assets and reconciliation thereof.
- viii) Checking Regularity in Payment of Statutory Dues and taxes fees etc.
- ix) Preparing and Checking of submission of Utilization Certificate (UCs)- periodical and annual.
- x) 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.
- xi) Procedure of writing off the losses and method of making entries in Cash Book/Bank/store record and Ledgers.
- xii) All the GST related returns (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.
- xiii) Timely Preparing and Filing of All TDS returns and their revision (need based) and reply to the notices received from Income Tax Authorities.
- xiv) 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.
- xv) Preparing and applying for Form 13 for all the work related to TDS Exemption certificate i.e. for Banks.
- xvi) Any other work assigned.

b)
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- a) To conduct Pre-audit of High value purchase orders, may be for more than Rs.20 lakhs
- b) 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.
- c) To conduct Pre-audit of Tendering Process and to help in its finalization.
- d) Verification of goods received/return as per the agreement and disposal of complaints/ grievances thereof.
- e) To finalize and to do pre-audit of bills of the contractors/suppliers.

2 Normally payment is made on quarterly basis, on the basis of the recommendation of the F&A head. However final payment shall be made once accounts documents are finally prepared by the **CA**.

3 Since the current FY 2021-22 has already elapsed for more than 8 months, we may start the agreement **w.e.f. 01-01-2022**

- 4 In case firm is not having branch office in the Tri-city, they will have to deploy local representative with requisite Qualification. The NIPER shall not be responsible for his boarding and lodging.

C) SCHEDULE FOR COMPLETION OF AUDIT

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

D) TIME PERIOD FOR ENGAGEMENT-

CA Firm will be appointed for the financial year 2021-22. The selected CA firm may be re-appointed on the same terms and conditions with mutual consent and understanding upto a maximum period of three years on annual basis depending upon their satisfactory performance of the firm in the previous year.

2. 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 empanelled with the office of C&AG of India for the Financial Year 2021-22. Additional weightage shall be given in case if the firm is also registered with RBI.
- ii) The Chartered Accountant Firm is required to have Income Tax Permanent Account Number (PAN) and Goods & Service Tax Registration Number.
- 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 ,labour laws . Out of 07 years, Three years experience in the accounts of Central Autonomous bodies (CAB) / other organization preferably in 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 2018-19, 2019-20 & 2020-21. 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.
- vii) The CA Firm should preferably have own office or branch Office in the Tri-city i.e. Chandigarh,

Mohali and Panchkula.

viii) Evaluation/Selection Criteria – As per Annexure 'D'

3. 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 basis of the recommendation of the F&A Head, However final payment shall be (made once Annual Accounts/ documents are finally prepared by the CA)/ shall be made on completion and submission of signed Audit Report.
- ii) Invoice should be raised in duplicate in favor of Director, NIPER, S.A.S. Nagar.
- 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 NIPER, S.A.S. Nagar

4. OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- ii) Please ensure that date of establishment of 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 respective office of the NIPER,S.A.S. Nagar 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.

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. **The firm has to submit the “No blacklisting certificate” as per Annexure- A**

**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 E-mail 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		

Annexure-A

(On Firms Letter Head) 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 same as that in the constitution certificate issued by the ICAI.

Sl. No	Name of Partner	Membership Reg. No.	PAN No.	Sign. of Partner
01				
02				
03				
04				

05				
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Signature of Authorized Person _____

Name of Authorized Person _____

Place

Seal of the Firm _____

Date

(on Firms Letter Head)

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 letter head of the Firm)

ANNEXURE- C

Details of Statutory/Internal 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

Seal of the Firm _____

Date

**Financial Proposal
(Form-2)**

(On Firm's Letter Head)

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

To
The Director,
National Institute of Pharmaceutical Education and Research (NIPER)
Sector-67, S.A.S. Nagar (Mohali), Punjab – 160062
Landmark: Near PCA Stadium Phase-IX , Mohali

Subject: Appointment of Chartered Accountants Firm/Professional firm for conducting Internal Audit of NIPER, Mohali.

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..... FAX.....
Mobile No..... E-Mail.....

Date:.....

Seal

Place:.....

SUB-ANNEXURE: A-1

**Self – Declaration – No Blacklisting
(On the letter head of the Firm)**

To

The Director
National Institute of Pharmaceutical Education and Research,
Sector-67. S.A.S. Nagar

In response to the Request For Proposal (RFP) /EOI- Expression of Interest for selecting Internal/Statutory Auditors for NIPER, S.A.S. Nagar for the financial year 2021-22, 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 _____

Date:-

The Firm has to submit undertaking in this regard.