

**TENDER DOCUMENT FOR APPOINTMENT OF
INTERNAL AUDITOR AT
KNOWLEDGE CONSORTIUM OF GUJARAT,
AHMEDABAD**

Through offline Tender Process
(Tender Fees Rs.500)



KNOWLEDGE CONSORTIUM OF GUJARAT

“Pragna Puram”, Opposite Physical Research Laboratory,

Navarangpura, Ahmedabad-380006

Phone-079-26302067/26302077

Email:osd-kcg@gujgov.edu.in

February 2021

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Communication Address:

Tender Documents to be addressed to	Knowledge Consortium of Gujarat (KCG), “Pragna Puram”, Opp. PRL, Ahmedabad 380015
Issue of Tender	From 24.02.2021 to 15.03.2021 up to 17.00 hrs.
Bid due Date & Time:	15.03.2021 by 17.00 hrs.
Bid Submission Address:	Knowledge Consortium of Gujarat (KCG), “Pragna Puram”, Opp. PRL, Ahmedabad 380015
Technical Bid Opening (Date & Time):	16.03.2021 at 15.00 hours
Venue for technical bid opening	Conference Hall, Knowledge Consortium of Gujarat (KCG), “Pragna Puram”, Opp. PRL, Ahmedabad 380015



KNOWLEDGE CONSORTIUM OF GUJARAT

A Society Established by Department of Education,
Government of Gujarat



Subject: Terms of Reference and procedure for selection of a CHARTERED ACCOUNTANT Firm to act as internal auditor for Knowledge Consortium of Gujarat and SCOPE under the administrative control of education Department and other sister organisation.

1. Introduction :-

Knowledge Consortium of Gujarat, Ahmedabad (now herein after referred to as the 'KCG') is a Society working as an independent body under the control of Education Department, Government of Gujarat. KCG is established with an aim of introducing Quality Reforms in Higher Education. It is a consortium of Universities, Colleges and other Educational Institutions of Gujarat and it provides a platform for conception, experimentation, and implementation of programmes of Quality Enhancement in the higher educational institutions of Gujarat. It is registered under the Societies Registration Act and Public Charitable Trust Act.

SCOPE (Society for creation of opportunity through proficiency in English) The Government of Gujarat, Education Department has vide Approval No. ૫૫૨૧-૧૦૦૭-૫૪૨-૭૯ dated 27/02/2007 approved incorporation of “Society for Creation of Opportunity through Proficiency in English (SCOPE)” under the Societies Registration Act, 1860 and the Bombay Public Trust Act, 1950. Accordingly, the Memorandum of Association & By-laws were also approved. Government of Gujarat, Education Department has resolved to carry out various functions. Accordingly, SCOPE has been registered as Public Trust and Society as an Autonomous Body vide Registration No. F/1388/Gandhinagar and GUJ/1626/Gandhinagar dated 28/02/2007 by Assistant Charity Commissioner and Assistant Registrar of Societies, Gandhinagar.

KCG office intends to appoint Firm of Chartered Accountants for handling the Internal Audit assignments and other allied law assignments for one year from the date on which the work order is assigned for its Projects/initiatives as described in **Annexure-1** below.

General Terms and Conditions of Tender notice and assignments are mentioned as per **Annexure -2**

Details of scope of work, other terms & conditions are as per (**Annexure-3**)

Minimum eligibility criteria are mentioned in (**Annexure-4**)

Each firm complying with the minimum eligibility criteria should send technical bid for Internal Audit assignments (**Annexure-5**) In sealed cover and are required to quote fees in financial bid for the said assignments for one year from the date on which the work order is assigned. (**Annexure-6**)

Only the firms meeting with the minimum eligibility criteria should send their proposals. Further, each firm meeting with the said criteria and submitting the proposal has to attach required supporting evidences/documents as mentioned in (**Annexure-4**).

Firms of Chartered Accountants meeting with the eligibility criteria are requested to collect the hardcopy of tender document from KCG, Ahmedabad by paying DD/Cash of Rs. 500 +18% GST (non-refundable) in name of 'Knowledge Consortium of Gujarat' payable at Ahmedabad towards cost of tender and then can submit their proposals in physical form containing technical bid (**Annexure-5**) in one sealed cover super scribed as 'TECHNICAL BID FOR INTERNAL AUDIT ASSIGNMENTS' and second cover super scribed as 'Earnest Money Deposit (EMD)' with DD of Rs. 50,000/- (non-interest bearing) in favour of Knowledge Consortium of Gujarat and payable at Ahmedabad with all relevant documents in support of eligibility and experience criteria.

Similarly, third cover with the original Financial Bid of KCG (**Annexure-6**) shall be placed in a sealed envelope clearly marked 'FINANCIAL BID FOR INTERNAL AUDIT ASSIGNMENTS (KCG)' and fourth cover with the original

Financial Bid of SCOPE (**Annexure-7**) shall be placed in a sealed envelope clearly marked 'FINANCIAL BID FOR INTERNAL AUDIT ASSIGNMENTS (SCOPE)' with a warning **"Do Not Open with the Technical Bid."** The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed super scribing it to "The CEO, KCG, at 'Pragna Puram Campus', Near L D College of Engineering, Opp. P.R.L., Ahmedabad - 380 006 through courier/R.P.A.D./Speed Post on or before 15/03/2021 up to 17:00 hours.

This outer envelope shall bear the submission address, reference number and Project Name, and be clearly marked "Do Not Open, Except in Presence of the Official Appointed". KCG shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

Any proposal received by the Client after the deadline for submission shall be returned unopened.

Technical bids submitted by the firms meeting the minimum eligibility criteria will be evaluated and marks will be assigned as per marking system. Financial bids of only those firms successfully passing the technical evaluation will be considered for opening of financial bids. In case of non-acceptance of the assignment by the highest scored firm, selection of the Firm will be made on next higher combined score.

For Scope of work, other terms and conditions, format of technical bid & financial bid, reports/ outputs etc. please go through the below mentioned Annexures.

Place:-Ahmedabad

**C.E.O.
Knowledge Consortium of Gujarat**

Annexure – 1

Details of Projects/Schemes undertaken by KCG:-

KCG office invites Technical Bid and Commercial Bid for its below mentioned Projects/Schemes:

SN	Particular	Brief Description
1	KCG Initiatives	<p>KCG office envisions generating and providing ideas and paradigms for achieving excellence in education, educational management and policy framing for education in general and higher education in particular. Its head office is situated at Ahmedabad. KCG is disbursing grant(s) to various affiliated colleges; universities scattered all over Gujarat and organize different programmes for various initiatives as per the government norms and schemes.</p> <p>In persuasion of achievement of the above vision, KCG has started various initiative which are running at various stages such as:</p> <ol style="list-style-type: none">1. Mukhyamantri Yuva Swavalamban Yojana,2. Mukhyamantri Kanya Kelavni Nidhi3. Chief Minister Scholarship Scheme4. Interest subsidy scheme on education loan5. NAMO E-tablet Scheme6. Global Career and Admission Counseling Centre / Council of Industry Academia Collaboration7. Mobile Attendance System Data Samples and Intro Objectives8. AAA- Academic & Administrative Assurance9. NAMO WIFI Project10. AISHE-All India Survey on Higher Education11. RUSA- Rashtriya Uchchatar Shiksha Abhiyan12. Finishing School13. FDP - Training and Capability Program14. Research and Innovation15. E-Journals16. Extensions: Sandhan, Saptdhara and Udisha- Placement Project17. Student Startup and Innovation Policy18. SHODH - ScHeme Of Developing High quality research19. Choice Based Credit System20. Revamping of Libraries21. Digital Education Development Fund (DEDF)

		<p>22. TEERTH - Training for Excellence, Efficiency and Research Towards Higher education</p> <p>23. Other Initiatives of KCG</p> <p>Grant is the main source of Income for KCG. At present KCG has Funds of approx. Rs.800 Crore and more than 1000 institutions in the state of Gujarat are affiliated with KCG. At presents, KCG maintains its books of account in 'Tally' accounting software on double entry system basis. The final accounts are made on Accrual basis.</p>
2.	SCOPE	<p>SCOPE (Society for Creation of Opportunity through Proficiency in English) has been setup by the Government of Gujarat to train students, youth and people from every walk of life in English language and hence increasing their employability and self-confidence. SCOPE programme keeps into account the key concepts of governance like convenience, affordability, equity, inclusivity, and accessibility.</p>

Annexure -2

General Terms & Conditions of the Tender Notice/Assignment: -

1. All Annexures mentioned hereinafter form integral part of this tender notice. Firm will have to perform the functions as per the scope of work and other terms and conditions mentioned in **(Annexure 3)**.
2. Eligible Firm of Chartered Accountants have to send separate sealed covers as per the below instructions:
 - a) Technical Bid **(Annexure-5)** in one Sealed Cover marked as "TECHNICAL BID FOR HANDLING THE INTERNAL AUDIT ASSIGNMENTS" The same shall contain details as mentioned in **(Annexure 4)**
 - b) Financial Bid for KCG as per **(Annexure 6)** in another sealed cover marked as "FINANCIAL BID FOR HANDLING THE INTERNAL AUDIT ASSIGNMENTS FOR KCG"
 - c) Financial Bid for SCOPE as per **(Annexure 7)** in another sealed cover marked as "FINANCIAL BID FOR HANDLING THE INTERNAL AUDIT ASSIGNMENTS FOR SCOPE".
3. Bid covers must be reached at the office of Knowledge Consortium of Gujarat, Pragna Puram Campus, Near L D College of Engineering, Opp. P.R.L. Ahmedabad on or before 15/03/2021 up to 17:00 hours.

Technical bids submitted by the firms meeting with the minimum eligibility criteria will be evaluated and marks will be assigned as per marking system decided by KCG.

Financial bids of only those firms successfully qualifying in the technical evaluation process will be considered for opening of financial bids. Firm will be assigned marks as per marking system on evaluation of financial bids. Combined Score will be computed for awarding of contract.

4. Appointment orders will be issued to the L1 firms of Chartered Accountants on the basis of highest Scores secured in Technical and Financial Bid.
5. The Appointment period for the firm is for 1 (One) year from the date on which the work order is assigned. However, if the services are found to be satisfactory it may be renewed or extended as per the mutual agreed basis by an increment of 10% in the annual fees.
6. The Whole Process of the Tendering can be Cancelled / Modified / Redefined / Altered by the Management of KCG without giving any prior notice or Information.

7. EMD of bidders not shortlisted will be refunded within 30 days from the date of declaration of Short-listed Bidder. If the Bidder is short-listed then the EMD will be taken as Security Deposit
8. Any type of influence or any other mal practices may disqualify the bidder C.A. / C.A. firm and the bid will be outright rejected
9. For carrying out the said assignments, fees are payable for respective KCG's Projects / Schemes assigned to the firm of Chartered Accountant for the whole term of one year from the date on which the work order is assigned and will be paid on monthly basis on submission of bill and fulfilment of relevant terms & conditions mentioned in the appointment order. Applicable Tax will be paid extra as per applicable rate from time to time.
10. Internal Audit Team shall invariably be headed by Chartered Accountant having specialized knowledge and experience of the Internal Audit of GOG/GOI undertakings as well as Internal Audit of large-scale Companies. Further, Team must consist of sufficient qualified assistants to complete the assignment within stipulated time frame.
11. Subject to Ahmedabad Jurisdiction only.
12. The firm can apply for both the offices viz. KCG & SCOPE, but if the firm is eligible for both i.e., KCG & SCOPE then the firm can only be eligible for any one office i.e., KCG or SCOPE as per priority given in 'TECHNICAL BID' by the firm and impliedly the firm will be disqualified for another one.
13. The financial bid of the office viz. KCG or SCOPE which will have the maximum priority (as mentioned in the Technical Bid) will be opened first & in case of equal numbers, the Financial Bid of KCG will be opened first.

Annexure -3

Scope of Work and other Terms & conditions: -

All the assignment has been detailed below:

1. Internal Audit including Pre-Audit Assignment of KCG and its Project/Schemes.
2. E-TDS assignment on Quarterly basis for the complete year.
3. Income Tax Return Filing at the year-end of KCG from the date on which the work order is assigned.
4. GST Return Filing on every half year for the appointed year.

3.1 Scope of Work:

3.1.1 Scope of Work (KCG):

1. The checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
2. The checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
3. The checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and KCG rules.
4. Pre-Audit all the payment transactions of value exceeding Rs. 50,000/- on daily basis to ensure that they are made as per the generally accepted accounting principles and KCG rules and report if any discrepancy/procedural lapse is noticed.
5. The checking and verification of fees / incomes / receipts on test check basis and the review of the reconciliation of fees / income /receipts to ensure that no revenue leakage exists.
6. Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation.
7. The scrutiny of all assets and liabilities accounts to ensure their correctness.
8. The review of fixed assets register / records and their reconciliation with accounting records.
9. To ensure that the required monthly / quarterly reports on various matters are submitted to KCG Office properly and in due time.
10. To ensure that the salary to staff is being paid as per their terms and condition.
11. Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records, registers and reporting of the variations, if any.

12. Ensure that outstanding staff loans and advances are recovered as per the stipulated terms / KCG rules.
13. Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
14. Checking and verification of procurements of capital items to ensure that prescribed procedure mentioned in NIFT purchase policies have been followed.
15. Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.
16. Ensure that KCG policies, rules, regulation and procedures are adhered to is all accounting matters and transactions.
17. Review of accounting and internal control systems for all type of financial transactions and suggestions for improvements where weakness/lacunae in accounting and internal control systems are observed.
18. Detection of flaws in the system and suggestions for adopting the corrective measures.
19. Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks of KCG Campus for non-compliance / non-settlement.
20. To advice on income tax/GST/any direct or indirect taxes applicable/custom laws etc. applicable to KCG Campus time to time. To help in preparation and submission of necessary compliance with applicable laws.
21. Preparation of income tax return and submission of same to income tax authorities.
22. Preparation and filling of e-TDS quarterly returns within applicable due date & submission of the filled TDS documents like Form 27A, 26Q, 24Q, 16A and Acknowledgement receipt of TDS filling, etc., within one week to KCG office.
23. Preparation and filling of GST returns within applicable due date to carry out internal audit of KCG on quarterly basis and submit the final internal audit report to C.E.O., KCG with a copy to Coordinator, KCG in case of head office internal audit within a period of 60 days after the end of relevant quarter.
24. To ensure that the team deputed to carry out the internal audit should consist of at least one CA and two articles / audit clerks.
25. To discuss the draft internal audit report of KCG with the Coordinator, KCG and incorporate their comments before issuing final internal audit report. For internal audit report of the Office, the inputs of Director (A/C and Admin.) will be obtained before issue of final internal audit report.
26. Advice KCG authority/consultant on risk assessment and risk mitigation mechanism
27. The internal audit report is to be prepared quarterly in four parts as given below: -
Part I: Management Summary and Suggestion.

Part II: Detailed internal Audit Report (for Current Quarter)

Part III: Action Taken Report (Current/Previous)

Part VI: Non-Compliance with Previous Reports

28. For all matters, KCG internal auditor will co-ordinate with KCG officials.
29. Collection of Digital Signature Certificate (DSC) from the KCG authority/consultant whenever required and submission of the same after completion of the work.
30. The appointed firm should retain Digital Signature Certificate (DSC) for e-filling work provided by KCG.

3.1.2 Scope of Work (SCOPE):

1. The Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
2. The Checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
3. Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the SCOPE rules.
4. Pre-Audit all the payment transactions of value exceeding Rs. 10,000/-. Auditor has to visit on a daily basis from 1st to 10th date of the month and after 10th date of the month twice in a week till the end of the month or whenever SCOPE office requires to ensure that they are made as per the generally accepted accounting principles and the SCOPE rules and report if any discrepancy/procedural lapse is noticed.
5. Checking and verification of fees / incomes / receipts / vouchers / expenses on test check basis and the review of the reconciliation of fees / income / receipts / vouchers / expenses to ensure that no revenue leakage exists.
6. Checking and verification of Government Grants (Central / State) received and utilized and their reconciliation.
7. Scrutiny of all assets and liabilities accounts to ensure their correctness.
8. Review of fixed assets register / records and their reconciliation with accounting records.
9. Carrying out the physical verification of fixed assets and inventories once in a financial year and their comparison with the accounting records, registers and reporting of the variations, if any.
10. Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
11. Checking and verification of procurements of capital items to ensure that prescribed procedure mentioned in NIFT purchase policies have been followed.

12. Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.
13. Ensure that the SCOPE policies, rules, regulation and procedures are adhered to is all accounting matters and transactions.
14. Review of accounting and internal control systems for all type of financial transactions and suggestions for improvements where weakness / lacunae in accounting and internal control systems are observed.
15. Detection of flaws in the system and suggestions for adopting the corrective measures.
16. Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks of SCOPE office for non-compliance / non-settlement.
17. Preparation and filling of e-TDS quarterly returns within applicable due date & Submission of the filled TDS documents like Form 27A, 26Q, 24Q, 16A and Acknowledgement receipt of TDS filling, etc., within one week to SCOPE office.
18. To advice on income tax, goods & service tax, sales tax, excise duty and custom laws etc. applicable to SCOPE office time to time.
19. To carry out internal audit of SCOPE on quarterly basis and submit the final internal audit report to C.E.O., SCOPE with a copy to Coordinator, SCOPE within a period of 60 days after the end of relevant quarter.
20. To discuss the draft internal audit report of SCOPE with the Official of SCOPE and incorporate their comments before issuing final internal audit report.
21. Advice SCOPE on risk assessment and risk mitigation mechanism.
22. To ensure that the required monthly / quarterly reports on various matters are submitted to SCOPE Office properly and in due time.
23. To ensure that the salary to staff is being paid as per their terms and condition.
24. The finalization, auditing and certification, with signature and seal of the CA firm, of the financial statements for SCOPE Office statement.
25. Preparation and filling of GST returns (Monthly, Quarterly, Yearly) within applicable due date.
26. The internal audit report is to be prepared in four parts as given below:-
 - Part I: Management Summary and Suggestion.
 - Part II: Detailed internal Audit Report (for Current Quarter)
 - Part III: Action Taken Report (Current/Previous)
 - Part VI: Non-Compliance with Previous Reports
27. For all matters, the SCOPE internal auditor will co-ordinate with Account officer/ Co-ordinator/ SCOPE Authority of SCOPE.
28. Collection of Digital Signature Certificate (DSC) from the SCOPE Office whenever required and submission of the same after completion of the work.

29. The appointed firm should have Digital Signature Certificate (DSC) for e-filing work.

3.2. Time Schedule for completing the Assignment:

Auditor is required to complete the quarterly Internal Audit assignment within a period of 60 days after the end of relevant quarter. Audit of KCG office and all Colleges/Universities shall be carried out at KCG office and all Colleges/Universities respectively.

3.3. Outputs that will be required from the Auditor:

3.3.1 Outputs that will be required from the Auditor (KCG):

On Completion of audit, Chartered Accountant firm so appointed should submit the following:

1. Internal Audit Report
2. Bank Reconciliation Statement account and bank wise.
3. Physical verification report of Investments and Bank Deposits.

3.3.2 Outputs that will be required from the Auditor (SCOPE):

On Completion of audit, Chartered Accountant firm so appointed should submit the following:

1. Internal Audit Report
2. Bank Reconciliation Statement account and bank wise.
3. Physical verification report of Investments and Bank Deposits

3.4 Other Terms & Conditions:

1. Appointment of Firm:

The Appointment will be for one year from the date on which the work order is assigned. However, if the services are found to be satisfactory it may be renewed or extended as per the mutual agreed basis by an increment of 10% in the annual fees.

2. Payment of the Fees:

For carrying out the said assignments, fees is payable for respective KCG's Project/ Scheme / initiative assigned to the firm of Chartered Accountant(s) for the whole term of assignment i.e. for one year from the date on which the work order is assigned and / or for the renewed period as the case may be. The firm has to provide separate bills for each of its project/Scheme/ initiatives as mentioned in Annexure -1. Payment of professional fee shall be made on quarterly basis.

Applicable taxes will be paid extra as per applicable rate from time to time.

3. Reporting at KCG:

(A) For KCG Office

The Selected bidder has to appoint 01 Chartered Accountant and 01 Accounts Assistant who shall remain present full time at KCG during office hours i.e., from 10.15 A.M. to 06.15 P.M.

(B) For SCOPE Office

The Selected bidder has to appoint 01 Chartered Accountant who shall remain present as and when required within 3 hours of the order of SCOPE Office.

4. Obligation on the Firm:

The CA / CA firm cannot Assign/ outsource/sublet the work entrusted or sub-contract in any manner whatsoever, or any portion to other C.A. /C.A. Firm.

5. Confidentiality: -

1. The Appointed Firm's, their sub-consultants, partners or either of them, shall not, of this contract, disclose any proprietary or confidential information relating to any of the project(s) / Scheme(s) / Initiative(s) services, of the contract, or the KCG's operations without prior written consent of the management.
2. All reports and other documents submitted by the firm shall, not later than upon termination or expiration of this contract, deliver all such documents and reports to KCG together with a detailed inventory thereof. The Firm may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of KCG.
3. The Appointed Firm has to undertake that all the knowledge and information not within the public domain, which may be acquired during the execution of the assignment(s), shall be, for all time and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

5. Penalty: -

In case the work is not completed by the specified date or any extension thereof, Penalty of 10% of the order value will be deducted. The same will be increased by 2% for each calendar week of delay and the same shall be recovered from the bills. However, the total penalty shall not exceed 20% of the total value. The penalty will be calculated on week basis. In case the penalty exceeds 20%, the order/contract will be liable to be cancelled along with forfeiture of bank guarantee and recovery of liquidated damages. The above provision is not withstanding the right of KCG to get the work executed at the risk and the cost of the Bidder and to avail of the other remedies/provisions laid down in the terms of bid/contract.

If any C.A./ C.A. Firm or the partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the assignment to other parties without permission of KCG, non-observation of instructions given by KCG, unauthorized retention of records of KCG, violating the terms and conditions of this assignment, unauthorized changes in the records of KCG, indulging in malafide practices or any other cognizable offence or breach, C. A. / C. A. Firm will be punishable with any or all of the following consequences :-

- (i) Removal from the internal audit assignment with immediate effect/from the date specified.
- (ii) Removal from any other assignment with immediate effect/from the date specified given by KCG.
- (iii) Deduction of percentage of fees as determined by the management.
- (iv) Ban from accepting the future assignment of KCG for the period as specified.
- (v) Any other action deemed appropriate by the management.

5.1 Leave Penalty (applicable only at KCG Office):

5.1.1 For Chartered Accountant: Rs. 1250/- per leave (per day)

5.1.2 For Account Assistant: Rs. 500/- per leave (per day)

Annexure – 4

Minimum Eligibility Criteria: -

SN	Minimum Eligibility Criteria	Proof to be enclosed
1	The Firm should be empanelled with C & AG in the previous year.	Certificate issued by C & AG for previous year be enclosed.
2	It should be a partnership firm of C.A. having Head Office in Gujarat for last 10 (Ten) years as per ICAI certificate as on the date on which the work order has been assigned.	1. Certificate of registration as proprietor or Partnership firm. 2. Renewal receipt of past 10 years issued on or before the date on which the work order has been assigned.
3	The firm should have at least 3 C.A. as partner / full time paid C. A. as on 15/03/2021 out of which 1 (One) must be FCA.	- Do -
4	The C. A. firm should have at least 20 persons' staff.	The list of staff along with Qualification details to be provided.
5	The firm should have average minimum gross receipts of Rs. 50 Lakhs from profession in last 3 years ended on 15/03/2021.	Copy of audited annual accounts along with copy of Income-Tax Return to be Submitted.
6	The firm should have in hand or handled at least 3 (Three) Internal Audit/Accounting Assignments of GOG/GOI in last three years as on 15/03/2021.	Appointment Letters along with name of Agency, Nature of work, Location, period of Appointment to be submitted along with Satisfactory Work Completion Certificate from respective agency. Exposure of working with Government or Semi Government Educational Institution / Society / Agency as Auditor or Accountant will be given Preference.
7	The Firm has to submit note/presentation on methodology, planning and process of Internal audit.	Note/Presentation is to be submitted along with technical bid.
8	The Firm should not have been black listed by any authority at any time and any disciplinary action not initiated by ICAI at any time.	A Notarized Self declaration should be attached on Stamp Paper of Rs. 100/-.

Note:

If the certificate of constitution issued by the ICAI as on 15/03/2021 is not possible to be made available to KCG, latest date certificate (**bearing the date before the date of issuance of advertisement of this notice**) issued by ICAI will be considered accordingly where ever mentioned in this document.

Deciding award of contract:

Quality and competence of Internal Audit service shall be considered, as the paramount requirement. The decision of the award of the contract would be as under:

a) Following marking system will be followed for Technical Evaluation:

The technical proposals will be evaluated using the following criteria as agreed upon in the committee of experts.

i) The firm must be in existence and in a continuous practice for last 10 (ten) years. Evaluation will be done on following basis. **(15 Points)**

SN	Years of Experience	Points to be awarded
1	0 to 10	0
2	11 to 25	5
3	26 to 50	10
4	51 and above	15

ii) If the Firm has been Peer Reviewed by ICAI Peer Reviewer in last 3 years then additional 5 Points shall be awarded.

iii) The firm must have at least 2 C.A. as Partner Evaluation will be done on following basis. **(10 Points)**

SN	No. of Partner	Points to be awarded
1	2	5
2	3 and above	10

iv) The Firm must have at least 07 people's staff out of them 60% staff should be working in the firm for at least 1 year.

Evaluation will be done on following basis. **(20 Marks)**

SN	No. of other staff since one year	Points to be awarded
1	0 to 06	00
2	07 to 20	10
3	20 and Above	20

Details and Documentary evidences like Bank Statement/passbook of the Account from which salary of the staff has been done have to be submitted duly signed and stamped by chartered accountant. KCG will verify the same with other necessary relevant documentary evidences. If KCG may ask to submit such other documents, the firm required to submit the same.

- v) The Firm should have average minimum gross receipts of Rs. 50 Lakhs.

Evaluation will be done on following basis. **(20 Points)**

SN	Average minimum gross receipts	Points to be awarded
1	50 Lakhs	0
2	51 Lakhs to 100 Lakhs	10
3	101 Lakhs to 200 Lakhs	15
4	201 Lakh or above	20

- vi) The Firm should have experience of Internal Audit in Government/ Government Organization / Universities. Evaluation will be done on following basis **(10 Points)**

SN	Nos. of Internal Audit Assignments of Government/ Government Organization / Universities conducted during last 3 years	Points to be awarded
1	0 to 2	0
2	3 to 5	2
3	6 to 10	5
4	11 and Above	10

Copy of Work Order/Appointment Letter is to be submitted. Each year will be considered as a separate appointment.

- vii) The Firm should have experience of Book Keeping/ Statutory Audit in Government/Government Organization/Universities. Evaluation will be done on following basis **(15 Points)**

SN	Nos. of Book Keeping / Statutory Audit of Government / Government Organization / Universities in last 3 years	Points to be awarded
1	0 to 2	0
2	3 to 5	5
3	6 to 10	10
4	11 and above	15

Copy of Work Order/Appointment Letter is to be submitted. Each year will be considered as a separate appointment.

viii) If the Firm has at least 1 Partner having DISA (ICAI) or CISA qualification, then additional **10 points** shall be awarded. Documentary evidence to be submitted.

(b) Technical proposals scoring at least 70% points or top 05 firms having highest marks (whichever has higher number of firms) will only be considered for financial evaluation. CEO, KCG has power to make amendment in these criteria.

The client will not notify those Chartered Accountant firm whose proposal did not meet the minimum qualifying mark or were considered non-responsive to the Letter of Invitation and Terms of Reference, and their financial proposals will be kept unopened.

Annexure-5
FORMAT FOR TECHNICAL BID

1. Name of C.A./C.A. Firm: _____

2. Registered Address : _____

3. Address of the Branch :

A.

B.

4. C & AG Registration No and Date: _____

5. ICAI Firm Registration no. : _____

5-A. Date of Registration of the Firm: _____

5-C Total Experience in Years: _____

6-A. Details of C.A. /C.As. as proprietor or partners or full-time paid Employees: -
(Documentary Evidence to be attached)

SN	Name	Membership No.	Qualification	Designation/ Status	Age	Date of Joining	Date of ACA	Date of FCA

6-B Details of Other Staff: (Documentary Evidence to be attached)

SN	Name	Designation	Qualification	Age	Date of Joining

7. Total turnover (as per audited Income & Expenditure Account & Balance sheet to be attached): -

Year	Turnover (in Rs.)	Profit (in Rs.)
Year before Preceding Previous Year		
Preceding Previous Year		
Previous Year		

8. Experience of Internal Audit in Govt. undertaking (GOG or GOI undertaking):-
(Documentary Evidence to be attached)

Name of Agency	Nature of Work	Location	Period of Appointment

9. Experience of Book keeping/Statutory Audit in Govt. undertaking (GOG or GOI undertaking): - (Documentary Evidence to be attached)

Name of Agency	Nature of Work	Location	Period of Appointment

(Please attach appointment letter in each case.)

10. Give the Priority Rank according to your preference to work at KCG/SCOPE

Sr. No.	Name of the Office	Priority Rank (1 st or 2 nd)
1.	KCG	
2.	SCOPE	

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date

Signature

Seal of office/partner

Name & Designation

Note:

1. GOG or GOI undertaking means all Govt. Dept., P.S.E., Board, Nigam, Company, Society, Corporation, etc. of Government of Gujarat and Government of India excluding units under Co-operative sector & Banking and Insurance Company.

Annexure -6

FORMAT FOR FINANCIAL BID (KCG)

1. Name of C.A./ C.A. Firm: _____

2. Registered Address: _____

3. Name of Nodal Person for Project: _____

Contact No: _____

Email ID: _____

Sr. No.	Assignment/Work	Monthly Amount of Fees (Rs.) (Excluding Tax)
1	KCG All Initiatives including RUSA & All India Survey on Higher Education (AISHE)	
Total Amount of Fees		

Date

Signature

Seal of office/partner

Name & Designation

Note:

1. Fees quoted above are exclusive of Taxes. Applicable tax will be paid extra as per the applicable rate.

Annexure -7

FORMAT FOR FINANCIAL BID (SCOPE)

1. Name of C.A./ C.A. Firm: _____

2. Registered Address: _____

4. Name of Nodal Person for Project: _____

Contact No: _____

Email ID: _____

Sr. No.	Assignment/Work	Monthly Amount of Fees (Rs.) (Excluding Tax)
1	SCOPE	
Total Amount of Fees		

Date

Signature

Seal of office/partner

Name & Designation

Note:

1. Fees quoted above are exclusive of Taxes. Applicable tax will be paid extra as per the applicable rate.

DECLARATION

I/We undersigned hereby declare that, if my

(name of the firm) is selected for both the offices viz. KCG & SCOPE, than my firm

(name of the firm) will work only in one office as per the mentioned priority (in Technical Bid) selected by me/us and impliedly the firm will automatically be disqualified for 2nd priority given by the firm and will not work for that office i.e. KCG or SCOPE.

Date

Signature

Seal of office/partner

Name & Designation