

NATIONAL INSTITUTE OF TECHNOLOGY PATNA



(An Institute of National Importance under MHRD, Govt. of India)
ASHOK RAJPATH, PATNA-800 005 (BIHAR)

PAN No. AAAAN5624Q

GST No.10AAAAN5624Q1ZJ

No.NITP/3805/19

Dated: 12.10.2019

Engagement of Chartered Accountant firm to preparing Annual Accounts, Bank reconciliation and Internal Audit work of the National Institute of Technology, Patna

National Institute of Technology, Patna, invites applications for engagement of Chartered Accountants firm to preparing (i) Annual Accounts of the Institute including Data entry in Tally ERP-9 for the financial Year 2019-20 (ii) Bank reconciliation and (iii) Internal Audit work of Sponsored Projects.

Eligibility Criteria for Engagement

- (i) The Chartered Accountant firm should have a minimum of 05 years of experience in preparing annual accounts & audit of Central/State Government University/Educational institute/organization/autonomous bodies.
- (ii) The firm should be empanelled with Comptroller & Auditor General of India (CAG).
- (iii) Minimum 04 Full Time Partners should be associated with the firm for not less than 3 years with at least one being a Fellow CA.
- (iv) The firm should have completed minimum 04 No. of assignments: Experience of audit of Externally Aided Projects Social Sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years.
- (vi) Minimum Turnover of the firm should not be less than Rs 25.00 Lacs per annum in last three financial years.
- (vii) Partner of Chartered Accountant firm should have an association of 10 years or more with the firm and another partner of the firm should have association of at least 5 years or more with the firm.
- (viii) The minimum number of professional staff (excluding typists, stenographers, computer operators, and sub-ordinate staff etc.) consisting of audit and articled clerks with the knowledge in book-keeping, bank reconciliation and accountancy and are engaged in outdoor audit should be minimum 05 (Five).
- (ix) Supporting Documents for Eligibility Criteria: Following supporting documents must be submitted by the firm along with the proposal:
 - i. For S. No. 1 above, the firm must submit an attested copy of Certificate of ICAI.
 - ii. For S. No. 2, the firm must submit, a copy of the balance sheet for the last 03 years.
 - iii. For S. No. 4 & 5, the firm must submit a copy of the appointment letters from the auditee organizations. Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.

Kindly arrange to send your detailed profile along with professional fee in the format below. The terms and conditions for empanelment of Auditors/CA firms are as per Annexure-A the detailed profile should be sent to NIT, Patna by **“speed post”** with the envelope marked as **“Application for Empanelment of Chartered Accountant”** by **4/11/2019 to Registrar, NIT Patna, Ashok Rajpath, Patna-800005.**

NATIONAL INSTITUTE OF TECHNOLOGY PATNA



(An Institute of National Importance under MHRD, Govt. of India)
ASHOK RAJPATH, PATNA-800 005 (BIHAR)

Annexure-A

General Terms and Conditions for Engagement of Chartered Accountants firm to preparing Annual Accounts, Bank reconciliation and Internal Audit work of the National Institute of Technology, Patna

- (i) Data entry should be done in Tally ERP-9 on daily basis.
- (ii) Preparation of annual account on quarterly Basis with internal audit report.
- (iii) Bank reconciliation of bank accounts should be done on monthly basis.
- (iv) Preparation of Utilization Certificate of Institute account and project accounts.
- (v) Filling of Income tax returns of NIT Patna for last 03 years.
- (vi) Filling of TDS/GST returns.
- (vii) The Auditors should intimate their acceptance of the works assigned to them, within a week of receipt of the appointment letter from the institute.
- (viii) The firm has to give declaration that no partner/Chartered Accountant employee of the firm of auditors has been held guilty of professional misconduct by the Institute of Chartered Accountants of India ***[Self-attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorised person of the firm]***.
- (ix) The firm has to give a declaration / undertaking that the audit team shall consist of two or more persons – of which one should necessarily be a partner of the firm. The audit would not be done by a person who is neither a partner nor an employee of the CA firm to which the audit has been allotted.
- (x) Empanelment with the institute does not automatically guarantee assignment of audit. Assignment of audit would be done, as per the needs of the institute.
- (xi) The firm, which fulfills the empanelment criteria, would be short-listed. The decision of Institute regarding the selection, constitution and size of the panel would be final.
- (xii) In case of any change in the constitution of the firm on account of merger, de-merger or for any other reason the same would be brought to the notice of the institute immediately.
- (xiii) In case of violation of any of the above conditions and for any other reason deemed appropriate by the institute, the firm would be liable to be removed from the panel of the institute and the decision of the institute in this regard would be final.
- (xiv) After the completion of the work the firm would be required to submit the reports in Hard (two copies) and soft form (Compact disc)
- (xv) The Report not submitted in accordance with the terms and conditions shall not be accepted by the institute.

NATIONAL INSTITUTE OF TECHNOLOGY PATNA



(An Institute of National Importance under MHRD, Govt. of India)
ASHOK RAJPATH, PATNA-800 005 (BIHAR)

Annexure-B

S.N.	Particulars	
01	Name of the Firm	
02	Address	
03	Contact No. (Mobile No. & E-mail ID)	
04	Year of Establishment (Copy should be enclosed)	
05	Registration Number of ICAI (Copy should be enclosed)	
06	Empanelment No with CAG Office (Copy should be enclosed)	
07	Pan Number of the Firm (Copy should be enclosed)	
08	GST Number (Copy should be enclosed)	
09	Full Time Partners associated with the firm for not less than 3 years. (Copy should be enclosed)	
10	Number of Fellow CA partners (Copy should be enclosed)	
11	No. of assignments: Experience of audit of Externally Aided Projects Social Sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years. (Copy should be enclosed)	
12	Number of World Bank Project Audits** undertaken during the last 5 years (Copy should be enclosed)	
13	Annual Turnover of the firm in last three years: - 01. 2018-19 02. 2017-18 03. 2016-17	
14	Number of Professionally Qualified Staff: - 01. CA/ICWA Inter 02. MBA/M.Com 03. B.Com.	
15	Total Professional fee (Including Taxes) for the works mentioned at Annexure-A (S.N. 01 to 06)	

* The audit firms must be empanelled with the C&AG and eligible for major audits.

** World Bank audits means any audit conducted by the firm for World Bank clients, and includes both external audit and internal audit.

Registrar