

BID DOCUMENT
Open Competitive Bid (OCB)
(E-Procurement)

Expression of Interest

for

Conduct of Statutory Audit for the financial years
2018-19, 2019-20, 2020-21 & 2021-22

to

RGUKT-AP and its campuses located at
Nuzvid, RK Valley, Srikakulam and Ongole

Proprietary & Confidential



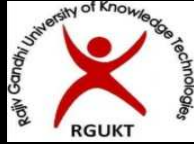
RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
Camp Office, RGUKT Nuzvid campus, Nuzvid, Eluru District
Andhra Pradesh- 521202

Proprietary & Confidential

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Newspaper advertisement

E-Procurement Tender Notice



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
(Established through Act No.18 of 2008)
ANDHRA PRADESH, INDIA

**Ref. No: RGUKT-AP/E-Proc/SA, Catering and Statutory Audit tenders/ET31-ET33/2023,
Dt.03.04.2023**

E-PROCUREMENT - TENDER NOTICE

Online tenders are hereby invited for

1. Procurement of 6500 Laptops to the students of RGUKT
2. Providing Catering Services including Maintenance of Kitchen and Dining Halls for the messes of RGUKT four campuses and Online tenders.
3. Expression of Interest for Conduct of Statutory Audit for the financial years 2018-19, 2019-20, 2020-21 & 2021-22.

Interested bidders can download and submit bids online from **03.04.2023, 11:00 AM** through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit the University website: www.rgukt.in.

**Sd/-
Chief Administrative Officer (FAC), RGUKT**

Bid Schedule

Reference No	Ref.No: RGUKT/AP /E-Proc/EoI/Statuary Audit/ET33/ 2023 Date:03.04.2023
Bid calling date	03.04.2023
Bid Fee (Nonrefundable)	Rs. 10,000/-
EMD(refundable)	Rs. 50,000/-
Bid Documents Downloading Start date	03.04.2023 at 11:00 AM
Last date and time for queries by e-mail	10.04.2023 at 05.00PM
Prebid Meeting at Nuzvid campus	11.04.2023 at 10:00 AM
Bid Document Downloading End Date	26.04.2023 at 04:30 PM
Last date for uploading of online documents	26.04.2023 at 05:00 PM
Last date for submission of Hard Copies of necessary documents (scanned copies)	27.04.2023 at 05:00 PM
Technical Bid opening date/time	28.04.2023 at 11:00 AM
Price Bid opening date/time	28.04.2023 at 05:00 PM
Bid Validity Period	180 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Delivery Schedule	Within four weeks from the date of receipt of notification of award
Payment terms	100% Payment shall be released after the successful completion of the audit work and on getting satisfactory certificate from the concerned department.

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the helpdesk of M/s.VUPADHI (<https://tender.aeprocurement.gov.in>) at their e-mail address:contact@vupadhi.com,Phone:08645-246370/71/72/73/74.

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only to procurement@rgukt.in on or before 5.00pm on 10.04.2023. Queries received via any mode other than e-mail id will not be considered. The queries should only be sent in following format on the official letter head of the company. Phone No:**7670905554**

S.No.	Page No. (Tender Ref.)	Clause	Description	Query

- i. The addendum/corrigendum if any shall be published on RGUKT website i.e.www.rgukt.ac.in as well as on e-procurement platform <https://tender.aeprocurement.gov.in>.
- ii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by RGUKT -AP.

S/d
Chief Administrative Officer (FAC), RGUKT-AP

Tender Schedule

A. PREAMBLE

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. RGUKT has is four constituent campuses located at Nuzvid, RK Valley, Srikakulam and Ongole. RGUKT provides an ambience of excellence for the pursuit of knowledge leading to B.Tech degree in different branches of Technology.

B. SCOPE OF Audit

- a. Statutory audit of University accounts (Head office and four constituent campuses of RGUKT).
- b. Filing of income tax returns.
- c. Assessment of internal/ accounting controls.
- d. Examining financial Statements for arithmetical accuracy, ensuring compliance with applicable accounting standards / guidelines and policies / disclosure requirements
- e. To facilitate the university in securing 80G and 12 A registration process as per IT Act, 1962.
- f. Advice on various accounting issues including those related to Indian GAAPs (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards) when made applicable.
- g. Certification and authentication of Projects Utilization Certificates.
- h. 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 view of the financial position and results of operations of the entity.
- i. Consultancy on compliance of Income Tax / GST / TDS including filling of returns, getting Assessment done.
- j. Audit of Provident Fund, PRAN Accounts and EHS Scheme.
- k. Detailed description of the works is given in Annexure I
- l. Any other duty assigned by the Head of the University/ Institution pertaining to Accounting and Tax matters etc.
- m. It related issues (Any other registrations required from IT department)

C. ELIGIBILITY CRITERIA

1. Bidder must have registered firm in India. Self-Attested copy of Registration certificate, GST, PAN Card as applicable shall be enclosed.

2. The Chartered Accountant firm with minimum of three partners and shall have to enroll with C&AG and also registered in ICAI for the last 7 years continuously. (Proof should be submitted)
3. Any of the Partners of the firm must have DISA/FAFD Qualification. (Proof should be submitted)
4. Internal Audit/Statutory Audit experience of Twenty Five years or more years as on 31.03.2023. (Proof should be submitted)
5. The firm should have successfully completed minimum three concurrent/Statutory audit assignments during last 5 years to any state/central Government universities Academic Institutions, PSUs, Autonomous bodies having turnover of Rs. 40 Crores or more. (Proof should be submitted).
6. The average Turnover of the firm for the past three consecutive financial years should not be less than Rs. 1.0 Crore (Proof should be submitted as per annexure-v).
7. The firm should have registered office in the state of Andhra Pradesh. (Proof to be enclosed)
8. Bidder should not have been debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/ enterprises/ Organizations and by any other Quasi Government bodies/ Organizations, World Bank or any major Enterprise / Organization in India doing business with them. (Please submit self-declaration as Annexure II).
9. Tender document with proper seal and signature of authorized person on each page of the bid submitted in token of acceptance of all the terms and conditions of the tender schedule. The person signing the bid should be the duly authorized representative of the firm/ company whose signature should be verified and certificate of authority should be submitted.

D. Terms and Conditions:

- i. The audit team shall consist of one senior qualified Chartered Accountant having post qualification experience of not less than 5 years and semi qualified Chartered Accountant as per requirement. If necessary, more than one audit team may be engaged to complete the work assigned in time.
- ii. One Senior partner shall also associate with the audit team to finalize the audit programme and supervise the audit work/finalize the audit report.
- iii. The audit team shall suggest necessary rectifications in accounting aspects, if any
- iv. The firm must ensure timely completion of Audit.

E. Responsibilities of the Auditor

1. Auditor should prepare a Detailed Plan of Audit in consultation with the officials of respective campus for timely completion of Audit.
2. Issue Audit Report for the Audit conducted after completion of the Audit.
3. Audit should be completed within 2 (two) months' time from the time of start of the Audit.
4. Audit should be conducted in accordance with the generally accepted accounting principles in India.
5. Copy of duly audited accounts need to be furnished to the University duly signed under seal in as many numbers as are required under rules.
6. The provisions approved by the University competent bodies should be given due cognizance.

F. INSTRUCTIONS TO THE BIDDERS

- 1) Bids are invited on the e-procurement platform from the Registered firm in India for conducting statutory audit to RGUKT Head office and its four constituent campuses. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in>
- 2) Bidders would be required to register on the e-Procurement market place <http://tender.apecurement.gov.in> and submit their bids online. On registration with the e-Procurement market place they will be provided with a user id and password by the system through which they can submit their bids online.
- 3) All the participating bidders have to e-pay a non-refundable transaction fee through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.

G. Tender processing fee:

Bidder must submit the demand draft for Rs 10000/- (Rupees Ten Thousand only) in favour of "The Registrar, RGUKT -AP" payable at SBI Nuzvid obtained from any Nationalized/ scheduled Bank valid for three months as a tender processing fees. All applicable bank charges shall be borne by the bidder. The Demand Draft submitted for tender fee shall be non- refundable.

H. Earnest Money Deposit (EMD):

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) by way of demand draft

only. The demand drafts shall be drawn in favour of “The Registrar, RGUKT -AP” payable at SBI Nuzvid. The EMD of the successful bidder shall be returned after the award of the contract and for unsuccessful bidder(s) it would be returned after finalization of the tender.

- i. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the amount of earnest money will be forfeited.
- ii. The EMD will be forfeited if the bidder withdraws or impairs or derogates from the tender in any respect with in the validity period of this tender.
- iii. EMD is not required to be submitted by those bidders who are registered with MSME (Copy of valid registration must be provided along with technical bid).

I. Submission of Tender:

The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

- i. The bidders need to scan and upload the required documents pertaining to technical bid. The attested copies of all these uploaded documents of technical bid , signed undertaking of Tenderer are to be submitted offline to Chief Administrative Officer(FAC), RGUKT-AP, Nuzvid by **05.30PM of 27.04.2023**. The RGUKT-AP will consider only the bids submitted through on-line over the copies of the paper based bids.
- ii. **The price bid has to be submitted online only. No physical submission of the price bid will be accepted.**
- iii. **Rate:** Rate should be quoted in Indian Rupees (INR) on inclusive of all the incidental Charges and Taxes:

J. Opening of Tender:

Authorized representatives of the bidders, who have submitted bids on time may attend the bid opening provided they bring with them letter of authority from the corresponding firm/bidders and acknowledgement letter of bid submission

k. Evaluation Procedure:

- i. The Technical Bids will be opened as per the schedule given in the tender document

- ii. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the services within the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed above.
- iii. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- iv. Price Bids of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- v. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT-AP. No further correspondence will be entertained regarding the disqualification.
- vi. The RGUKT-AP, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT-AP also reserves the right to cancel the selection process for award of the contract at any time. The decision of the RGUKT-AP is final and binding.

L. Validity of the bids:

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the Tenderer in the commercial bid.

i. Amendment of tender document:

At any time prior to the last date of receipt of bids, rgukt may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. **The University may at its own discretion extend the last date for the receipt of bids.**

ii. Right of acceptance:

RGUKT-AP reserve the right to accept or reject any or all tenders /quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice the bidders or any tender.

M. Liquidated Damages

If the firm fails to complete the audit in the stipulated period incorporated in the tender, the university shall, without prejudice to other right and remedies available to RGUKT-AP under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed submission of report subject to a maximum of 10 %

of the quoted price. Once maximum is reached the University may consider termination of the tender.

N. Force Majeure:

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion ,epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events)provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, RGUKT-AP party may, at least option to terminate the contract.

O. Insolvency:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of accompany the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the University shall have the power to terminate the contract without any prior notice.

P. Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason there of and nothing will be payable by the University. In that event the security deposit shall also stand forfeited.

Q. Subletting of Work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of RGUKT-AP which will be at liberty to refuse if thinks fit or unfit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

R. Terms of payment:

- 100% Payment shall be released after the successful submission of audit report a receiving satisfactory certificate from the concerned

campus. Only online payment would be done. Hence, details like: Name of the bank, Account No., IFSC code has to be furnished along with the bill.

- The TDS will be deducted from the professional fee payable as per IT rules applicable.

S. Arbitration:

- If any difference arises concerning this agreement, its interpretation on payment to be made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrate or to be appointed by the Secretary ,Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, an other arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.
- The firm/bidder holding the audit is required to maintain secrecy about the matter causing to their knowledge during the course of audit.
- There should not any over writing or correction's in the tenders.

Annexure-I

The details of the audit work as follows.

S.NO	Description
1	All Payments and receipts in F & A Section
2	Engineering Section works procedures being adopted for raising bill. Administrative section, technical sanction, physical verification of works in accordance with payments
3	Students fee and scholarship receipts
4	Central library and department libraries, if any
5	Central stores records and physical verification
6	Engineering and PUC laboratories – stock registers and physical verification
7	Issue and settlement of advances
8	Vehicle log books and others
9	Service registers of regular employees
10	Pay bills of regular/ contractual staff
11	Payments of outsourcing staff/security staff/ housekeeping personnel
12	IT infrastructure records and physical verification
13	Student amenities records and physical verification
14	Procurement section records and physical verification
15	Review of all sanction orders/proceedings
16	Fixed Asset register stock verification
17	Review of examination section grading policy. Result verification and other
18	Review of academic section – BOS minutes / academic council minutes
19	Review of EC minutes implementation
20	Review of indirect and direct taxes remittances
21	Quarters allocation records others
22	Court cases / disciplinary cases, other cases
23	Mess records, students attendance

24	Collection of rents
25	Details of institute lands and physical verification
26	Investment policy
27	Student enrolment
28	Formation of various committees, agenda, minutes, action taken reports
29	Campus placement
30	Medical dispensary/ institute hospital
31	Others, which are not covered in above

Annexure II

Bidder Information Sheet

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	PAN No	
5	GST No	
6	Name & Designation of Authorized person:	
7	Phone No.	
8	Fax No.	
9	Email-ID	
10	Nature of the firm (Proprietary/partnership/etc...)	
11	Whether Manufacturer/authorized dealer/Whole saler/Retailer	
13	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
14	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
15	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :

(On Firms Letter Head)

Annexure-III

Details of Full Time Partners of the Firm

Sr. No.	Name of the Partner	Membershi pNo.	Whether FCA/ ACA	Date of joining thefirm (full time)

Annexure-IV

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT-AP and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT-AP may impose any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder:

Seal of the Bidder:

Annexure- V

Name of the Work Expression of Interest for Conduct of Statutory Audit for the financial years 2018-19, 2019-20, 2020-21 & 2021-22.

Name of the firm/bidder:

Annual Turnover Statement

(To be certified by the Chartered Accountant)

S. No	Financial year	Annual Turnover (Rs.)
3	2020-21	
4	2021-22	
5	2022-23	
	Total	

Signature of Chartered Accountant with Seal

Name:

Membership No.:

Annexure VI
Financial Bid

Please quote amounts in numerals and words at each place.

S. No.	Description	Years	Price per year (Rs.)	GST	Price per year with GST (Rs.)	Total Value (Rs.) (3*6)
1	2	3	4	5	6	7
1	Conduct of Statutory Audit at Head Office, Nuzvid, RK Valley, Srikakulam and Ongole campuses	4 financial years (2018-19, 2019-20, 2020-21 & 2021-22)				

Technical Bid- Check List

Compliance /agreed/ enclosed / deviation statement

The following are the particulars of compliance/deviations from the requirements of the tender conditions

(Tenderer may use separate sheet wherever required)

S.No	Details of the Firm/Bidder (Agency)	Page No.
1.	Bidder Information Sheet (Annexure II)	
2.	Certificate of Incorporation /Registration/GST certificate : Self attested copies to be attached	
3.	Copy of PAN Card	
4.	Enrollment certificate with C&AG	
5.	Registration certificate in ICAI for the last seven years continuously.	
6.	Details of the full time partners as per Annexure III	
7.	DISA/FAFD qualification certificate	
8.	Proof of Internal audit/Statutory audit experience of twenty five years or more as on 31.03.2023	
9.	Proof of experience in conducting minimum three concurrent/Statutory audit assignments during last 5 years to any state /central Government universities Academic Institutions, PSUs, Autonomous bodies having turnover of Rs. 40 Crores or more	
10.	Proof of average Turnover of the firm for the past three consecutive financial years – Rs.1.0 Crore (Annexure-V)	
10.	Proof of having registered office in Andhra Pradesh	
11.	Whether each page of tender and its annexure have been signed and stamped	
12.	Non-Blacklisting Certificate (Annexure IV)	
13.	Tender Processing Fee: Amount Rs. 10,000/-DD No. DD Date: Bank Name &Branch:	
14.	EMD: Amount Rs.: 50,000/-DDNo./ BG No.: DD/BG Date: Issuing Bank &Branch:	

The specification and conditions furnished in the bidding document shall prevail over those of any other document forming part of our bid, except only to the extent of deviations furnished in these statements.

Place:

Bidder signature

Date:

and seal

Note:

For every item appropriate remark should be indicated like 'Yes/No /No Deviation/ Agreed/ Enclosed' etc. as the case may be.