



جامعة عليا Aliah University

(A UGC & AICTE approved autonomous Institution under the Dept of MA&ME, GoWB)
IIA/27, New Town, Rajarhat, Kolkata – 700 160, West Bengal

Web: www.aliah.ac.in

NOTICE INVITING QUOTATION

Ref No **010/AU/REG/NIQ/20-21**

Date 18/12/2020

Sub: Sealed Quotations are invited from the Chartered Accountant Firm to Carry out Overall Internal Audit of Aliah University for the FY 2016-17, 2017-18, 2018-19, 2019-20.

Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites **Sealed Quotations are invited from the Chartered Accountant Firm to Carry out Overall Internal Audit of Aliah University for the FY 2016-17, 2017-18, 2018-19, 2019-20.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. Aliah University is looking for interested bidders who have experience in supplying of above type of materials. NIQ document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. Tender must be submitted on or before **30/12/2020 at 03 P.M (strictly)** at the Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata- 700160, West Bengal, India by Speed-post/registered Post/by hand. Incomplete applications or applications received after the last date of submission will not be considered. **The sealed envelope must be with super scribing the Name, e-mail, Contact No. of Tenderer, NIQ Reference Number and Purpose of NIQ.** This is a Techno Commercial Bid, hence the bidder is requested to submit the technical and price bid in a single packet.

Interested bidders are requested to provide their Quotes following the

(1) Format in Annexure- II (A) & (B) [where 'A' is Technical Document format and format 'B' is Compliance Statement Format] in their official letter heads along with signed

(2) Price Bid (Annexure- III). They must read and accept Terms and Conditions and scope of work of this EOI as per Annexure- I. For any information in this regard please visit Registrar Section. Information may also seek from the following e-mails to registrar@aliah.ac.in with a Copy to storeandpurchas@aliah.ac.in; the emails will be forwarded to the respective Department.

Sl.	Schedule	Date & Time
1	Date of uploading of NIQ (Publishing Date) at Aliah University Website	18/12/2020 at 04 P.M
2	Bid submission start date	19/12/2020 at 12 P.M
3	Bid Submission closing	30/12/2020 at 03 P.M (strictly)
4	Techno Commercial Bid opening date O/o The Registrar, IIA/27, New Town, Rajarhat, Kolkata – 700 160. (The Bid Opening date and time is tentative and could be open on availability of Concerned Committee Members)	31/12/2020 at 01 P.M (Tentative)

Sd/-
Registrar

ANNEXURE I: GENERAL TERMS & CONDITIONS

- The Chartered Accountant Firm** should submit complete audited report within 30 days from the date of work order.
- The rates (Basic Rate +GST)** if any as per instruction in the work/ supply order. No extra charges will be entertained. Prices can be quoted in Indian Currency only (₹).
- The quoted price would be valid upto 180 days from the submission date of the NIQ.
- If any part of the service in respect of the work assigned and undertaken by you not rendered/delivered in time, Aliah University shall be entitled to levy and recover liquidated damages/ penalty at 1% per week or part thereof the delay/ default, subject to 5% maximum,

- on the payment due to the agency/contractor for the particular stage. Any delay beyond scheduled dates may attract higher penalty to be decided by the Aliah University
5. The bidder must know the accounting and finance policies of Government of West Bengal.
 6. The Chartered Accountant firm cannot outsource the work.
 7. The information provided in the application by the Chartered Accountancy firm must be current, relevant and free from misstatements on the date of application.
 8. The Authority is not bound to accept the lowest bid and reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
 9. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.
 10. Any dispute arising out of this contract shall be referred to the Registrar, Aliah University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
 11. **Payment terms:** 100% payment will be released after completion of Job As per Work Order and condition duly certified by the concern authority. The payment will be made by Electronic Fund Transfer mode only. **Hence, following information must be clearly written in the Price Bid for ELECTRONIC FUND TRANSFER:**
 - a. Name of the Firm with complete postal address
 - b. Name of the Bank with Branch where the Account exist
 - c. IFSC CODE
 - d. ACCOUNT No
 - e. PAN No
 - f. GST/TIN No (Required from the vendors belongs to West Bengal)
 12. **Any request for any sort of advance payment shall not be entertained.**
 13. **The Quotations are liable to be rejected if the fore going conditions are not complied with. The bid should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.**
 14. **The selected Chartered Accountancy firm shall be free from any disqualification under the C.A. Act, 1949 and Companies Act, 2013 or any other relevant Act.**
 15. **The selected Chartered Accountancy firm will be required to furnish certificate of Registration with ICAI.**
 16. All bidders must submit all Qualification/Technical Documents as per Annexure II otherwise their bid will be cancelled.
 17. The Chartered Accountant Firm has to be proactive, to assist the Institute rather than just pointing out the lapses and mistakes.
 18. **The bidder must visit the site (Finance and Accounts Section, Aliah University, IIA/27, New Town, Kolkata – 700 160, West Bengal) to know the scope of work**

Annexure II : Technical Bid Application Format
(Please attach all relevant documents)

To, The Registrar
Aliah University
IIA/27, New Town,
Kolkata-700 160

Sub: Application for Carry out Overall Internal Audit of Aliah University for the FY 2016-17, 2017-18, 2018-19, 2019-20.

Ref: - _____ N.I.Q. Nodated

Sir,

(A) TECHNICAL DOCUMENTS

1. ABOUT THE ORGANIZATION

1.1	Name of the Organization	
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1.2	Name of Authorized Person	
1.3	Registered Office Address with telephone no. & email address	
1.4	Authorized Service Station Name, address, contact person name, phone number, e-mail	
2. TECHNICAL DOCUMENTS (Essential)		
2.1	Company Registration No./Trade License No./Partnership Deed No. (Please attach documentary evidence)	
2.2	PAN Registration No (Please attach documentary evidence)	
2.3	GST Registration No (Please attach documentary evidence)	
2.4	Chartered Accountancy firm will be required to furnish certificate of Registration with ICAI.	
2.5	Work Experience in Audit Work in Reputed Higher Education Institute recognized by Government/Government Body (Please attach documentary evidence e.g. Work Order, Work Completion Certificate)	

(B) COMPLIANCE STATEMENT

Para of Quotation Enquiry Specification	Specification of Items Offered For any enquiry/ clarification / measurement bidders are requested to visit/Contact the site Finance and Accounts Section, Aliah University New Town Campus, IIA/27, New Town, Kolkata – 700160	Compliance to Quotation specification whether yes or no	In case of noncompliance Deviation from quotation Specification to be indicated in unambiguous term.
1	2	3	4
	Complete Transaction Audit and Accounts Audit of entire Aliah University for the FY 2016-17, 2017-18, 2018-19, 2019-20.		

(b) PRICE BID (Altogether)

Sl	Item Description (Specification as per Compliance Sheet)	QTY and UNIT in Nos	Per Unit Rate	Total Rate (Cl 3 X Cl 4)	GST in Amount and in % On Cl 5	Total Amount With Taxes Altogether (Cl 5 + Cl 6)
1	2	3	4	5	6	7
1	Complete Transaction Audit and Accounts Audit of entire Aliah University for the FY 2016-17, 2017-18, 2018-19, 2019-20.	01				
Total Quoted Amount in Numeric						
Total Quoted Amount in Alphabet						

DECLARATION

I, Sri/Smt. The Managing Director/Proprietor (etc.) of the Firm,..... (Name of the firm) At (address)..... do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to provide any goods/services/work to any Educational Institutions/Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law or blacklisted/debarred/banned to provide similar items to the Educational Institutions / Govt. or Govt.

undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).

3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.

4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

5. I/We agree to supply the above goods/equipment/products in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rupeesamount in words) within the period specified in the invitation for Quotation. We confirm that the normal commercial warranty/guarantee of mentioned in this Quotation shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the invitation letter. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder

Date _____

Name _____

Designation _____

Seal

Ref. No: 010/AU/REG/NIQ/20-21

Dated: 18/12/2020

Copy forwarded for kind information and necessary action:

1. **Finance Officer, Aliah University**
2. **PA to Hon'ble Vice-Chancellor**
3. **PA to Registrar**
4. **Notice Board**
5. **Website: www.aliah.ac.in**
6. **Guard File**

Sd/-
Registrar