



CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES
(DEEMED TO BE UNIVERSITY)
SARNATH, VARANASI – 221007

CIHTS/ADM/REG/ACCOUNT/IA/2022-23/10

20.06.2022

**Tender for Hiring of Chartered Accountancy Firm for
Internal Audit, Attesting and Related Service at
Central Institute of Higher Tibetan Studies, Sarnath
Varanasi for the Financial Year 2022-23 to 2024-25.**

Notice Inviting Tender

Sealed tenders are invited under two bid system (i.e. Technical & Financial) from Chartered Accountant firms for conducting Internal Audit and related services of the Institute for the financial year 2022-23 to 2024-25 which can be further extended for one more year on satisfactory completion of the work. The Auditor so appointed shall carry out the internal audit of the Central Institute of Higher Tibetan Studies, Sarnath Varanasi.

1.	Tender No.	CIHTS/ADM/REG/ACCOUNT/IA/2022-23/10
2.	Date of Tender Publishing on website	20 th June 2022
3.	Pre-bid meeting and site	28 th June 2022 (12:00 Noon) at The Office of Registrar, CIHTS, Sarnath, Varanasi.
4.	Tender documents	Download from the Institute website- www.cihts.ac.in
5.	EMD	Rs. 10,000.00 (Ten thousand only); Firms having valid NSIC/MSME certificate may be exempted.
6.	Last date and time of submission of tender	12.7.2022; 5:00 p.m.
7.	Last date, time and place of submission of hard copy of EMD	12.7.2022; 5:00 p.m.; The Office of Registrar, CIHTS, Sarnath, Varanasi- 221007
8.	Date time and place of tender opening	13.7.2022; 11:00 am; Office of the Registrar-CIHTS

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders stage of the process and /or to modify the process or any part thereof at any time without assigning any reason thereto vests with CIHTS, Sarnath without any obligation or liability whatsoever.

Sd/-
Registrar
CIHTS,
Sarnath



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Sealed tenders are invited under two bid system (i.e. Technical & Financial) from Chartered Accountant firms for conducting Internal Audit and related services of the Institute for the financial year 2022-23 to 2024-25 which can be further extended for one more year on satisfactory completion of the work. The Auditor so appointed shall carry out the internal audit of the Central Institute of Higher Tibetan Studies, Sarnath Varanasi.

The firm should fulfill the following requirement.

1. The Firm should be empanelled with CAG and having ranking up to 60 as marked by CAG.
2. The firm should have at least 10 years of standing experience.
3. The firm should have minimum 3 working partners out of which one partner should be DISA/CISA qualified.
4. The Firm should have experience of audit of Institute/other large Educational Institutions/Govt. Autonomous/ Public Ltd Companies and Financial Institutions etc. having computerized working environment.
5. The firm should have Minimum turnover of Rs. 20 lac p.a. in the last 3 financial years.
6. The firm must not have been debarred from ICAI or RBI or any other statutory autonomous body for any misconduct.

Selection of Chartered Accountants:-

Interested firms shall submit their bid through tender process to The Registrar, Central Institute of Higher Tibetan Studies, Sarnath Varanasi in two parts- Technical bid and Financial bid. Rates should be quoted per annum including boarding loading charges, TA/DA and other visiting charges etc. Payment will made quarterly after successful completion of the work. The last quarter payment will be released after the filing of annual TDS/Service Tax/GST returns etc.

Financial bids of only technically qualified firms shall be opened.

- i. **Technical Bid:** Technical bid should contain information constitutional documents, business turnover, experience in the sector and other related documents of the company/ firm to enable judging the suitability of the applicant. Self attested copies of all supporting document(s) should be enclosed with technical proposal in the prescribed format at **Appendix- A** which should inter alia contain the documents as per succeeding paras.
- ii. **Financial Bid:** The financial bid must be submitted in the format enclosed with tender documents as **Appendix- B**. The L1 firm/ bidder will be awarded the work.

The bid should be clearly filled or typed and signed in ink legibly. Bidder should quote the price in figures as well as in words the amount quoted by him. The tender document should be duly signed by the authorized persons.

Performance Security Deposit:-

1. Successful bidder will be required to deposit performance security deposit (interest free) @ 5% of award value within 10 days of notification of award of work.
2. No interest shall be payable on the security deposit.
3. Performance security will be forfeited and credited to the CIHTS account in the event of breach of contract by the contractor.

The remaining security deposit i.e. 5% will be released after one month.

Termination/Cancellation of Offers:

If the selected firm does not send the Technical Bid/Financial Bid duly signed by them within the stipulated time, their bid is liable to be rejected.

If any of the information/documents furnished by the auditor is found to be incorrect, the offer will automatically stand cancelled without entertaining any further correspondence.

Schedule of Submission of Bids:

1.	Last Date and Time of Submission of Tender/Bid	12.07.2022; 5:00 p.m.
2.	Date and Time of Opening Tender/Bid	13.07.2022; 11:00 a.m.

1. Scheduling of Internal Audit

The auditor should scrutinize all vouchers (Debit/Credit) along with all contracts/agreements. The rules and regulations of the Institute should be followed for audit. The auditor will prepare a quarterly internal audit report and will submit it to the competent authority.

2. Scope of Work

Sr. No.	Details	Periodicity	Extent of Audit
2.1	To check the budget provisions and actual expenditure	Quarterly	100%
2.2	To Check all the entries of Debit and Credit	Quarterly	100%
2.3	To check the correctness of payments released	Quarterly	100%
2.4	To check the general ledger, receipt and payment account	Quarterly	100%
2.5	To Prepare the Bank reconciliation of all the Institute accounts.	Quarterly	100%
2.6	Scrutiny of advances sanctioned to the employees, verification of recoveries, review of outstanding, etc.	Quarterly	100%
2.7	To periodically verify the physical cash balance as per cash book	Quarterly	100%
2.8	To check the deposits with the Banks and corresponding correctness of interest due and receipt of same.	Quarterly	100%
2.9	To ascertain the extent of compliance by the various departments of the Institute, with the prescribed procedures laid down from time to time	Quarterly	100%
2.10	To check advances/adjustments issued to various Department of Institute.	Quarterly	100%
2.11	To review and recommend the soundness, adequacy and application of accounting, internal controls and procedures	Quarterly	100%
2.12	To check deduction of TDS, Service Tax, Vat etc. and remittance thereof to the concerned authorities	Quarterly	100%
2.13	To Check the receipt of EMD's and Securities and related records	Quarterly	100%

2.14	To check in all respects the quotations, tenders and their opening, listing, Comparative statement, etc. and issue of purchase orders, as per procedures laid down.	Quarterly	100%
2.15	To check receipt, issue and stock of all stationary including printed stationary items.	Quarterly	100%
2.16	To check the Fixed Assets Registers with a view to ensuring the accuracy of postings for physical verifications.	Quarterly	100%
2.17	To check records of consumable materials receipt and issue thereof	Quarterly	100%
2.18	To check the Annual Maintenance Contracts entered into in respect of equipment including computer hardware etc.	Quarterly	100%
2.19	To check the vehicle maintenance records, with a view to economic running of the vehicles.	Quarterly	100%
2.20	To check the sanctions issued for withdrawal of allowances/perquisites, with reference to delegated powers.	Quarterly	100%
2.21	To check withdrawal of increments, fixation of pay, leave records, Arrears, Overtime/allowance, conveyance allowance, leave travel concession, etc.	Quarterly	100%
2.22	Reimbursement of medical expenses, group insurance etc., with reference to sanction and entitlement.	Quarterly	100%
2.23	To check the collection of all kinds of fee, credit thereof and reconciliation	Quarterly	100%
2.24	Cash Flow Statements	As and when required	
2.25	Monitor all the e-books	Monthly	
2.26	To assist in the discussions with the Statutory Auditors and finalization of Audit Report	As and when required	
2.27	Auditing of Consultancy cell and other projects	Quarterly	100%
2.28	Any other Assistance required in financial matters	As and when required	
2.29	Advice for updates/change, if any, in statutory laws	As applicable	
2.30	To Prepare the Annual Account of the Institute	Yearly	100%
2.31	To prepare, finalized and certify the Utilization certificate (UC), Statement of expenditure (SoE) of various projects as per the format of the Funding Agency.	As and when required	100%
2.32	To Check and ensure timely payment of various statutory dues including TDS, NPS, GST, etc. to respective authorities well before the respective due dates.	As applicable	100%



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Terms & Conditions of Bid Document for Hiring of Chartered Accountant Services

Tenders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Conditional Tenders are liable to be rejected. Central Institute of Higher Tibetan Studies, Sarnath Varanasi (CIHTS) Varanasi will process the tender as per CIHTS standard procedure. Institute reserve the right to reject any or all or part of tender without assigning any reason. CIHTS will not be under any obligation to give any clarification to the agencies whose bids are rejected.

1. This invitation for bids is open to all bidders.
2. The Institute will reject a proposal for award if it is determined that the bidder recommended for award as directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
3. A contract agreement shall be entered into where threshold value of order will be Rs. 2 Lacs & above.
4. All rates must be quoted on the proper form as per Tender Document and Technical bid & financial bid must be submitted separately.
5. The tenderer should quote the rates and amount in figures as well as in words. The amount for each item should be worked out for the requisite totals given.
6. Tender must accompany Earnest Money (EMD) of Rs. 10000/- and should be paid through Demand Draft/ FDR/ RTGS (details given below) in favour of The Registrar, CIHTS, Sarnath, Varanasi

Account No.	IFSC Code	Bank Name	Branch Code
416302010116003	UBIN0541630	Union Bank of India Paigamberpur, Varanasi	541630

7. On the award of the work the lowest bidder must deposit a sum equal to 5% of work order amount as performance security within 10 (Ten) days. The same will be returned only after successful completion of work. No interest can be claimed on the security amount.
8. The tender for works shall remain open for acceptance for a period of thirty days from the date of opening of tenders. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract even during the extension in period also. However, if any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then the Institute shall, without prejudice to any right or remedy, be at liberty to forfeit the said earnest money absolutely.
9. The acceptance of tender will rest with the competent authority of CIHTS, Varanasi and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. The decision of Tender Evaluation Committee will be final in case of any dispute during Tender Opening process. All tenders, in which any of the prescribed conditions either not fulfilled or incomplete in any respect are liable to be rejected.
10. On acceptance of tender, the name of the accredited representative(s) of the Firm who would be responsible for taking instructions from the competent authority shall be intimated to the Institute.
11. In case the date for opening of Technical & Financial Bid happens to be a holiday then these will be opened on the next working day at same time & venue.
12. In case of disablement or death of any worker while on duty due to any reason the firm will be fully liable to pay necessary benefits/compensation to the concerned as per the rules and regulations and statutory provision. The Institute will not be responsible or liable in this regard at any stage.
13. Since the auditors will be employees of the firm, the competent Authority of CIHTS, Varanasi will not have any concern or contact with them either directly or indirectly. All statutory obligations shall be discharged by the firm.
14. Escalation charges shall not be accepted on any grounds during the pendency of contract.
15. The firm shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to

safety, labour laws or any other laws in force in the state of Uttar Pradesh.

16. The payment shall be released against quarterly bill after satisfactory completion of the work.

17. If the firm fails to complete the work and Institute has to get it done from other sources at higher rates, the amount due and the difference in the rates shall be deducted from the firm's bill/securities besides forfeiting the job security of the firm, imposing penalty and taking such other action as may be deemed fit by the Institute.

18. If the job is refused by the firm or not executed after accepting the condition of the tender/supply order, at any point of time, the security deposited will be forfeited in full or in part at the discretion of the Institute and further action as deemed fit will be taken.

19. In case of any dispute arising under this agreement, the Vice-Chancellor, Central Institute of Higher Tibetan Studies, Sarnath Varanasi would act as an Arbitrator and his decision shall be final and binding on both the parties.

20. The agency shall not sublet the work or any part of the work, to any other party.

21. All disputes will be settled within the jurisdiction of Varanasi.

Information to be provided with the technical bid

Sl. No.	Criteria	Document produced	Page no. of technical bid
1.	The Firm must be registered with the Institute of Chartered Accountants of India		
2.	The Firm should be empanelled with CAG and having ranking up to 60 as marked by CAG.		
3.	The firm should have at least 10 years of standing experience.		
4.	The firm should have minimum 3 working partners out of which one partner should be DISA/CISA qualified.		
5.	The Firm should have experience of audit of Institute/other large Educational Institutions/Govt. Autonomous/ Public Ltd Companies and Financial Institutions etc. having computerized working environment.		
6.	The firm should have Minimum turnover of Rs. 20 lac p.a. in the last 3 financial years.		
7.	Bidder should be registered with Income Tax and Goods & Service Tax departments.		
8.	The bidder or any of its partner/ directors, etc. should not have been debarred from ICAI or RBI or any other statutory autonomous body for any misconduct.		

Declaration

I/We certify that all the particulars furnished above are true and correct and bases on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by CIHTS, Sarnath for at least 3 years.

Date:

Place:

Signature
with Seal of Authorized signatory

Appendix - B

Financial Bid

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

Particular	Annual (yearly) services Price (all inclusive) shall be quoted in (Rs)	
	In Figure	In Word
All Inclusive Lump Sum Annual (Yearly) Fees for the entire scope of work covered under the terms of the tender.		

Please Note:

- I. The above quoted Lump Sum fee shall be inclusive of all expenses /charges except Good Service Tax (GST).
- II. 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.
- III. As provided in the Financial bid format above, the bidders have to quote the price as per above format only and the L-1 firm/ bidder shall be decided on the basis of lowest quoted cost.

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Date:

Signature

Place:

Full Name

Firm Name:

Seal of the Organisation

Details about the bidder

Name of Firm/Contractor/Supplier	
Complete Address & Telephone No.	
Name of Proprietor/Partner/Managing Director/Director.	
Phone No:- Mobile No:- Email id:-	
Whether the firm is a registered firm Yes/No (attached copy of certificate).	
PAN No. (enclose the attested copy of PAN Card).	
Service Tax No. (enclose the attested copy of Service Tax Certificate)	
GST No. (enclose the attested copy of GST Certificate).	
Whether the firm has enclosed the UTR No. of Earnest Money Deposit.	
Whether the Firm/Agency has signed each and every page of Tender.	
Any other information, if necessary.	

Completed detail of the bidder must be enclosed with the Technical bid. Bidder's address, name of contact person(s) with phone numbers must be listed in the enclosure. The Tender Committee may carry out surprise visits to establishments/mess/dining facilities serviced currently by the tenderers for the short-listing process.

Date:
Place:

Signature with Seal of Authorized Signatory

Details of Penalties

1. In case any complaint is received attributable to misconduct/mis-behaviour of contractor's personnel, a penalty of Rs. 1,500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the Institute immediately.
2. In case, the contractor fails to commence/execute the work as stipulated in the agreement or executes unsatisfactory performance or does not meet the statutory requirements of the contract, the Institute reserved the right to impose the penalty as detailed below:
 - i) 20% of cost of order/agreement per week, up to four weeks of delay.
 - ii) After a delay of four weeks, the Institute reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other contractor(s). The defaulting contractor shall be blacklisted for a period of 3 years and his earnest money/security deposit may also be forfeited, if so warranted.
3. The personnel engaged, have to be disciplined yet courteous in dealing with the Faculty/Officers/Staff/Students etc. The Institute shall be the right to have any person removed in case of tenable complaints from Faculty/Officer/Staff/Students. The contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by the Institute, failing it may be treated as absent and consequent penalty as specific elsewhere in the document or any other penalty as deemed fit and reasonable by the Institute will be imposed.
4. That in the event of any loss, theft or robbery inside the campus or damage occasioned to the Department, as a result of any lapse on the part of the contractor or its personnel deployed in the Institute, which would be established after an enquiry conducted by the Institute, the said loss can be claimed from the contractor up to the value of the loss. The decision of the Institute will be final and binding on the Contractor.
5. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the Contractor will be liable to be forfeited to the Institute besides annulment of the contract.
6. The manpower found drunk, in possession, consumption of tobacco, alcohol, drugs or sleeping on duty to be removed by the Contractor and no payment for that day on account of that person will be made.
7. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.
8. Competent Authority of the Institute shall be entitled to impose any penalty to the extent of Rs. 10,000/- upon the contractor in the event of breach, violation or contravention of any of the terms and conditions.

SIGNATURE OF TENDERER
NAME OF ADDRESS OF TENDERER
RUBBER STAMP OF PROP. OF FIRM OR COMPANY

SELF DECLARATION – NO BLACKLISTING

(Date)

The Registrar
Central Institute of Higher Tibetan Studies,
Sarnath, Varanasi – 221007

Dear Sir,

Ref. – Tender for Providing Auditing, Accounting and related Services at CIHTS, Sarnath, Varanasi

In response to the Tender Document for Providing Auditing, Accounting and related Services at CIHTS, Sarnath, I/We hereby declare that presently our company/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.

2 We further declare that presently our company/firm is not blacklisted or debarred 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 including violation of relevant labour laws.

3. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Date:
Place:
.....

Signature
Name

Seal of the Organisation

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of India Rupees of One Hundred (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETER SITUATED AT VARANASIOR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT VARANASI OR ANY SCHEDULED BANK SITUATED AT VARANASI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,
The Registrar
Central Institute of Higher Tibetan Studies,
Sarnath, Varanasi – 221007

LETTER OF GUARANTEE

WHEREAS Central Institute of Higher Tibetan Studies, Sarnath, Varanasi has invited Tenders vide Tender No. dated for AND WHEREAS the said tender document required that any eligible successful tenderer (seller) wishing to supply the service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi” in the form of Bank Guarantee for Rs. (Rs and valid till one year or upto warranty period whichever is later from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgement as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the catering service this Bank shall pay to Central Institute of Higher Tibetan Studies, Sarnath, Varanasi on demand and without protest or demur Rs (Rs).

This Bank further agrees that the decision of Central Institute of Higher Tibetan Studies, Sarnath, Varanasi (Buyer) as to whether the said tenderer (Seller) has committed a breach on any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any chance in the constitution of the Tenderer (Seller) and / or Central Institute of Higher Tibetan Studies, Sarnath, Varanasi (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Rs).
2. This Bank guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if Central Institute of Higher Tibetan Studies, Sarnath, Varanasi served upon us a written clam or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Date:
Place:

Signature and seal of the guarantor:
Name of Bank:
Address

Letter of Transmittal
Central Institute of Higher Tibetan Studies,
Sarnath Varanasi

The Registrar
CIHTS, Sarnath, Varanasi

Dear Sir,

We, the undersigned, offer to provide the audit services for Central Institute Of Higher Tibetan Studies, Sarnath Varanasi in accordance with your Request for Proposal dated (Insert Date). We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinformation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.\

We understand that Central Institute of Higher Tibetan Studies, Sarnath, Varanasi is not bound to accept any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have the authority of (insert Name of C.A Firm) to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Signature of Partner with seal