

Notice Request for Proposal for Appointment of Audit firms
for Conducting Statutory Audit of Diu College, Diu Higher
Education Society, Diu for the Financial Year 2019-20

No. G-25020/84/2019-GOV COLLEGE DIU/79

Date: 05/08/2020

BY



Diu Higher Education Society,
U.T. Administration of Daman & Diu
Education Hub, Kevdi,
Diu - 362520.
Email - diucollege.diu-dd@nic.in
Phone: - 02875-254115

NOTICE

Notice Inviting Request for Proposal (RFP) for Appointment of Firms/LLP of Chartered to conduct the Statutory Audit of Diu College for F.Y. 2019-20.

Diu Higher Education Society, U.T. Administration of Daman & Diu, invites request for proposal (RFP) from firms/LLP of Chartered Accountants for appointment as Statutory Auditors for the FY 2019-20 (extendable up to two years based on performance).

Detailed Request for Proposal (RFP) comprising Background, Terms of Reference (TOR) and Guidelines for submitting the proposal can be either downloaded from the website www.diu.gov.in or www.diucollege.ac.in.

Interested Firm/LLPs are requested to go through the Eligibility Criteria carefully given in **Annexure-C** and submit their applications (along with quote for Professional Fee in separate sealed packed envelope and other relevant documents) in prescribed format given in **Annexure- A & B**.

Applications in a sealed envelope addressed to The Principal, Diu College, Education Hub, Kevdi, Diu - 362520 should reach latest by 27/08/2020 up to 16.00 Hrs.

Firm/LLPs are advised to carefully read the scope given in **Annexure-D**.

Important instructions to Professional Firms/LLPs are given in **Annexure-E**.

The bidders have to pay Rs. 100/- (Rupees One hundred only) RFP fees (non-refundable) by way DD and EMD of Rs.1500/- (Rupees One Thousand Five Hundred Only) in form of DD/FDR in favour of "**Collector & Chairman, Principal & Member Secretary DHES**". The successful bidders have to pay 10% security deposit of total annual fee.

Important Dates and time:

1. Last date for submission of Proposal : 27/08/2020 at 04:00 pm
2. Date of opening of Technical bid : 31/08/2020 at 11:00 am (If Possible)
3. Date of opening of Financial bid : 04/09/2020 at 11:00 am (If Possible)

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Any further clarifications can be sought by contacting Shri Vishal Fofandi, Assistant Accounts Officer, Diu College on Telephone No. 9277757578 or 02875-254115, email ID-acct.dcd@gmail.com



Principal & Member Secretary,
EC, DHES, Diu.
Email- diucollege.diu-dd@nic.in
Ph. No.- 02875-254115

Copy To:-

1. Computer Instructor for uploading on website www.diucollege.ac.in
2. NIC to upload on website www.diu.gov.in

Standard format for submission of Technical details
(Application format)

To be printed on the letterhead of the Firm/LLP

Note: Please refer the Important Instructions to Professional Firm/LLPs given in Annexure-E (Page - 11), before filling the below details.

I.	Name of the firm/LLP	
II.	Empanelment No. with C & A G (Attach Copy)	
III.	Head Office Address	
IV.	Firm's registration No.	
V.	Date of Registration	
VI.	Firm's PAN No.(Attach Copy)	
VII.	Firm's GST Registration No. (Attach Copy)	
VIII.	Contact detail's (Telephone No.)	
IX.	Email address	
X.	No. of years of firm experience (Cut-off date 31/03/2020, attach Copy of certificate of incorporation)	
XI.	Turnover Details (Average turnover from professional services for last 3 years i.e. F.Y.2018-19 , F.Y.2017-18 & F.Y.2016-17)	Average turnover from professional services for last 3 years (Encl Form-A)
XII.	Number of Branches	Total No. of branches (Encl Form-B)
XIII.	Number of Full-Time Partners as on 31/03/2020	Number of Full-Time Partners (Encl Form-C)
XIV.	Number of Part time Partners if any, as on 31/03/2020	Number of Part-Time Partners (Encl Form-D)
XV.	Number of Other Audit Staff as on 31/03/2020	Number of Other Staff (Encl Form-E)
XVI.	Number of Other Audit Assistants/ Articles as on 31/03/2020	Number of Other Audit Assistants/Articles
XVII.	Whether the firm is engaged in any Statutory/ Internal Audit of any departments of Government of India/ Statutory Bodies/PSUs Universities/ Govt. Colleges/ GIA Colleges/ Govt. Institutes/Educational Institutions.	Details of Professional Experience in last five years. (Encl Form-F)

To be printed on the letterhead of the Firm/LLP

Form-A Turnover Details*

Year	Turnover from professional services (In Rs. Cr.) as per Audited Annual Accounts	Ref. Page no. of firm/LLP's Audited P&L A/c
2018-19		
2017-18		
2016-17		

***Encl- Copy of Audited financial statements of last 3 years**

Form-B Details of Branches*

Sr.No.	City/State	Address	Ref. Page no. of supporting doc.
1.			
2.			
3.			

***Encl- Supporting documents**

Form-C Details of Full Time Partners*

Sr. No	Name	FCA/A CA/FCM A /ACMA	Location (HO/Branch) Name of City	Member ship No	Date of Joining the firm/LLP	Ref. Page no. of supporting Membership doc
1						
2						
3						

***Encl- Supporting documents**

Form-D Details of Part Time Partners*

S. No	Name	FCA/A CA/FCM A /ACMA	Location (HO/Branch) Name of City	Member ship No	Date of Joining the firm/LLP	Ref. Page no. of supporting Membership doc
1						
2						
3						

*Encl- Supporting documents

Form E Details of Other Audit Staff*

S. No	Name of Staff	Designation
1		
2		

Form F

Details of Professional Experience in last five years(i.e. FY 2015-16 to FY 2019-20)

1) Statutory Audit

S. No	Name of the Organization	Organization Type	Year of Audit Assignment	Ref. Page no. of Supporting Docs. for turnover, industry and year
1.				
2.				

2) Internal Audit

S. No	Name of the Organization	Organization Type	Year of Audit Assignment	Ref. Page no. of Supporting Docs. for turnover, industry and year
1.				
2.				

To be printed on the letterhead of the Firm/LLP

Undertaking

I/We the following partners of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare-

- i) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found incorrect or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- ii) That the firm or partners has not been debarred or cautioned under the Chartered Accountant Act, 1949 during the last five years, (If debarred, give details);
- iii) That all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification;
- iv) The prices quoted by us in the Financial Proposal are valid till 2 years from the date of submission of the tender, We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date;

S. No.	Name of the Partner	Membership Registration No.	PAN No.
1.			
2.			
3.			

Signature of Partner & Seal of the firm

Date:

Place:

Standard Format for Submission of Professional Fee Quote

To be printed on the letterhead of the Firm/LLP

Name of the Firm/LLP	
Statutory Audit Fee Amount in Rupees. (excluding taxes)	
Statutory Audit Fee Amount in Words (excluding taxes)	

Terms & Conditions

1. The minimum fee for the conducting statutory audit will be Rs.12,000 (without taxes)
2. The financial bid shall be submitted for the professional (audit) fee to be annually charged by the firm. **This audit fee quoted shall be inclusive of TA/DA and excluding of taxes as applicable.**
3. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.
4. Single audit fee shall be quoted in case of Joint Venture or Association.

Signature of Partner & Seal of the firm

Date:
Place:

Eligibility Criteria

S. No.	Particulars	Minimum requirement	Mandatory Document
1	Year of Establishment	5 years old (cut-off Date-31/03/2020)	ICAI Registration Certificate
2	Base Location	The Head Office of the Firm/LLP should be in Gujarat / Diu :-	ICAI Registration Certificate
3	Number of Full Time Partners associated with the firm for not less than 3 years (As per Certificate of ICAI as on 31.03.2020) i.e. such partners should continue to be a fellow member during all the three years	2 (at least 1 should be FCA)	Relevant Certificates issued by ICAI
4	Average turnover from professional services for last 3 years	Not less than Rs. 15,00,000/- (Rupees Fifteen Lacs Only)	Copies of Audited Accounts of firm
5	Statutory Audit/ Internal Audit – No. of organization audited in last 05 years	04 (at least 01 should be in education sector)	Copies of work order / experience certificates
6	Empanelment No. with C & A G	The firm should be empanelled with C & AG	Copy of Empanelment Letter
7	GST Registration	The firm should have GST registration.	Copy of GST Registration.

Signature of Partner & Seal of the firm

Date:

Place:

Detailed Scope of Statutory Audit

1. An assessment of adequacy of the financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak control; verification of assets and liabilities; a specific reports on this aspect would be provided by the auditor annually as part of the management letter.
2. Funds have been spent in accordance with the condition laid down from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. Counterpart contribution from UT Administration, where required has been provided.
3. Goods and services financed have been procured in accordance with the relevant procurement guidelines.
4. Expenditures if any, ineligible for financing by the College or the Society are disclosed adequately in the financial statements.
5. All necessary supporting documents, records and accounts have been kept in respect of the project.
6. The auditor shall have to co-ordinate/ consult the auditors on contract for previous years.
7. The visit by CA to inspect the documents, etc. will be mandatory on quarterly basis.
8. To advice regarding audit matters as and when asked by college management.
9. Assisting /to help during C&AG Audit and preparation of the reply of the queries issued by C& AG Auditors.
10. Utilization Certificate and other documents must be furnished.
11. The scope of Statutory Auditor will be reviewed by the Principal, Diu College, Diu Higher Education Society, Diu in consultation with the Statutory Auditor from time to time.

Important Instructions to Professional Firm/LLPs

(A) Instructions:

- a) **Format of Application must be strictly followed along with reference page numbers while giving technical details and Professional Fee Quote. The application should be completely filled in the given format only; incomplete applications will be rejected out rightly.**
- b) All RFPs will be evaluated on the basis of the technical details provided in specified format and documents furnished along with applications only. Any additional document received, after last date & time of receiving the RFPs as stipulated in the Notice Inviting RFPs, will not be entertained.
- c) Since, all the applications will be evaluated strictly on the basis of Eligibility Criteria please avoid attaching unsolicited information/documents for processing applications expeditiously.
- d) All submitted documents should be signed by a Partner with his name and under the seal of the firm/LLP.
- e) Applications must be submitted under sealed cover super scribing the RFP Notice No. & date and the words 'Application for Appointments of Statutory Auditor for FY 2019-20' thereon.
- f) Application may be submitted by hand or by post/ courier to The Principal, Diu College, Education Hub, Kevdi, and Diu-362520. Diu College does not take any responsibility for loss of application in transit. Applications sent through Fax or E-mail will not be considered.
- g) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected out rightly.
- h) There would be confidentiality clause in the appointment letter to be issued to each Audit firm/LLP.
- i) The work of Statutory Audit allotted to Audit firm/LLP should not be assigned to any other third party by the said firm/LLP.
- j) Payment of Audit fees will be made on submission of final report.
- k) There would be a penalty clause in the appointment letter, which authorized Diu College to impose the penalty maximum up to 10% of the fee, in case of any delay in the submission of the report. However, relaxation may be granted in case of genuine reasons beyond the control of the Audit Firm/LLP.

(B) List of documents to be submitted along with the applications/ RFPs:

Interested firm/LLPs are advised to go through contents of the RFP documents carefully and submit attested copies of the following documents in proper sequence along with the RFPs as described hereinafter:

- i. Registration certificate of the firm/LLP issued by the Institute of Chartered Accountants of India.
 - ii. Membership certificates of the Partners/ Audit Staff issued by the Institute of Chartered Accountants of India as evidence of FCA/ACA.
 - iii. Copies of Audited Annual accounts for last three/four years, as a proof of average turnover of the firm/LLP.
 - iv. Copies of appointment letters/experience certificate for statutory audit/ internal audit as evidence of experience.
 - v. Copy of PAN Card and GST Registration.
 - vi. A copy of complete RFP document duly signed and sealed as a token of acceptance of all terms and conditions.
 - vii. Any further documents as required for above proposal.
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Signature of Partner & Seal of the firm

Date:

Place: