

NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal – 462044
Tel: 0755-2696969-113

No.

E-Tender Notice

Bhopal Dated: 23-04-2022

1. INTRODUCTION: -

1. National Law Institute University, Bhopal (NLIU) is an Autonomous University, established in 1997 under the State Government Gazette Notification. National Law Institute University, Bhopal (NLIU) is conducting the UG & PG education programme. The Chancellor of NLIU is Hon'ble the Chief Justice of Madhya Pradesh. The University have total number of students 800 (approx), total approx receipt in the financial year 2021-22 is Rs. 30.00 Crore, total number of employees 125 (Approx) and total Budget Expenses in the financial year 2021-22 Rs. 30.00 Crore (approx).

2. Eligibility Criteria for appointment: -

1. NLIU invites bids from the reputed Chartered Accountant in practice/Chartered Accountant firms must have empanelled with Comptroller and Auditor General of India for appointment of Auditor.
2. The Chartered Accountant in practice/ Chartered Accountant firm must have at least 5 years' experience in the profession.
3. The Chartered Accountant in practice/ Chartered Accountant firm must be holding valid certificate of practice issued by the Institute of Chartered Accountants of India.
4. The Chartered Accountant in practice/ Chartered Accountant firm should have their office at Bhopal duly registered with the institute.
5. The bidder's average annual financial turnover (Gross) during the last three financial years should not be less than 30.00 Lakh.

3. Internal Audit Fees: -

1. Chartered Accountant in practice/ Chartered Accountant firm are required to quote the audit fees for the Work defined under scope of work for the year 2021-22 & 2022-23 (Year wise). **A Chartered Accountant is required to be present full time at NLIU to provide his services during the office timing.**
2. As per work of university provision of minimum fee is **Rs. 40,000/- Per Month Plus GST (As Applicable)** for Audit work. **NLIU will follow QCBS (Quality cum Cost Based Selection) eligibility method for the finalization of tender instead of L1 method. CA firm will be eligible for allocation of only one work order as Internal auditor or as Statutory auditor or as Tax consultant (CA Firm may apply in one or more categories).**
3. Tax components if any shall be quoted separately. The University will perform such duties in regard to the deduction of, such taxes at sources as per applicable law. For this purpose, the tax component of the total quoted price may be specified separately by the Chartered Accountant in practice/ Firm in the bills.

Signature of Bidder

Mamish Agrawal
Mamish

Accountant

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4. Scope of work of Internal Auditor: -

The main object of this assignment is to establish strong control on financial management, regular maintenance of books & accounts and prior checking of every transaction, following Matter in audit report is required to be submitted by auditor every month to finance department and action taken on previous report, (if any):

1. The funds have been utilized in accordance with the guidelines, directives, acts and rules framed Central Govt., State Govt., & NLIU Internal order after taking approval by competent authorities and such payment are within Budget Sanctioned.
2. To ensure Compliance related to Payment and filing of GST, TDS, PT, EPF and other Tax return including previous years taxes related matters.
3. Vouching, ledger scrutiny, Bank reconciliation Statement and other routine examination/Check of Bills, register, etc. to ensure that all receipts and payments have been taken into accounts and all necessary supporting documents, records and accounts have been kept, Advances are settled on timely basis.
4. The accounts have been prepared in accordance with accounting standard and give true and fair view of the financial statement of NLIU. All entries are made in tally and update on timely basis.
5. All files must be verified by the auditors and duly signed for check and to eliminating error related to Taxes deduction, Sanction & approval and other procedure checks like budget allocation, etc.
6. To provide his valuable suggestions/work plan to improve procedure related to accounting, filing and other record maintained and provide his support in preparing and completing accounting related works.
7. To ensure that Stock register is maintained and stock verification may be performed on reasonable interval and also to ensure that Contracts, policies and other agreements are renewed on timely basis.
8. Any work maybe add/modify or delete as maybe required by NLIU time to time during the audit.
9. To attend meeting of Finance Committee (FC) / Executive Committee (EC) (if required) of NLIU, Bhopal.

5. Audit Fees of Tax Consultant: -

1. Chartered Accountant in practice/ Chartered Accountant firm are required to quote the return filing fees for the Work defined under scope of work for the year.
2. As per work of university provision of minimum fee is **Rs. 20,000/- Per Annum Plus GST (As Applicable)** for Taxation related work. **NLIU will follow QCBS (Quality cum Cost Based Selection) eligibility method for the finalization of tender instead of L1 method. CA firm will be eligible for allocation of only one work order as Internal auditor or as Statutory auditor or as Tax consultant (CA Firm may apply in one or more categories).**
3. Tax components if any shall be quoted separately. The University will perform such duties in regard to the deduction of, such taxes at sources as per applicable law. For this purpose, the tax component of the total quoted price may be specified separately by the Chartered Accountant in practice/ Firm in the bills.

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6. Scope of work of Tax Consultant: -

1. Filing of Quarterly TDS return for 24Q & 26Q.
2. Monthly GST Return Filing GSTR-1 and 3B.
3. To Appear in Income Tax Case.
4. To Appear in GST Case.
6. Filing of Annual GST Audit.
7. To Sign Form 15CB.
8. To attend meeting of Finance Committee (FC) / Executive Committee (EC) (if required) of NLIU, Bhopal.

7. Other Terms & Conditions: -

The appointment of auditors is subject to the following terms & conditions: -

1. Chartered Accountant in practice / Chartered Accountant firm must not sub-contract the work.
2. Neither the Chartered Accountant in practice / Chartered Accountant firm nor its partner or Associates have any interest in the affairs of the University.
3. The Chartered Accountant in practice / Chartered Accountant firm partners holding certificate of practice issued by institute of Chartered Accountants of India are in whole time practice.
4. The Chartered Accountant in practice / Chartered Accountant firm shall undertake that data given to the Auditor by NLIU and any information generated from the date provided shall not be used by the Auditor for any other purpose.
5. Chartered Accountant firm will be allotted only one designation of Statutory Auditor, Internal Auditor or Tax Consultant work for the period as per the tender conditions.

8. Submission of Offer: -

Interested Chartered Accountant in practice/ Chartered Accountant firm may send their application forms along with the bid documents mentioned above duly seal & signed, so as to reach this office latest by 05:00 PM on 13/06/2022 addressed to the **Registrar (Administration), National Law Institute University, Kerwa Dam Road, Bhopal- 462044.**

Signature of Bidder

Manish
Manish Agrawal

Accountant
Accountant

For
For

NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal – 462044
Tel: 0755-2696969-113

TECHNICAL BID PART-I
PROFORMA FOR SUBMISSION BY BIDDER

S. No.	Particulars	Details	Supporting documents
1	Name of the Firm		
2	Address of the Firm:		
	Head Office Name of the In-charge Phone No.: Fax No.: Mobile of Head Office In-charge:		
	Branch Office (if any) Name of the In-charge Phone No.: Fax No.: Mobile of Head Office In-charge: (Particulars of each branch to be given		
3	Firm GST Registration No.		
4	Firm Income Tax PAN No.		
5	Registration No. With ICAI		
6	Empanelment No. with C & AG		
7	No. of Years of Firm Existence & Date of establishment of Firm		
8	Valid Certificate of practice issued by the ICAI		
9	Registered office at Bhopal		
10	Turnover of the Firm in last three completed years: Year 2018-19 Year 2019-20 Year 2020-21 Average		
11	Audit Experience of the Firm: 1. Number of Assignments in Autonomous Body/ commercial / Statutory Audit 2. Other Assignments		

Manish Aggarwal
Manish

Accountant

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12	Details of Partners: Provide following details: • Number of Full Time Fellow Partners associated with the firm. • Name of each partner. • Date of becoming ACA and FCA Date of joining the firm Membership No., • Qualification Experience • Whether the partners are engaged full time or part time with the firm.		
13	Details of full time CA Employee(s)		
14	Details of other Employees, CA-Inter/ IPCC/ATC/ etc.		

Date:

Place:

Signature of Authorized Signatory with Seal

Manish Agrawal
Manish

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Seal
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Financial Bid-Part-II

Bid reference No. NLIU/Adm/Accts/Audit/2022/02

Name of Chartered Accountant in practice/ Chartered Accountant firm:

Address:

S. No.	Works	Fee Amount (Rs.)	GST Amount (Rs.)	Total Amount (Rs)
1	Internal Audit Work			
2	TDS Quarterly Return for 24Q & 26Q (including revision, if any)			
3	Signing of Form-15CB (Per Form)			
4	Utilization Certificate (Per Certification)			
5	Monthly GST Return filing GSTR-1 & 3B & TDS			
6	Annual GST Audit			
7	Appear in GST Case			
8	Appear in Income Tax Case			
9				

Total Rupees.....

Date:

Place:

Signature of Authorized

Signatory with Seal

Manish Agrawal
Manish

Accountant

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No. NLIU/Accts/Audit/2022/02

NOTICE FOR APPOINTMENT OF
AUDITOR FOR NATIONAL LAW
INSTITUTE UNIVERSITY AT BHOPAL

NLIU invites bids from the reputed Chartered Accountant firms for the appointment of Auditor who are empanelled with the Comptroller and Auditor General of India. For details, please visit www.nliu.ac.in.

The due date & time for submission the bid is 13/06/2022 up to 05:00 pm

Registrar

Manish
Manish Agrawal

Accountant
Accountant

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