

# NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

Silchar – 788 010 (ASSAM)

EOI No: NITS/PS-152/Accounts/EOI/CA Firm/et/2023

Date: /10/2023

## NOTICE INVITING TENDER

### **“INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF CA FIRM” AT NIT SILCHAR**



1	<b>Tender /EOI No. &amp; Date</b>	EOI No: NITS/PS-152/Accounts/EOI/CA Firm/et/2023
2	<b>Name of the work</b>	“INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF CA FIRM” AT NIT SILCHAR
3	<b>Last Date and Time of E-submission of EOI</b>	30/10/2023 at 15.00HRS.
4	<b>Date and Time of E-opening of Technical Bid</b>	31/10/2023 at 15.00HRS.
5	<b>Date and Time of E-opening of Financial Bid</b>	To be intimated later
6	<b>Tender /EOI Fee</b>	Rs.1000.00(One Thousand) (Non-Refundable)
7	<b>E-Tender Processing fee</b>	AS APPLICABLE ONLINE



## NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR - 788 010

Tel. No. Director: (03842) 224879

Fax: (03842) 224797

### **EOI No: NITS/PS-152/Accounts/EOI/CA Firm/et/2023**

"INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF CA FIRM" AT NIT SILCHAR. Detail specification of required item/items/service are given in **(Annexure-A)**. The EOI /bid forms and other details can be obtained from the website of the Central Public Procurement Portal (CPPP) as mentioned below:

<https://eprocure.gov.in/eprocure/app>

The Tender /EOI Fees to be deposited to the following bank account before the tender /EOI closing date and time:

<b>Account Number</b>	:	38478849539
<b>Account Name</b>	:	National Institute of Technology Silchar
<b>IFSC</b>	:	SBIN0007061
<b>Bank Name</b>	:	State Bank of India
<b>Bank Branch</b>	:	NIT SILCHAR
<b>Account Type</b>	:	Savings

The tender /EOI documents, along with the proof of deposit of applicable Tender/EOI Fees must be uploaded to the portal. Kindly ensure that the transaction details are submitted strictly in accordance with the attached format (ANNEXURE-I). The exemptions on Tender /EOI Fees will be applicable in accordance with the guidelines of the General Financial Rules (GFR).

For any technical-related queries please call at 24 x 7 Help Desk Number provided on website of the Central Public Procurement Portal (CPPP).

The last date and time for submission of Tender/EOI document will be 30/10/2023 up-to 15.00HRS and tender (technical bid) will be opened on (date and time to be intimated later). Price bid of technically qualified bidders only shall be opened also in a later date with prior intimation.

Director, NIT Silchar reserves the right to extend the date or cancel the tender/EOI, accept or reject any/all tenders /EOI or not to purchase all or any of the items.

  
Registrar, NIT Silchar

## General Terms and condition: -

- a) Quoted rate should be inclusive of all taxes. Nothing extra will be paid by the Institution. If there is any increase / decrease of statutory taxes will be reimbursed accordingly. Rate should be quoted through online only,
- b) Payment shall be made as per Institute policy.
- c) The Institute reserves the right to accept, cancel or extend the contract on satisfactory service.
- d) Director, NIT Silchar reserves the right to extend the date or cancel the tender/EOI, accept or reject any/all quotations/Proposals.
- e) Each Firm/bidder shall submit only one quotation/proposal.
- f) Evaluation of Quotations :
  - a) NIT Silchar will evaluate and compare the tender/quotations/proposals determined to be substantially responsive i.e. which are **digitally signed**
  - b) Confirm to the terms and conditions, and specifications.
- g) Award of contract:

NIT Silchar will award the contract to the bidder whose tender/quotations/proposal has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- h) The bidder whose bid is accepted will be notified of the award of contract by the NIT Silchar prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase /work order.
- i) Acknowledgement of the Purchase/Work Order: The supplier/firm shall give an acknowledgement of the Purchase/Work Order within 7(seven) days of the date of the Purchase /work Order. In case, the supplier fails to acknowledge the Purchase/work Order within the stipulated time, the Institute is at liberty to cancel the Purchase/work Order.
- j) No alterations in tender/EOI forms shall be made by the bidder and if any such alteration is made, the tender/EOI is liable to be rejected.
- k) All necessary documents shall be furnished along with the bid/EOI.
- l) The tenders /EOI submitted shall clearly mention the name of the firm/person in whose favour the purchase/work order is to be placed.

## EOI No: NITS/PS-152/Accounts/EOI/CA Firm/et/2023

- m) Contact details of the person for all communication purpose should clearly be given with Name & Designation, Phone No, Fax No, Mobile, E-mail and official address.
- n) If the awardee firm fails to supply the items or refuses to carry out the assigned work within the specified period, the Purchase/work Order is subject to cancellation, and further proceedings will be conducted in accordance with the guidelines outlined in the General Financial Rules (GFR).
- o) All legal disputes shall be under the jurisdiction of the Silchar Courts of Cachar District in the state of Assam.
- p) Errors & omission exempted.



Registrar, NIT Silchar

**EOI No: NITS/PS-152/Accounts/EOI/CA Firm/et/2023**

Expression of Interest (EOI) is hereby invited by National Institute of Technology, Silchar from qualified registered Chartered Accountants (CA) firm based in Silchar and adjoining areas for undertaking works relating to conduct of Audit on the accounts of financial transaction including maintenance of records and operational controls as well as preparation of year-wise Accounts in respect of Board of Hostel Management (BHM), NIT Silchar including records of individual hostels of NIT Silchar since its inception.

Minimum eligibility criteria are:-

1. Minimum experience of undertaking at least 05 internal Audits w.r.t. Govt. / PSU/ Externally Aided Projects in last 5 (five) yrs.
2. Valid ICAI/ CAG registration.
3. Must have valid GST, PAN, and ICAI registration.

Scope of Works:

1. For undertaking the works, special attention should be paid to assessing whether adequate controls have been established and complied regarding fund inflow from the sources and outflow towards relevant expenditure and payments made in respect of the funds.
2. An assessment of the adequacy of the financial management systems, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls and any needs for revision, level of compliance with established policies, plan and procedures, reliability of accounting systems, data and financial reports; creating controls mechanism in areas where they are lacking; verification of assets and liabilities, security and effectiveness of the operation of the Board of Hostel management Account.

Interested firms may submit their Resume / Profile indicating details of their professional records, time required to complete the assigned works and fee payable for the purpose. The period for completion of the work will be 06 month from the date of issuing work order to the firm.

For details, the interested firms may visit NIT Silchar during working hours from 08/10/2023 to 18/10/2023 to ascertain the nature and volume of work.

Last date for e-submission of EOI is 30/10/2023.

  
Registrar, NIT Silchar

**ON THE LETTER HEAD OF THE FIRM**

**DECLARATION**

It is hereby declared that I/We agree to all the terms/clauses mentioned in this tender/EOI notice vide Tender/EOI No. .... dtd. .... I/We shall be liable to disqualification in case of any violation of the terms/clauses and I/We shall abide by the decision of National Institute of Technology Silchar (NITS).

Further, it is also declared that the firm has not been blacklisted/ terminated/ suspended by any organization and that no case has ever been contemplated or lying pending in any court of law.

Signature:

Date:

**NO DEVIATION CERTIFICATE**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender and we do not have any deviation to this tender enquiry. We hereby undertake and confirm that we have understood the scope of work properly and shall be carried out as mentioned in this tender enquiry.

(Signature & seal of the contractor)

Place:

Date:

## CHECK-LIST (TECHNICAL BID)

### SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER/EOI

Sl. No.	Description of Requirement	Yes / No / NA	Page No.
1.	Tender Cost Rs.1000/- (Non-refundable) to be submitted online through Net Banking, Debit/ Credit Card, RTGS / NEFT		
2	Other documents : As per <b>Annexure-A</b>		
3	Declaration certificate		
4	No Deviation certificate		
5	Firm's/ Bidder's details		
6	Technical Specification (if any/ as per applicability)		
7	NSIC/SSI/MSME Certificate where applicable		

(Signature & seal of the firm/contractor)

Place:

Date:

(To be printed in the letter head of the bidder/firm)

**BID DECLARATION FORM**

To

The Registrar,

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR-788010, ASSAM, INDIA

I/We M/s. \_\_\_\_\_ (Name) bid for the  
tender/EOI \_\_\_\_\_

(Tender/EOI No. towards Supply/Service/Rate Contract/AMC of

\_\_\_\_\_ (Name of the item/service) declare that if we withdraw or  
modify our Bids either during the period of validity of bid or fail to execute the contract on award  
the purchase order/contract, we understand and agree that our firm will be debarred for the period  
of one year for further bidding of any tender of your institute. Further, we agree that your institute  
is at liberty to intimate this debarment to all departments/ organizations of government and  
governmental organizations.

Authorized signatory with seal

## **Transaction Details of Tender/EOI Fees**

### **ANNEXURE-I**

Note: Amount to be deposited to the following bank account in two separate transactions for Tender Fees & EMD.

**Account Number** : 38478849539  
**Account Name** : National Institute of Technology Silchar  
**IFSC** : SBIN0007061  
**Bank Name** : State Bank of India  
**Bank Branch** : NIT SILCHAR  
**Account Type** : Savings

### **Transaction Details of Tender /EOI Fees:**

<b>Amount (in ₹)</b>	
<b>Date</b>	
<b>UTR</b>	
<b>Remarks (if any)</b>	

**Signature of Vendor**