



GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL::: ASSAM ENGINEERING COLLEGE
JALUKBARI, GUWAHATI, PIN- 781 013 ASSAM, INDIA

Email: principal@aec.ac.in

No..... **AEC1987**

Date: **03/06/2026**

NOTICE INVITING TENDER (NIT)

The Principal, Assam Engineering College (AEC) invites sealed tenders from eligible Chartered Accountant firms for appointment as Statutory Auditor of Assam Engineering College (AEC) for the Financial Year 2025-26.

Interested firms fulfilling the eligibility criteria may submit their Technical Bid and Financial Bid in separate sealed envelopes in accordance with the terms and conditions prescribed in this tender document.

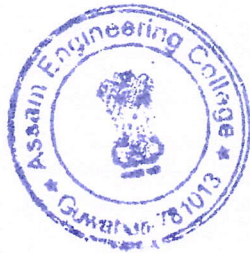
Sl. No.	Items	EMD (₹) in the form of DD in favour of Principal, AEC	Tender Document Fee (₹) in the form of DD only in favour of Principal, AEC
01.	Appointment of Statutory Auditor of Assam Engineering College (AEC) for the Financial Year 2025-26.	10,000.00	500.00

IMPORTANT DATES:

01. Last date & Time for Submission of bids : 18-06-2026 (14.00 HRS)
02. Date/Time for Opening of Tech. Bids : 18-06-2026 (15:00 HRS)

After evaluation of technical bids, financial bids of the successful bidders will be opened on a later date which will be notified.

Venue of Bid Opening: Office of the Principal, Assam Engineering College, Jalukbari, Guwahati, Assam-781013



[Handwritten Signature]
3/6/26
Principal
Assam Engineering College
Guwahati-781013

SECTION 1: BACKGROUND OF THE INSTITUTION

1.2 Introduction

Assam Engineering College (AEC), established in 1955, is one of the Government engineering colleges under the Technical Education Department, Government of Assam, and is located at Jalukbari, Guwahati – 781013.

The College functions as a prominent technical institution of the State and undertakes academic, administrative, developmental and student-related activities requiring maintenance of institutional accounts and financial records.

2.2 Institutional Activities

The College broadly undertakes the following activities:

- Academic and research activities.
- Administration of Government grants and funds.
- Infrastructure development and maintenance.
- Student-related services including hostel and scholarship-related administration.
- Procurement of goods and services.

3.2 Financial Framework

The financial operations of the College generally include the following:

- Government grants and other sanctioned receipts.
- Student fee collections and related institutional receipts.
- Revenue and capital expenditures.
- Asset acquisition, maintenance and record keeping.

The accounts and records of the College are required to be maintained in accordance with applicable Government instructions, accounting principles and relevant statutory requirements.

SECTION 2: INSTRUCTIONS TO BIDDERS

2.1 Bid Structure

The bid shall consist of the following two parts:

- Technical Bid.
- Financial Bid.

The Technical Bid and Financial Bid shall be submitted in separate sealed envelopes, each superscribed appropriately, and both envelopes shall be placed in one larger sealed envelope addressed to the **Principal, Assam Engineering College, Jalukbari, Guwahati – 781013.**

2.2 Submission of Bid

- The bid shall be submitted in sealed cover within the date and time as specified in the notice.
- Bids received after the prescribed date and time shall be rejected summarily.
- The College shall not be responsible for delay, loss or misplacement in transit.
- Incomplete bids or bids not accompanied by the required documents are liable to be rejected.

2.3 Earnest Money Deposit (EMD)

The bidder shall furnish Earnest Money Deposit (EMD) of the amount specified in the tender notice, in the form and manner prescribed therein.

However, bidders holding valid Udyam Registration shall be eligible for exemption from payment of EMD, subject to submission of self-attested copy of valid Udyam Registration Certificate along with the Technical Bid.

2.4 Bid Validity

The bid submitted by the bidder shall remain valid for a period of 90 (ninety) days from the date of opening of the Technical Bid.

2.5 Clarification

Assam Engineering College reserves the right to seek clarification or additional supporting documents from any bidder in respect of the bid submitted. Submission of clarification shall not confer any right upon the bidder to alter the substance of the original bid.

SECTION 3: ELIGIBILITY CRITERIA

The bidder must satisfy the following minimum eligibility conditions:

- The firm must be a Chartered Accountant firm registered with the Institute of Chartered Accountants of India (ICAI).
- The firm must be empanelled with the Comptroller and Auditor General (CAG) of India.
- The firm must have at least 2 (two) Full-Time Fellow Chartered Accountant (FCA) partners resident in Assam.
- -The firm shall have an office in the State of Assam for a minimum period of 5 years.
- The firm must have a minimum of 3 (three) years of continuous practice as on the relevant cut-off date.
- The firm should have experience in audit of Government Departments, Government Institutions, PSUs, Autonomous Bodies, Educational Institutions or similar public sector entities.
- The firm must not be under any disqualification, debarment or professional misconduct order that materially affects its eligibility to undertake the assignment.

Documentary evidence in support of the above shall be furnished as part of the Technical Bid.

SECTION 4: SCOPE OF WORK

4.1 General Scope

The selected firm shall conduct the statutory audit of Assam Engineering College for the Financial Year 2025-26 in accordance with:

- Standards on Auditing issued by ICAI.
- Applicable Government rules, regulations and instructions.
- Applicable accounting principles and reporting requirements relevant to the institution.

4.2 Detailed Scope

A. Financial Statements

Audit of the annual financial statements, including:

- Balance Sheet.
- Income and Expenditure Account.
- Receipts and Payments Account.
- Notes, schedules and supporting statements, wherever prepared by the College.

B. Books of Accounts

Examination of books of accounts and primary accounting records, including:

- Cash Book.

- General Ledger.
- Journal entries.
- Subsidiary records and registers made available.

Verification under this component shall ordinarily be carried out on a test-check basis.

C. Bank and Cash

Review of:

- Bank accounts and bank reconciliation statements.
- Cash records and cash book balances.
- Relevant supporting records relating to receipts and payments.

D. Grants and Fund Utilisation

Verification of:

- Grants, aids and other funds received.
- Utilisation with reference to sanction orders, terms and conditions, and records made available.
- Expenditure mapping, wherever relevant, with supporting vouchers and records.

E. Fixed Assets

Verification of:

- Fixed Asset Register and related records.
- Additions, deletions and adjustments during the year.
- Supporting documents relating to acquisition and capitalization.

Physical verification, where considered necessary, may be carried out on a sample basis with reference to records and access made available by the College.

F. Statutory Compliance

Verification of compliance records relating to, inter alia:

- Tax Deducted at Source (TDS).
- Goods and Services Tax (GST), wherever applicable.
- Other statutory deductions and remittances reflected in records.

Such verification shall be undertaken with reference to the books, returns, challans, statements and records produced before the auditor, and reporting shall be based thereon.

G. Payroll

Test-check of payroll records, including:

- Salary payments.
- Statutory and other deductions.
- Relevant approvals and supporting records.

SECTION 5: RESPONSIBILITIES OF THE COLLEGE

The College shall:

- Prepare the annual financial statements and connected schedules.
- Maintain proper books of accounts, registers and records.
- Provide vouchers, sanction orders, utilisation records, bank reconciliation statements, asset records and other supporting documents as may be required for audit.
- Facilitate access to records, officers and responsible functionaries for the purpose of audit.
- Furnish explanations, confirmations and representations, wherever considered necessary.

The audit shall be conducted on the basis of records, statements, explanations and information made available by the College during the course of audit.

SECTION 6: DELIVERABLES

The selected auditor shall submit the following in duplicate:

- Final Audit Report.
- Management Letter / Letter of Observations containing significant deficiencies, irregularities or recommendations, if any.

SECTION 7: PERIOD OF ENGAGEMENT

The engagement shall be for the Financial Year 2025-26.

SECTION 8: TECHNICAL EVALUATION CRITERIA

8.1 Technical Scoring Matrix

- Technical Proposals shall be evaluated on the basis of the following criteria with a maximum score of 100 marks.
- The minimum qualifying marks in the Technical Evaluation shall be 20 marks.

The technical evaluation criteria shall be as follows:

Sl. No.	Evaluation Criteria	Maximum Mark	Documents required
A	Experience of the Firm • Minimum 3 years of continuous practice – 5 marks • For every additional completed block of 5 year– 1 marks	15	ICAI Firm Certificate as on 01/04/2026
B	Number of Full-Time Partners • 2 mark per FCA • 1 mark per ACA	20	ICAI Firm Certificate as on 01/04/2026
C	Length of Association 2 marks per partner associated with firm for over 10 years	10	ICAI Firm Certificate as on 01/04/2026
D	Specialised Knowledge (any Partner) • Degree/Diploma in Procurement – 10 marks • Certificate course in Procurement – 5 marks • Certificate Course on GST – 2 marks (Note: Marks shall be awarded based only on the qualifications/certifications of the only one partner assigned for the audit.)	10	Qualification documents and Team Composition
E	Audit Experience of Government/PSU (excluding private entities and banks) • 1 mark per unique audit assignment during the last three financial years (max 10 marks) • Audit of at least one Externally Aided Project (World Bank/ADB/GAFTM/JICA etc.) in the last three years – 5 marks • Past audit experience of at least one Educational Institute/University in last three years – 5 marks	20	Copy of Work Orders

Sl. No.	Evaluation Criteria	Maximum Mark	Documents required
F	Number of Full-Time CA Employees • 2 marks per full-time CA employee associated for over 1 year with the firm	10	ICAI Firm Certificate as on 01/04/2026
G	Average Annual Turnover of the Firm (Last 3 Years i.e FY 2022-23, 2023-24 & 2024-25) • Upto ₹ 9 Lakhs – 2 Marks • Above ₹ 9 Lakhs to ₹ 1 Crore – 5 marks • Above ₹ 1 Crore and up to ₹ 2 Crore – 10 marks • Above ₹ 2 Crore – 15 marks	15	Audit Report/Turnover Certificate.
	Total Marks	100	

Total Marks: 100

Minimum Qualifying Marks: 20

The College reserves the right to verify any information furnished by the bidder and to disqualify a bid in case of misrepresentation, suppression of facts or non-submission of requisite documentary evidence.

SECTION 9: FINANCIAL BID

- The Financial Bid shall be submitted strictly in the prescribed format only.
- The minimum professional fee shall be Rs. 3,50,000/- (Rupees Three Lakh Fifty Thousand only), excluding GST.
- Any financial bid quoting an amount below Rs. 3,50,000/- excluding GST shall be treated as non-responsive and shall be rejected outright.
- Among the technically qualified bidders, the bidder quoting the lowest financial amount above or equal to the minimum prescribed fee shall be considered for award.
- In the event that two or more technically qualified bidders quote the same financial rate, the tender shall be awarded to the bidder securing the highest marks in the Technical Evaluation.

SECTION 10: GENERAL TERMS AND CONDITIONS

10.1 Confidentiality

The selected auditor shall maintain strict confidentiality in respect of all records, information and documents obtained during the course of the assignment and shall not disclose the same to any third party except as required by law or with prior written approval of the competent authority.

10.2 Independence and Conflict of Interest

The auditor shall remain independent throughout the period of engagement and shall promptly disclose any actual or potential conflict of interest that may impair professional independence or objectivity.

10.3 No Subcontracting

The assignment shall not be subcontracted or assigned to any other firm or entity without prior written approval of the College. Ordinarily, subcontracting shall not be permitted.

10.4 Right of Acceptance or Rejection

The College reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason thereof, and the decision of the College in this regard shall be final and binding.

10.5 Termination

The College reserves the right to terminate the engagement at any stage for unsatisfactory performance, breach of terms and conditions, loss of eligibility, conflict of interest, or for administrative reasons, subject to applicable rules and contractual conditions.

10.6 Jurisdiction

Any dispute arising out of or relating to this tender or the engagement shall be subject to the jurisdiction of the competent courts at Guwahati, Assam.

SECTION 11: DOCUMENTS TO BE SUBMITTED

The Technical Bid shall contain self-attested copies of the following documents, as applicable:

- ICAI registration certificate / firm constitution certificate.
- CAG empanelment letter / proof of empanelment.
- Valid ID proof of partners resident in Assam (Voters Card/Adhaar/ Driving License)
- PAN of the firm.
- GST registration certificate, if applicable.
- Valid Udyam Registration Certificate, if claiming EMD exemption.
- Details of partners with membership numbers and full-time status.
- Certificate regarding years of practice / date of constitution.
- Details of relevant audit experience with copies of work orders, appointment letters or completion certificates.
- Turnover / gross receipts certificate from a Chartered Accountant, wherever required.
- Declaration regarding non-blacklisting, non-debarment and absence of conflict of interest.
- Any other document as may be specified in the tender notice.

ANNEXURE – I
FIRM PROFILE

(To be submitted on the letterhead of the firm)

1. Name of the Firm: _____
2. ICAI Registration Number: _____
3. Date of Constitution: _____
4. Type of Firm: Partnership / LLP / Proprietorship
5. Head Office Address: _____
6. Address and date of establishment of Branch Offices
7. Total Full-Time Partners (FCA + ACA): _____
8. Average Annual Turnover (FY 2022-23, 2023-24 & 2024-25): ₹ _____ Lakh
9. CAG Empanelment Number: _____
10. PAN of the Firm: _____
11. GST Registration Number : _____
12. Contact Details:
 - Name of Contact Person: _____
 - Mobile Number: _____
 - Email ID: _____

Declaration

All the information furnished above is true and correct to the best of our knowledge and belief. We confirm that supporting documents including ICAI Firm Constitution Certificate as on 01/04/2026 are enclosed.

Signature: _____

Name of Authorized Signatory: _____

Designation: _____

Seal of the Firm

Date: _____

Annexure- II
Details of Chartered Accountants in the Firm (including Partners and Paid Employees)

Name of the Partner	Date of registration with ICAI	Date of joining the Firm	Mem No.	Date of becoming FCA	Partner/Paid Employee	Residential Address

Signature: _____

Name of Authorized Signatory: _____

Designation: _____

Seal of the Firm

Date: _____

Annexure III
Experience of the Firm in last three years:

I. Experience of audit in Government/PSU			
Sl. No.	Name of the Organization	Year of Assignment	Nature of Assignment

II. Experience of audit in Externally Aided Project (World Bank/ADB/GAFTM/JICA etc.)				
Sl. No.	Name of the Organization	Year of Assignment	Nature of Assignment	Loan/Credit/Project No

III. Experience of audit of Educational Institute/Universities			
Sl. No.	Name of the Organization	Year of Assignment	Nature of Assignment

Signature: _____

Name of Authorized Signatory: _____

Designation: _____

Seal of the Firm

Date: _____

Annexure IV
Composition of Team
Details of Partner & Staff Assigned for Audit:

Name of CA	Names of Support Staff	Address	Qualifications

Signature: _____

Name of Authorized Signatory: _____

Designation: _____

Seal of the Firm

Date: _____

ANNEXURE – V
FINANCIAL BID FORMAT
(To be submitted in a separate sealed envelope)

Name of the Assignment: Statutory Audit of Assam Engineering College for FY 2025-26

Financial Quote:

We hereby quote our lump sum professional fee for the above assignment as follows:
₹ _____ (Rupees _____ only) (Excluding GST)

Declaration:

- The quoted fee is inclusive of all expenses such as travel, boarding, lodging, and out-of-pocket expenses.
- We understand that GST shall be payable extra as applicable.
- We agree that the quoted amount shall remain valid for the entire period of the contract.

Signature: _____

Name of Authorized Signatory: _____

Designation: _____

Seal of the Firm

Date: _____