



National Institute of Biomedical Genomics

P.O.: N. S. S., Kalyani – 741251, Nadia, West Bengal

No. NIBMG/Stat. Audit/2021-22/016

Date: 15.03.2021

Engagement of Chartered Accountant for Statutory Audit

National Institute of Biomedical Genomics (NIBMG), Kalyani invites sealed Bids for Professional Services from the CAG empanelled Chartered Accountant (CA) Firms for its Statutory Audit for the three Financial Years (i.e. for 2020-21, 2021-22 & 2022-23) in accordance the terms & conditions, scope of work listed below:--

A. Eligibility Criteria/Pre-qualification, the firm must be:

1. The CA firm must be continuously empanelled with CAG for a period of at least last three years.
2. The firm must have at least 03 (three) years' experience in conducting the statutory audit of various Government Organization / Educational Institutes / Government Autonomous Bodies / Public Sector undertakings etc.
3. The firm should have minimum one FCA on the date of application."

B. Other instruction, terms & condition:-

1. The firm will have to ensure that all audit are conducted in accordance with Standard Auditing Practices.
2. The sealed quotation with enclosures should reach to the Director, National Institute of Biomedical Genomics, P.O.: N.S.S., Kalyani-741251 by or before 22.03.2021 by 12:00 noon. No separate acknowledgement will be made. The quotation should be in two separate sealed covers: -
 - a) One super-scribed as "Pre-qualification/Technical bid,, (Part - A) &
 - b) Second super-scribed as "Financial bid" (Part - B).

These sealed covers shall be put in an envelope sealed and super-scribed as "**Quotation for Appointment of Chartered Accountants Firm**".

3. The Technical Bids / Quotations (Part - A) would be opened on 22.03.2021 by 02:00 pm thereafter shortlisted technically qualified firms, Financial Bids will be opened at 3.30 p.m.
4. Any quotation with incomplete information, which do not meet the required criteria, or received after the closing date, will be rejected straightway.
5. The contract for CA will be initially for one year (i.e. for Financial Year: 2020-21) & extendable for further two years (i.e. for Financial Year : 2021-22 & 2022-23) subject to the satisfaction of the Institute.

6. At all times the Institute shall have the right, with or without giving any cause, to terminate the engagement of CA Firm by giving written notice.
7. The Institute reserves the right to accept / reject any or all bids in part or all without assigning any reason thereof.

C. Scope of Work:

1. Checking and verification of all books of accounts including other subsidiary registers, financial transactions (income & expenditure and Receipts & Payments), reconciliation as per the accounting principles.
2. Checking and verification of Grants, including Project(s), certification / attestation of its Utilization Certificate (UC) & Statement of Expenditure (SoE).
3. To carry out Statutory Audit & submit the certified audit report including annual accounts / financial statements to the Institute.
4. Foreign Exchange transactions and FERA related compliance including issue of 15CB, where applicable.
5. Any other work / updation related to accounts & audit.

D. Fees Payable:

"As per the Guideline No 1-CA(7y0312016, dated 7th April 2016 issued by the Institute of Chartered Accountant of India, the minimum consolidated fees for the assignment mentioned on the Financial bid is ₹ 30,000/- p.a. (INR Thirty Thousand only) plus applicable Goods & Service Tax. Travelling & Conveyance to be reimbursed as per actual. Therefore, the technically qualified firm who will quote the audit fees lesser than the minimum amount mentioned in this para will be automatically disqualified."

(To be submitted on Letter-Head of the firm)

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1	Name of the firm (in Capital letters)	
2	Status of the Firm Partnership, Sole Proprietorship :	
3	Address of the Head Office Address of the branch office (if Any)	
4	Office Telephone No.	
5	Office Fax No	
6	Email & alternate email.id	
7	Mobile No's.	
8	PAN No. of the firm (Self-attested copy to be attached)	
9	Goods & Service Tax No. of the firm (Self-attested copy to be attached)	
10	Firm Registration Number (FRN) with ICAI	
11	Date of constitution of the firm	
12	Empanelment number with CAG	

13	Period of Enplanement with CAG which should be 3 years (proof of continuous Empanelment for the first year and the current Financial year) (Self-attested copy to be attached)	
14	No. of FCA's with firm	
15	Total employees strength available for the work.	
16	Experience (in years for conducting audit of Government Organization / Educational Institutes / PSU / Autonomous bodies).	

UNDERTAKING

I / We the sole proprietor/partners of M/s _____ Chartered Accountants do hereby jointly and severally verify and declare:-

- a) 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 not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- b) that the firm proprietor or partners have not been debarred or cautioned by ICAI during the last three years (if cautioned give details);
- c) that the firm accepts / fulfill all the terms and conditions attached with the application.

Place: -

Date: -

Signature of the Proprietor/ authorized Signatory:

Name & Designation with rubber seal:

(To be submitted on Letter-Head of the firm)

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PART-B FINANCIAL BID

PROFORMA FOR FINANCIAL BID

1. Name of the Firm: _____

2. Address of the Firm: _____

3. All Inclusive Financial Bid of Professional Fee/Charges for the above works excluding GST:

₹ _____ [INR _____]

(The above rates shall remain valid for a period of 03 (three) Financial Year: - 2020-21, 2021-22 & 2022-23)

I have carefully read and understood all the terms & condition of the bid document and accept/undertake to abide by them.

Place: -

Date: -

Signature of the Proprietor/ authorized Signatory:

Name & Designation with rubber seal: