SARVA SHIKSHA ABHIYAN
Karnataka - Bangalore

E-PROCUREMENT

Quotation for conducting Internal Audit of the Accounts of District & Sub-district level offices and SDMCs on concurrent basis pertaining to Sarva Shiksha Abhiyan Programme

Address for communication

STATE PROJECT DIRECTOR
SSA, Karnataka, New Public Offices,
Nrupatunga Road, Bangalore – 01

Phone No: 22103092  Fax No: 22104179
Quotation for Internal Audit of the Accounts of District & Sub-district level offices and SDMCs on concurrent basis pertaining to Sarva Shiksha Abhiyan Programme

(1) Quotation is invited from the Empanelled C & AG / State AG, Chartered Accountants for conducting Internal Audit of the accounts of Sarva Shiksha Programme on concurrent basis at the offices of Deputy Director Public Instruction, SSA Block offices, SDMCs and Other implementing Offices for the year 2015-16.

(2) The document is available in the website http://www.eproc.karnataka.gov.in. The bidders will be required to register themselves with the centre for E-Governance to participate in the bidding process and also get necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website: http://www.eproc.karnataka.gov.in. Necessary training and hands on experience in handling e procurement system could be obtained from the centre for E-Governance. Necessary details could also be obtained over telephone at 08022485867.

(3) The Completed document should be submitted on or before 29.11.2015 at 3.00 PM

(4) For further details contact the Chief Accounts Officer, SSA during office hours Ph:080-22103092

Sd/- State Project Director, SSA, Karnataka, Bangalore.
A Brief information on “QUOTATION”

1. Under SSA, Internal Audit of the accounts of District Offices and sub District level Offices will be taken up throughout the state on concurrent basis for the year 2015-16.

2. Empanelled C & AG / State AG Chartered accountants can quote for four zones. However, one Chartered Accountant is eligible for the Internal Audit of one zone only.

3. Financial proposals are invited from the empanelled C & AG / State AG, Chartered Accountants for conducting Internal Audit of the accounts of Sarva Shiksha Programme on concurrent basis at the offices of Deputy Director Public Instruction, Block offices, SDMCs and Other implementing Offices in four zones, viz., Bangalore, Mysore, Gulbarga & Belgaum Zone.

4. Financial proposals should accompany EMD as noted below:
   a) EMD for all the four zones is Rs.1,20,000/- (Rupees One Lakh Twenty Thousand Only).
   b) EMD for three zones is Rs.90,000/- (Rupees Ninety Thousand Only).
   c) EMD for two zones is Rs.60,000/- (Rupees Sixty Thousand Only).
   d) EMD for one zone is Rs.30,000/- (Rupees Thirty Thousand Only).

5. The Letter of Invitation, Terms of Reference and information for Chartered Accountants are enumerated in this notification.
LETTER FOR INVITATION

Sir,

**Sub:** Request for “Quotation” for Internal Audit of the Accounts of District & Sub-district level offices and SDMCs on concurrent basis pertaining to Sarva Shiksha Abhiyan Programme for the year 2015-16

**********

1. You are hereby invited to submit Financial proposal for conducting Internal Audit of the accounts of SSA at District, Sub District level offices, SDMCs and other implementing offices of the State on zonal basis for the year 2015-16. However the contract may be extended for two more years on yearly basis.

2. The purpose of this assignment is, to obtain services of empanelled C& AG / State AG, Chartered Accountants to conduct Internal Audit on Concurrent basis.

3. The request for proposal contains the following documents.
   - Terms of References
   - Financial Proposal

4. In order to obtain more information on the assignment, it is considered desirable that a representative of your firm visits the office of the State Project Director, SSA Karnataka, Bangalore before the proposal is submitted. Your representative may meet the following officer:- **Chief Accounts Officer, State Project Office, SSA, Karnataka, K.R.Circle, Bangalore.**

5. The Financial proposal should be quoted for one Block Office (which includes SDMCs of that Block) one DPO Office, one DIET Office, one KGBV and other offices separately on zonal basis which should also include TA & DA for the visits to the said institutions for Internal Audit. The financial proposal includes all duties & taxes.

   List of institutions subject to Internal Audit on zonal basis in enclosed to this Letter of Invitation – **ANNEXURE - 1**

   Format to quote the rates is enclosed to this Letter of Invitation. – **ANNEXURE - 2**
6. Opening of Proposal:

The Financial proposal will be opened by the State Project Director, SSA, Karnataka, Bangalore or his authorised representative in his office on **04.12.2015 at 5.00 PM** in presence of empanelled C& AG / State AG, Chartered Accountants or their authorized representatives.

After opening of the Financial Proposal L1 will be evaluated on Zonal basis.

7. You are requested to hold our proposal valid for 30 days from the date of submission without changing your proposed price. The State Project Director, SSA, Karnataka, Bangalore will make best efforts to select a empanelled C& AG / State AG, Chartered Accountants within this period.

8. The payment payable under this assignment will be subjected to normal tax liability in India.

9. We would appreciate if you inform us the following by Telex/E-mail.

   a) Your acknowledgement of the receipt of this letter of invitation.
   b) Whether or not you will be submitting a proposal.

Yours faithfully,

Sd/-
State Project Director,
Sarva Shiksha Abhiyan-Karnataka
K.R.Circle, Bangalore

Enclosures:
1. Terms of References
2. General conditions of Contract
3. Institutions subject to Internal Audit.
General conditions of contract

1. General provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings:

a) “Applicable Law” means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time;

b) “Contract” means the contract signed by the parties, to which these general conditions of contract (GCC) are attached;

c) “Effective Date” means the date on which this contract comes into force and effect pursuant of Clause GCC 2.1.

d) “Contract Price” means the price to be paid for the performance of the services.

e) “GCC” means these General conditions of contract;

f) “Government” means the Government of Karnataka;

g) “Local Currency” means Indian Rupee;

h) “SSA” means Sarva Shiksha Abhiyan Samithi-Karnataka

i) “SPD” means State Project Director

j) “SPO” means State Project Office”

k) “Party” means the client or the Chartered Accountants as the case may be, and parties means both of them;

l) “Services” means the work to be performed by the Chartered Accountants pursuant to this contract as described in Terms of Reference.

1.2 Law Governing the contract

This contract, its meaning and interpretation, and the relation between the parties shall be governed by the Applicable Law.
1.3 Language

The contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this contract.

1.4 Notices

Any notice, request or consent made pursuant to this contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such party at the address specified.

1.5 Taxes and Duties

The empanelled C & AG / State AG, Chartered Accountants and their shall pay taxes, duties, fee and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the contract price.

2 Commencement, Completion, Modification and Termination of contract

2.1 Effectiveness of Contract

This contract shall come into effect on the date the contract is signed by both parties or such other latter dates as may be stated by the clients.

2.2 Commencement of Services

The empanelled C & AG / State AG, Chartered Accountants shall begin carrying out the services within Ten (10) days after the date the contract becomes effective, or at such other date as may be specified by the clients.

2.3 Modification

Modification of the terms and conditions of this contract, including any modification of the scope of the services or of the contract price, may only be made by written agreement between the parties.

2.4 Force Majeure
2.4.1 Definitions

For the purpose of this contract “Force Majeure” mean an event which is beyond the reasonable control of a party, and which makes a party’s performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.

2.4.2 No Breach of contract

The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this contract insofar as such inability arises from an event of force majeure, provided that the party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this contract, and (b) has informed the other party as soon as possible about the occurrence of such an event.

2.5 Termination

2.5.1 By the Client

The client may terminate this contract, by not less than thirty (30) days’ written notice of termination to the empanelled C & AG / State AG, Chartered Accountants and sixty (60) days’ in the case of the event referred to in (b):

a) If the empanelled C & AG / State AG, Chartered Accountants do not remedy failures in the performance of their obligations under the contract, within thirty (30) days of receipt after being notified or within such further period as the client may have subsequently approved in writing;

b) If the client, in its sole, discretion and for any reason whatsoever, decides to terminate this contract.

2.5.2 By the Empanelled C & AG / State AG, Chartered Accountants

The empanelled C & AG / State AG, Chartered Accountants may terminate this contract, by not less than thirty (30) days’ written notice to the client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this clause.

a) If the client fails to pay any money due to the empanelled C & AG / State AG / Chartered Accountants pursuant to this contract within forty-five (45) days after receiving written notice from the Empanelled C & AG / State AG, Chartered Accountants that such payment is overdue;
b) If the client is in material breach of its obligations pursuant to this contract and has not remedied the same with in forty-five (45) days (or such longer period as the consultants may have subsequently approved in writing following the receipt by the client of the empanelled C & AG / State AG, Chartered Accountants notice specifying such breach;

2.5.3 Payment upon Termination

Upon termination of this contract pursuant to clauses GCC 2.5.1 or GCC 2.5.2 hereof, the client shall make the following payments to the empanelled C & AG / State AG, Chartered Accountants (after offsetting against these payments any amount that may be due from the empanelled C & AG / State AG, Chartered Accountants to the client.

a) Remuneration pursuant to clause GCC 6 hereof for services satisfactorily performed prior to the effective date of termination.

b) Reimbursement expenditures pursuant to clause GCC 6 hereof for expenditure actually incurred prior to the effective date of termination; and

c) Except in the case of termination pursuant to paragraphs (a) through (b) of clause GCC 2.5.1 hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of the contract.

2.5.4 Disputes about events of termination

If either party disputes whether an event specified in paragraphs of clause GCC 2.5.1 or in clause GCC 2.5.2 hereof has occurred, such party may, within forty-five (45) days after receipt of notice of termination from the other party, refer the matter to arbitration pursuant to clause GCC 7 hereof, and this contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3. Obligations of the Empanelled C & AG / State AG, Chartered Accountants

3.1 General

The empanelled C & AG / State AG, Chartered Accountants shall perform the services and carry out their obligations here under with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices. The empanelled C & AG / State AG, Chartered Accountants shall always act, in respect of any matter relating to this contract or to the services, as faithful advisers to the client, and shall at all times support and safeguard the client’s legitimate interests.
Confidentially

The empanelled C & AG / State AG, Chartered Accountants, their personnel of either of them shall not, either during the term or within two (2) years after the expiration of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract or the client’s business or operations without the prior written consent of the client.

Documents prepared by the Empanelled C & AG / State AG, Chartered Accountants to be the property of the client.

All reports, other documents and software prepared by the empanelled C & AG / State AG, Chartered Accountants for the client under this contract shall become and remain the property of the client, and the empanelled C & AG / State AG, Chartered Accountants shall not later than upon termination or expiration of this contract, deliver all such documents to the client.

4 Payment

The payment to the empanelled C & AG / State AG, Chartered Accountants for Internal Audit will be paid once in a month.

5 Payments to the Empanelled C & AG / State AG, Chartered Accountants

Cost Estimates:

The agency should calculate the Financial proposal for one Block Office (which includes SDMCs of that Block) one DPO Office and one DIET Office and Other offices separately.

5.1 Currency of payment:

All payments (Remuneration and Reimbursable) shall be made in India Rupees.

6 Settlement of Disputes

Amicable settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.
**Dispute Settlement**

Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty (30) days after receipt by one party of the party’s request for such amicable settlement may be submitted by either party for settlement.

The CA should visit Block Office, DPO Office and DIET at least six times in a year.

The CA has to vouch every details of transactions of respective offices.

Monthly programme of Audit to all the audit parties has to be submitted to the office of the SPD and Monthly Audit Reports have to be submitted to the concerned office and State Project Office.

Since Internal Audit is concurrent details of the staff involved in the Audit has to be submitted to the State office. For each zone one Senior Audit Officer and Six Auditors are required.

The State Project Director or Officers of SSA deputed by him will give surprise visits to places where Internal Audit is being conducted and check whether the staff engaged in Internal Audit are having required qualification and experience as furnished by the firm.

Please note that the State Project Director, SSA, Karnataka, Bangalore, is at full liberty to reject the Contract without assigning any reason. Further, as quality is the principal selection criterion, the State Project Director, SSA, Karnataka, Bangalore is not bound in any way to select the firm offering the lowest price.

The State Project Director, SSA, Karnataka reserves the right to reject the offers of any or all the firms which do not satisfy the requirements of quality Audit and cost schedule of the State Project Office, which is based on the essential man power required for the assignment.
TERMS OF REFERENCE FOR APPOINTMENT OF AN INTERNAL AUDITOR FOR THE INTERNAL AUDIT OF ACCOUNTS OF DISTRICT AND SUB-DISTRICT LEVEL OFFICES AND SDMCS ON CONCURRENT BASIS PERTAINING TO SARVA SHIKSHA ABHIYAN PROGRAMME.

1. BACKGROUND

The Sarva Shiksha Abhiyan Samiti is a registered society which is implementing the centrally sponsored programme of Sarva Shiksha Abhiyan (SSA) to attain the goal of Universalization of elementary education in all the districts of state for which funds are shared between the Government of India and State.

2. OBJECTIVES

Internal Audit is a control that functions by examining and evaluating the adequacy and effectiveness of other controls throughout the organisation. The objective of the current internal audit is to seek and professional opinion on the financial position of SSA, NPEGEL and KGBV programme. The internal auditor should also ensure that funds received and expenditure incurred for the accounting period are in accordance with the laid down financial regulations, procurement procedures and other orders issued from time to time and that proper accounts are maintained at all levels.

3. SCOPE

Expenditure is incurred against various activities approved in the Annual Work Plan and Budget from funds released by the Government of India and the State Government covering the programme cost. A Statement of expenditure based on actual amounts spent under various interventions is sent to Government of India. The Internal Auditor is required to exercise tests of accounting records, internal checks and control and other necessary internal audit of the accounts as per general principles. In conducting the Audit, specific attention should be given to the following:

a) The internal audit activities should include payment audit as well as independent appraisals of the financial, operational and control activities of the programme.

b) The responsibilities of the internal auditor should include reporting on adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with SSA, NPEGEL and KGBV financial norms and State Government procedures.

c) All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
d) Generally accepted accounting principles are followed by all entities who are authorised to incur expenditure under SSA, NPEGEL and KGBV.

e) Goods, works and services financed have been procured in accordance with relevant provisions of the procurement procedure prescribed for the purpose. Proper documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills. TA bills etc. are maintained and linked to the transactions and retained till the end of the programme.

f) All necessary supporting documents, records and accounts have been kept in respect of all programme expenditure including expenditure covered by statement of expenditure. Clear linkages should exist between the books of accounts and reports presented to the Government of India and the State Government.

g) Expenditure incurred under SSA, NPEGEL and KGBV is strictly in accordance with the financial norms prescribed in the SSA framework or any other clarifications issued from time to time. The expenditure statements/financial statements included in the statement of expenditure of the relevant period represent a true and fair view or implementation and operations of the programme at the end of the financial year and of resources and expenditure for the year ended on that date.

h) Expenditure is incurred with reference to the budget allocation approved by the PAB. In case the budget allocation is exceeded proper re-appropriation duly approved by the competent authority has been obtained.

i) SSA, NPEGEL and KGBV funds are used efficiently and economically to the purpose for which they are intended.

j) Reconciliation of Bank statements and accounts is regularly carried out on a monthly basis.

4. OUTPUTS THAT WILL BE REQUIRED OF THE INTERNAL AUDITOR:

Immediately on completion of the internal audit, the auditor should submit his report indicating the result of his review of the accounts. All discrepancies noticed in the financial accounts, procurement, bank reconciliation etc., should be included in the report.

5. GENERAL:

The auditor should be given access to all legal documents, books of accounts, procurement documents, correspondence and any other information associated with the programme and deemed necessary by the auditor.
INSTITUTIONS SUBJECT TO INTERNAL AUDIT

I. **Bangalore - Zone I :-**

**Bangalore South, Bangalore North, Bangalore Rural, Ramnagara, Chikkaballapura, Kolar, Tumkur, Madhugiri, Chitradurga & Shimoga districts.**

a) Office of the Director, State Education Research and Training Bangalore
b) Office of the State Programme Director, Mahila Samakya, Bangalore
c) Office of the Director, Karnataka State Quality Assessment organisation, Bangalore
d) Office of the Director of Women & Child Development Dept. Bangalore
e) Office of the Director, Dept. of Labour, Bangalore
f) Ten District Offices of Deputy Director of Public Instruction (Admn) & Ex-officio, DPC, SSA 52 Block Offices and 5000 SDMCs
g) Eight District Offices of Deputy Director of Public Instruction (Dev), District Institute of Education and Trainings.
h) Eleven Kasturiba Gandhi Balika Vidyalaya

II. **Mysore - Zone II :-**

**Mysore, Mandya, Dakshina Kannada, Kodagu, Hassan, Chikkamangalore, Chamrajnagar & Udupi districts.**

a) Eight District Offices of Deputy Director of Public Instruction (Admn) & Ex-officio, DPC, SSA of Education Dept., 53 Block Offices and 4000 SDMCs
b) Eight District Offices of Deputy Director, District Institute of Education and Training.
c) Nine Kasturiba Gandhi Balika Vidyalaya
III. **Gulbarga - Zone III :-**

**Gulbarga, Raichur, Koppal, Bellary, Bidar, Yadgiri, Bijapur & Bagalkote districts.**

a) Eight District Offices of Deputy Director of Public Instruction (Admn) & Ex-officio, DPC, SSA of Education Dept., 46 Block Offices and 5000 SDMCs

b) Eight District Offices of Deputy Director, District Institute of Education and Training.

c) 42 Kasturiba Gandhi Balika Vidyalaya

IV. **Belgaum - Zone IV:-**

**Belgaum, Chikkodi, Davnagere, Dharwad, Gadag, Haveri, &Uttara Kannada districts**

a) Seven District Offices of Deputy Director of Public Instruction (Admn) & Ex-officio, DPC, SSA of Education Dept., 51 Block Offices and 4000 SDMCs

b) Seven District Offices of Deputy Director of Public Instruction (Dev), District Institute of Education and Training.

c) Nine Kasturiba Gandhi Balika Vidyalaya
## FORMAT TO QUOTE RATES

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