



# ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY

TETELIA ROAD, JALUKBARI, GUWAHATI - 13

Official website: [www.astu.ac.in](http://www.astu.ac.in)

(A state University of Government of Assam constituted by Assam Science and Technology University Act, 2009)

ASTU/PURCHASE/AUDITOR-TENDER/2024/70/282

DATE: 01/02/24

## **Expression of Interest (EOI) for appointment of Statutory Auditor of Assam Science and Technology University**

Assam Science and Technology University (ASTU) invites Expression of Interest (EOI) from the reputed Chartered Accountants/ Chartered Accountant firms to conduct Statutory audit of the Accounts of the university from the **F.Y 2022-23** which may be renewed as per ASTU rule.

1.	Tender Publish Date	01/02/2024
2.	Prebid Meeting	08/02/2024 at 12:00 pm
3.	Clarification Start Date	09/02/2024 at 11:00 am
4.	Clarification End Date	13/01/2024 at 12:00 pm
5.	Bid Submission Start Date	13/01/2024 at 12:30 pm
6.	Bid submission End date	22/02/2024 at 11:00 am
7.	Place of Bid Submission and Opening	Administrative Building, Assam Science and Technology University, Tetelia Road, Jalukbari, Guwahati-781013.
8.	Bid opening date	23/02/2024 at 12:00 noon
9.	Application Fees (Non-Refundable)	Rs. 1000/- (One Thousand Only) DD in favour of Assam Science and Technology University, Payable at SBI AEC Branch, Guwahati <i>(To be submitted along with technical Bid)</i>
10.	Quotation Validity	1000 Days (Maximum)
11.	Estimated Cost of work	Rs. 59,000/- (incl GST)

### **A) Eligibility Criteria for Chartered Accountant Firm**

- (i) The Chartered Accountant firm must be empaneled with ICAI.
- (ii) The Chartered Accountant firm must have either Head Office or branch office in Guwahati (Assam).
- (iii) Must have completed similar audit assignments (in Central/State autonomous bodies/Companies) preferably in university (at least three in last three years).
- (iv) Must have an Audited Annual Turnover of ₹15 Lakh during each of the last 3 financial years.

## **B) Supporting Documents for Eligibility Criteria**

- i) Copy of Valid Certificate of ICAI.
- ii) Copies of appointment letters/audit completion certificate etc. from the client minimum 3 clients.
- iii) Proof of Sole Proprietor/Partnership Deed/ Company documents, if any.
- iv) Audited Statement of annual turnover for last 3 financial years.

## **C) Scope of Work**

- 1. Statutory audit of Financial Statement of Assam Science and Technology University.
- 2. Filing of Form No.10B (Audit report under section 12A(b) of the Income Tax Act,1961 in the case of charitable or religious trusts or institutions.
- 3. Audit of all Grants-in-aid (GIA) etc. from various funding agencies during the financial year 2022-23.
- 4. Issue of Utilization Certificates (UCs) to the appropriate authority related to the financial year as and when required by the University authorities.

## **D) Specific Conditions**

- 1. The Offer is required to be submitted in two bid format, i.e. **“Technical Bid”** and **“Financial Bid”** duly sealed in separate envelopes. Both these envelopes are required to be further sealed in a single envelope, which may be superscribed with the words **“Offer for Appointment as Statutory auditors of ASTU for 2022-23”** addressed to the **“Registrar, Assam Science and Technology University, Tetelia Road, Near Assam Engineering College, Jalukbari, Guwahati- 781013”**.
- 2. The interested Chartered Accountants/Chartered Accountant firms must submit a non-refundable fee (in the form of DD/Banker's Cheque) amounting to **Rs 1000/- (Rupees One Thousand only)** drawn in favor of **“Assam Science and Technology University”** payable at State Bank of India, AEC Branch, Jalukbari, Guwahati.
- 3. Application without fee will be treated as disqualified. However, it will be exempted in case of MSME policy subject to production of relevant papers for claiming the exemption.
- 4. **The Technical Bid Comprises of: -**
  - (i) A copy of constitution/registration certificates of Sole Proprietor/Partnership Deed/ Company issued by ICAI containing inter-alia,

- (a) Date of formation of the firms/other organization with a full time 5 years' experience.
- (b) Details of Sole Proprietor/Partnership Deed/ Company/Employees as on date, date of joining the firm, date of becoming FCA, and their own interest, if any.
- (ii) A copy of the latest document/deed of Sole Proprietor/Partnership Deed/ Company.
- (iii) A copy of the IT Return of the firm/ full time partners/ Sole Proprietor/Others as the case may be for the last three years along with photocopy of PAN Card/TIN No./GSTIN.
- (iv) A copy of Financial statement of the Firm along with Schedules for the preceding three financial years.
- (v) Details of court cases/ arbitration cases/ or any other case pending against the Firm / organization, if any.
- (vi) Details of audit experience of the firm/ organization for the last 3 years may be given in the specified format.

**5. Financial Bid:**

- (i) Financial Bid may comprise of the Professional Fee to be charged from the University for auditing, Reporting the Accounts for the Financial Year 2022-23.

**E) General conditions**

1. Selection of the Sole Proprietor/Partnership Deed/ Company will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Audit work experience etc. The appointment is initial for 12 months' period, which can be extended to further period as per requirement of ASTU upto a maximum period of 3 years.
2. The selected Sole Proprietor/Partnership Deed/ Company will have to start the audit from the date of issuance of the letter for Audit work.
3. The Audit team will consist of sufficient number of experienced and qualified professionals.
4. The selected Sole Proprietor/Partnership Deed/ Company will be required to comply with the instructions if any issued by the University.
5. The Audit work to be undertaken as per the Assam Science and Technology University Act, 2009 as amended from time to time.

6. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
7. These are only proposed draft terms and conditions and can be modified at any time by the University at its sole discretion.
8. In case of any dispute, the decision of the Vice Chancellor, ASTU shall be final and binding.
9. **Submission of Statutory Audit Report:** Chartered Accountant Firm shall have to submit Statutory Audit Report on year-end basis to the University Authorities before submission of institutional assessment.
10. **Audit fees:** To be quoted.  
All taxes, fees to be deducted as per prevailing rules.
11. The auditors will not be provided with any special transport facility or accommodation.
12. Evaluation will be made after bid opening as per ASTU rules.
13. No separate communication will be made to firms/parties for invitation of bid opening
14. No separate invitation will be made for attending the pre-bid meeting.
15. The selected parties must confirm their acceptance within 7(Seven) working days from the date of issue of work order.
16. Non-acceptance of such offer will lead to cancellation of offer and the next lowest party will be offered accordingly.
17. EOI may be cancelled without assigning any reason.
18. Canvassing directly or indirectly will lead to disqualification of the bidder.
19. The selected firm/parties must conduct the audit within the stipulated time which will be communicated separately.
20. Please visit the official website ([www.astu.ac.in](http://www.astu.ac.in)) for corrigendum or addendum, if any.

**21. In case of same quoted price by two or more bidders, ASTU will evaluate the bid based on weightage as here under: -**

Sl. No.	Criterion	Legend	Weightage
1.	No. of Chartered Accountants / Partners	1 no. to 4 nos. = Nil 5 nos. to 10 nos. = 1 11 nos. to 15 nos. = 2 16 nos. to 20 nos. = 3 21 nos. to 25 nos. = 4 26 nos. to 30 nos. = 5 31 nos. to 35 nos. = 6 36 nos. to 40 nos. = 7	0.10
2.	Years of experience	5 yrs to 15 yrs = 1 16 yrs to 25 yrs = 2 26 yrs to 35 yrs = 3 36 yrs to 45 yrs = 4 46 yrs to 55 yrs = 5	0.50
3.	Number of similar assignments	1 to 5 = 1 6 to 10 = 2 11 to 15 = 3 16 to 20 = 4 21 to 25 = 5 26 to 30 = 6 31 to 35 = 7 36 to 40 = 8 41 to 45 = 9	0.30
4	University Based Experience	Upto 3 different client= 1 More than 3 different clients=2	0.10

Date:

Registrar  
Assam Science and Technology University

## **FINANCIAL BID**

**1. Name of the firm:** .....

**Address:** .....

.....

**Phone No.:** .....

**2. Rate shall include cost of food allowance for concurrent auditor visiting campus.**

<b>Item of Activity</b>	<b>Total Amount (₹)</b>
1. Remuneration for Audit of Accounts as stated in the scope of works and also for providing remedial measure on the defects noted in course of Audit inclusive of all other Taxes.  2. GST if applicable.	
<b>TOTAL BID VALUE</b>	

**DATE:**

**PLACE:**

Signature of authorized representative

Name :

Designation :

## **TECHNICAL BID**

### **Expression of Interest for Appointment of Chartered Accountant Firms for Statutory Audit of Accounts of ASTU, Jalukbari, Guwahati**

**Status of Firm: Partnership/Sole Proprietorship/Other Statutory Bodies**\_\_\_\_\_

1. (a) Name of the firm/organization (in Capital letters) \_\_\_\_\_

(b) Address of the Head Office \_\_\_\_\_  
\_\_\_\_\_

(Please also give telephone no. \_\_\_\_\_

E-mail address): \_\_\_\_\_

(c) PAN of the firm/organization \_\_\_\_\_

(d) TAN of the firm/organization \_\_\_\_\_

(e) GSTIN \_\_\_\_\_

2. ICAI Registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region  
Code No. \_\_\_\_\_

3. (a) Date of constitution of the firm/organization:

(b) Date since when the firms have a full time FCA:

4. (a) Full-Time Partners of the firm as on 01-01-2024

Sl No.	Number of FCA	Number of ACA	Number of Qualified Assistants (CA's) in the Firm.	Number of Semi Qualified Assistants (Article assistant or Inter/Final Qualified) in the Firm.

(b) Other Audit staff (With Knowledge of book keeping and accountancy).

5. Turnover of the Firm (last 3 years) \_\_\_\_\_

**6.** Whether the firm/organization is engaged in any internal / statutory audit or any other services of any Govt. Companies/ Corporations/Universities etc. Yes / No

If yes, details of experiences to be filled in table (with number of completed years of service for each organization).

Sl No	Name of organisation	Financial year	Type of organisation (Govt. Companies/ Corporations/Universities)

**7.** Whether there is any court / arbitration / any other legal case against the firm/ organization (If yes, give a brief note of the case indicating its present status)

Yes / No



## **UNDERTAKING**

I/We the sole proprietor/ partners/ company of M/S .....,  
Chartered Accountants do hereby jointly and severely verify and declare: -

- (i) that the particulars given are complete and correct and that if any of the statements made or information so furnished in the application form is later found not correct for false or there had been suppression of material information, the firm would not only stand disqualified from the allotment.
- (ii) That the firm sole proprietor/ partners/ company have not been debarred or cautioned by ICAI during last five years (if cautioned give details).

**Seal & Signature of Proprietor / Partners/Company**