

**TENDER DOCUMENT FOR ENGAGEMENT OF C.A. FIRM  
FOR INTERNAL AUDIT**

**Tender No. : NIAMT/EM/Contract/79/2024-25**



**IMPORTANT DATES**

**Publication Dated : 25/03/2025**

**Pre-bid Meeting : 04/04/2025**

**Last Date of submission : 22/04/2025**

**NATIONAL INSTITUTE OF ADVANCED MANUFACTURING TECHNOLOGY, RANCHI**

**(A DEEMED TO BE UNIVERSITY under Ministry of Education, Govt. of India)**

**Hatia, Ranchi, Jharkhand-834003**

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राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान

समविश्वविद्यालय (विशिष्ट श्रेणी)

हटिया, राँची - 834 003 (झारखण्ड)

**National Institute of Advanced Manufacturing Technology**

Deemed to be University (Distinct Category)

Hatia, Ranchi – 834 003 (Jharkhand)

सं No. – NIAMT/EM/Contract/79/2024-25

दिनांक Date – 25/03/2025

**Tender for Engagement of a CA Firm for Internal Audit and Certification Work**

In pursuit of excellence in manufacturing, the Institute was established by the Ministry of Education, Govt. of India by the name of “National Institute of Foundry and Forge Technology” in 1966, and has been renamed as “National Institute of Advanced Manufacturing Technology” in June, 2022. The Institute has been conferred the status of an Institute Deemed to be University under Distinct category in Feb, 2024.

The Institute is conducting training, education and research with a particular focus on Manufacturing. The Institute is presently offering Advanced Diploma, B. Tech., M. Tech., and Doctoral programmes. The Institute is fully funded by the Ministry of Education, Govt. of India. Annual Grant and Expenditure status for last six years is given below: -

(Rupees in Crores)

Sl. No.	Financial Year	Grant Received	Expenditure	No. of Vouchers
1	2017-18	33.57	32.31	700 – 900 (per year)
2	2018-19	45.76	41.21	
3	2019-20	44.96	45.24	
4	2020-21	17.94	35.91	800 – 1000 (per year)
5	2021-22	43.50	41.71	
6	2022-23	47.77	49.28	

The Annual Statement of Accounts of the Institute are placed for approval by the Board of Governance of the Institute after the same are audited and certified by a Chartered Accountant. Subsequently, the same are also audited by the Principal Director of Audit (Central), Lucknow on behalf of the Comptroller & Audit General of India.

The Institute is inviting proposals to engage a Chartered Accountant Firm as per the details given below:-

**1. Scope of Work:**

**i. Following works need to be done annually:**

- a. Internal Audit and certification of Statement of Accounts (Balance Sheet, Income & Expenditure A/c, Receipt and Payment A/c, etc).
- b. Checking of Cash Book/Bank Book and Bank Reconciliation Statements.

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- c. Scrutiny of all accounting ledgers.
- d. Vouching & Verification.
- e. Verification and Certification of correctness of the TDS calculation [Salary, Pension, and Third Parties (GST and IT)].

**ii. Following works need to be done Monthly:**

- a. Reconciliation of Cash Book in Tally with Bank Statement
- b. Reconciliation of Cash Book in Tally with PFMS Record.
- c. Checking of TDS (IT & GST) made on payments and TDS returns filed.
- d. Checking of IT & GST returns and compliances.
- e. Certifying the transactions done on the Bank Accounts with online transaction facility.

**iii. Following works need to be done Concurrently/Daily:**

- a. Audit of Vouchers, Cheque/PFMS Registers on daily basis before payment.
- b. Verification of book-keeping and/or voucher entries in Tally.

**iv. Following works need to be done on requirement basis: (See Para – 10 and 11)**

- a. Coordination with C&AG Audit Team for smooth completion of Transaction and Financial Audit and assisting the Institute for compliance of the Audit Reports.
- b. Any other professional service as may be required by the Institute.

**Notes –**

- a. The staff/articles engaged for concurrent audit must be available on all working days of the Institute for 6-8 hours during the normal working hours.
- b. The staff/articles engaged for concurrent audit must not be engaged for works mentioned at (i) and (ii), above.
- c. The Institute reserves the right to request the agency for change of the staff/articles engaged for any of the purposes at its discretion.

**2. Tentative schedule for audit and indicative manpower requirement:**

Sl. No.	Description of Task	Duration	Annual Frequency	Tentative Men-Days (each occasion)	Presence by a C.A.
A.	Internal Audit of Statement of Accounts	By 1 <sup>st</sup> /2 <sup>nd</sup> Week of June	01	24 - 30 (2*12 / 3*10)	2 – 3 days
B.	Monthly Audit	2 <sup>nd</sup> /3 <sup>rd</sup> Week	12	06 - 10	4 – 6 hours
C.	Daily Audit	6 days a Week	All Working Days	1 (8 hours)	N/A

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**3. Eligibility Criteria:**

- a. The C.A Firm should be registered with the Institute of Chartered Accountant of India.
- b. The C.A Firm should be empanelled with the Comptroller and Auditor General of India.
- c. The firm must have at least their Branch Office in Ranchi, Jharkhand.
- d. The Signing Partner of the Chartered Accountant firm should have experience of at least 5 years of practice including experience of certifying the Annual Accounts of an Institute or University under the Central Government for at least 1 year.
- e. The Personnel deputed for undertaking the audit/certification work in the Institute should be well qualified and experienced as given below:
  - a. C.A. Inter passed Articles with 6 months of articleship, or
  - b. B. Com. passed staff with 3 years of experience in the C.A. firm.Note – Biodata of the deputed person need to be submitted to the Institute for record.

**4. The following documents are required to be submitted along with the proposal:**

- a. Documents in support of eligibility criteria mentioned at 3 (a), 3 (b), and 3 (c).
- b. Particulars (Bio Data, Membership Certificate, etc.) of the proposed signing partners.
- c. Documents in support of eligibility criteria mentioned at 3 (d).
- d. Number of Partners, C.A. Articles and Full-Time Employees on roll of the firm.
- e. Proposed Audit Fees in prescribed format given in the Annexure - A.

Notes –

- i. All the eligibility criteria should be fulfilled as on 28/02/2025.
- ii. Cost of travel of the Articles, Staff, Partners, etc. is to be borne by the C.A. Firm.

**5. Period of Assignment:**

Initial assignment will be given for the F.Y. 2025-26. This may be renewed for F.Y 2026-27 and 2027-28 based on satisfactory performance and requirement of the Institute. However, the Institute reserves the right to cancel the engagement by giving one months' notice to this effect.

**6. Submission of Proposal:**

The proposal along with the required documents may be sent in a closed envelope to “The Registrar, National Institute of Advanced Manufacturing Technology, Hatia, Ranchi – 834003” by registered/speed post, to reach by **3.00 pm on 22/04/2025**. Cover of the envelope should mention “Proposal for Internal Audit”.

**7. Opening of the Proposals/Bids:**

All the proposals/bids received within the scheduled date/time shall be opened by the Institute at **3:30 pm on 22/04/2025**. Representatives of interested CA Firms may be present at the time of opening of the proposals. Evaluation of the proposals, however, will be done later.

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**8. Selection of the C.A Firm:**

All the proposals received within the scheduled time will be examined for ascertaining eligibility and final assignment will be given to the C.A firm, from among the eligible C.A firms which has quoted the lowest gross total fee (exclusive of GST) for all the 3 years.

**9. Acceptability of the Audit Fee:**

It is expected that the Audit Fees quoted by the CA Firms should be commensurate with the scope of work. That is the quoted price should neither be too high nor too low in comparison to normally expected charges for the service. Accordingly, average of the Audit Fee quoted by all the eligible CA Firms will be calculated, and only quotations within the range of 25% higher and 25% lower than the average so calculated will be considered as acceptable. Quotations beyond 25% range will be considered as not acceptable by the Institute and thus, will not be considered further for award of the Internal Audit work.

**10. Coordination with C&AG Audit: [See Scope of Work – iv (a)]**

The Annual Accounts of the Institute are audited (referred as Financial Audit) by the Principal Director of Audit (Central), Lucknow (under the aegis of the C&AG of India) every year, for issue of Separate Audit Report (SAR). Besides, the overall activities of the Institute are also audited (referred as Transaction Audit) by the same office, either annually or once in 2 to 5 years and a single Inspection Report (IR) is issued. The Internal Auditor of the institute are also expected to coordinate with the C&AG Audit Team during the courses of audit for ensuring a smooth completion of the audit by them. The Internal Auditor of the institute are also expected to assist the Institute to comply to the audit observations given in SAR and IR within the time frame as may be set by the C&AG Office. Professional Fees for these services shall be paid separately on mutual consent, depending on the frequency and duration of such audits.

**11. Additional Professional Services: [See Scope of Work – iv (b)]**

The CA Firm engaged for Internal Audit & Certification work may also be assigned certain other professional services like compliance to IT notices and GST notices. Besides, the Firm may also be required to render professional advice/opinion on certain matters as may be sought by the Institute from time to time. Professional Fees for such services shall be paid separately on mutual consent.

**12. Payment of Audit Fees:**

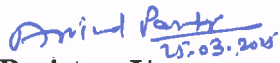
- a. Fee for monthly audit and certification (which also includes concurrent audit) will be made within 30 days of receipt of bill along with the Monthly Internal Audit Report.
- b. Payment for Internal Audit of Annual Statement of Accounts (which also includes annual TDS verification/certification) will be made within 30 days of receipt of bill along with the Internal Audit Report.

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- c. Payment of Fees for coordination with C&AG Audit Team will be made within 30 days of receipt of bill, or receipt of the Audit Report from the C&AG, whichever is later.
- d. Payment for additional services will be made within 30 days of receipt of bill after satisfactory completion of such additional services.

**13. Legal Aspects:**

- a. The Internal Auditors and their staff/articles are responsible for maintaining secrecy of the documents and information as may be shared by the Institute during and/or in relation to the internal audit and other assignments given to them. The Internal Auditors and their staff/articles are expected not to share any document and information to any third party without knowledge and permission of the Institute.
- b. In case of difficulty in interpretation and/or operation of the terms of engagement as Internal Auditors, decision of the Head of the Institute shall be final and binding.
- c. Legal disputes, if any, arising in relation to this engagement and/or subsequent operation of the work, shall be subject to any court having jurisdiction over Ranchi, Jharkhand only.

  
25.03.2025  
**Registrar I/c**



Annexure - A

**FORMAT FOR AUDIT FEE**

(to be given in letter head of the C.A Firm)

Name of the C.A. Firm – .

Office Address in Ranchi –

Contact Person –

Contact Number –

<b>Financial Year</b>	<b>Monthly Audit Fee</b>	<b>Annual Value of Monthly Audit Fee</b>	<b>Audit Fee for Annual Accounts</b>	<b>Total</b>
(a)	(b)	(c) [(b) x 12]	(d)	(e) [(c)+(d)]
2025 - 26				
2026 - 27				
2027 - 28				
<b>Total for three years (GST shall be paid extra as applicable)</b>				

Date:

Place:

Authorized Signatory with Seal  
ICAI Membership No. \_\_\_\_\_