RCC Institute of Information Technology

Canal South Road, Beliaghata, Kolkata-700 015

Ref No. RCCIIT/Int. Audit/2020-21/ 01 Date: 11.09.2020

**Subject: Expression of Interest for Appointment of Internal Auditor of RCC Institute of information Technology, Beliaghata, Kolkata-700 015**

The details regarding Internal audit is attached.

The bids are called for in 2 (two) parts Technical Bid (Annexure 1) and Financial Bid (Annexure 2) sealed in 2 (two) separate envelops clearly super scribing “Technical Bid” and “Financial Bid” on respective envelops. Both the envelops shall be sealed in a 3rd separate envelope with complete tender details super scribing tender number & date name & address of the bidder and addressed to Principal, RCC Institute of Information Technology, Kolkata may be dropped/submitted on / or before 3:00 P.M. on 25th September, 2020 in Tender Drop Box at Ground Floor, Administrative Building of RCC Institute of Information Technology. Bids received after due date and time and not confirming to enquiry will not be considered and will be disqualified. The Technical Bid will be opened on at 4:00 P.M. on 25th September, 2020. The Financial Bid of only technically qualified bidders will be opened in the presence of their Authorised Representatives on a specified communicated date and time. The RCC Institute of Information Technology, Kolkata reserves the rights to accept or reject quotations without assigning any reason. The bids shall remain valid for a period not less than 60 days after the last date of bid submission.

**RCC Institute of Information Technology**

**TERMS OF REFERENCE FOR INTERNAL AUDITOR**

**Position**: Internal Auditor

**Organization**: RCC Institute of Information Technology, Beliaghata, Kolkata-700 015

**Duty Station**: RCC Institute of Information Technology, Canal South Road, Beliaghata,

Kolkata – 700 015

**Duration**: Initially for 1 year, starting for 2020-2021 financial year (further extension for 2 years based on performance)

**SCOPE OF AUDIT:**

The overall scope of Internal Audit:

1. Full (100%) vouching including checking of procedural method and system.
2. Reconciliation of Tuition Fees collection.
3. Check Bank Reconciliations.
4. Surprise verification of cash once in a half year.
5. Verification of half yearly Trial Balance and Annual financial statments.
6. Verification of Fixed Assets Register with physical inventory.
7. Verification of Stationery Stock registrar and Departmental laboratory stock registrar.
8. Checking of all statutory deductions & deposit of the same as per prescribed time limit including submission of returns.
9. Checking of all grants receipts and its proper utilization.
10. Checking of employee’s service book.
11. Checking of Leave register along with approved leave application.
12. Checking of all Tenders/Quotations procedures in terms of existing policies.
13. Checking of Internal Control and Internal Check system commensurate with the size of the organization.
14. Verification of Fixed Deposit registrar.
15. Any other point as required by the management for implementation time to time.
16. Provide Management with timely and real time information on financial management aspects, including internal controls, compliance with financing agreements and areas in need for improvement and to enable follow-up action.

**COVERAGE OF AUDIT:**

The audit would cover the entire financial transactions, covering all sources and application of funds, as considered necessary for the audit. The audit would also cover the leave account of each employee.

**FINANCIAL TRANSACTIONS:**

Internal audit should be conducted on a semi-annual basis. It should be carried out in accordance with the Internal Auditing Standards of Institution of Chartered Accountants of India, and will include such substantive and control tests as the Internal Auditor considers necessary under the circumstances.

The Internal Auditor will conduct an assessment of the adequacy of the Institutional Financial Management System, including internal controls. This would include aspects such as:-

1. Whether appropriate controls are operating satisfactorily. The auditor should suggest methods for improving weak controls or creating them where these controls do not exist.
2. That proper book of account/ operation of accounting software and adequate documentation are being maintained for timely and accurate reporting.
3. That an adequate system is in place to ensure that goods, works and services are being procured in accordance with the institutional procurement procedures. The audit should report by exception any such cases found where these guidelines are not followed.
4. Adequate records are maintained regarding assets acquired by the institute including details of cost, identification and locations of assets.
5. Verifying compliance with the recommendation of the internal audit report of the previous period(s), if any and provide comments thereon.

**TIMING AND COVERAGE:**

Internal audit will be carried out on a semi-annual basis.

**REPORTING:**

In addition to detailed Internal Audit Report, the auditor should provide an Executive Summary highlighting critical issues with require the attention of the Head of Institute and Board of Governor (BOG) of Institution and the status of action on the previous recommendations.

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| **Sl. No.** | **Period** | **Audit to be conducted in** | **Submission of Audit Report** |
| 1. | 1st April – 30th September | November | Within December |
| 2. | 1st October – 31st March | June | Within July |

**PERIOD OF APPOINTMENT:**

The Internal Auditor would be appointed to conduct audit from April, 2020 and cover the Financial Year ending till 31st March, 2021. The Contract may be extended to another two years on the basis of performance of the auditor.

**GENERAL:**

The auditor should be given access to all legal documents, correspondence, Books of Accounts, Leave Record and any other information as deemed necessary by the Auditor.

**RCC Institute of Information Technology**

**Invitation for Expression of Interest (EOI) for Appointment of Internal Auditor.**

The interested Chartered Accountant Firms are requested to furnish the below details of your firm in the Technical Bid (Annexure-1) and Financial Bid (in Annexure- 2) and placed in 2 (two) separate envelops clearly super scribing “Technical Bid” and “Financial Bid” on respective envelops. Both the envelops shall be sealed in a 3rd separate envelope with complete tender details super scribing tender number & date name & address of the bidder and addressed to Principal, RCC Institute of Information Technology, Kolkata may be dropped/submitted on /or before 3:00 P.M. on 25th September, 2020 in Tender Drop Box at Ground Floor, Administrative Building of RCC Institute of Information Technology. The Technical Bid will be opened on at 4:00 P.M. on 25th September, 2020.

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| Sl. No. | Particulars | Minimum Criteria |
| 1. | Number of Full Time Partners associated with the firm for not less than 3 years with at least one being a Fellow CA (As per Certificate of ICAI) | 3 |
| 2. | Turnover of the firm (Average annual in last three financial yrs.) | Minimum Rs. 10 Lakhs |
| 3. | No. of Years of Firm Existence | 5 Yrs. |
| 4. | No. of assignments of Audit of Educational Society/Trust/ Corporate/ PSUs entities except Bank Branch Audit having a turnover of not less than Rs. 15 crores in the last 3 years. | 4 |
| 5. | Is the firm empanelled with C&AG | Yes |
| 6. | Location of the Firm | Kolkata |

1. Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.
2. **Supporting Documents for Eligibility Criterions**: Following supporting documents must be submitted by the firm along with the technical proposal:
3. For S. No. 1 above, the firm must submit an attested copy of Certificate of ICAI.
4. For S. No. 2, the firm must submit, a copy of the balance sheet for the last three years.
5. For S. No. 4 & 5, the firm must submit a copy of the appointment letters from the auditee organizations. Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.
6. For S. No.5, the firm must submit a self-attested copy of the same (mentioning last CAG empanelment no.).

**Terms & Conditions for submission and evaluation of bids**

1. The bidder firm should submit his bids physically under two bid system i.e. Technical Bid (Annexure-1) and Financial Bid (in Annexure – 2) and placed in 2 (two) separate envelops clearly super scribing “Technical Bid” and “Financial Bid” on respective envelops, Both the envelops shall be sealed in a 3rd separate envelope with complete-tender details super scribing tender number & date name & address of the bidder and addressed to Principal, RCC Institute of Information Technology, Kolkata may be dropped/submitted on / or before 3:00 P.M. on 25th September,2020 in Tender Drop Box at Ground Floor , Administrative Building of RCC Institute of Information Technology. The Technical Bid will be opened on at 4:00 P.M. on 25th September,2020
2. Existing Audit firm who are presently associated with the organisation or any other Audit Firm where any one of the partner of the existing firm is associated will not be eligible for submission of EOI.
3. Any effort by a bidder or bidder’s agent, whosoever described to influence the department in any way concerning scrutiny/ consideration / evaluation/comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
4. The conditional bids shall not be considered and likely to be rejected in very first instance.
5. The envelope contacting Expression of Interest shall be opened first on the scheduled date and time at the Principal’s Office in the presence of the representatives of the firm if any, who wish to present on the spot at that time. The Tender Evaluation Committee will evaluate the bids technically.
6. The Financial Bid of only technically qualified bidders will be opened in the presence of their Authorised Representatives on a specified communicated date and time..
7. The bids shall remain valid for a period not less than 60 days after the last date of bid submission.
8. The firms who have been blacklisted by any Central/State Government Department/ Authority /Agency/Board /Corporation not apply.
9. All the disputes will be subject to Kolkata jurisdiction.
10. Each page must be signed by the authorized person.
11. The Principal, RCC Institute of Information Technology, Kolkata reserves the rights to accept or reject quotations without assigning any reason.

**Annexure -1**

**Technical Bid**

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| Sl. No. | Particulars | Minimum |
| 1. | Name, Postal Address, Contact No. Mobile No. & Email is of Auditing Firm |  |
| 2. | Is the firm empanelled with C&AG: if yes copy Attached | Yes |
| 3. | Number of Full Time Partners associated with the firm for not less than 3 years with at least one being a Fellow CA (As per Certificate of ICAI ) | 3 |
| 4. | Turnover of the firm (Average annual in last three financial yrs.) | Minimum Rs. 10 Lakhs |
| 5. | No. of Years of Firm Existence | 5 Yrs. |
| 6. | No. of assignments of Audit of Educational Society/Trust Corporate/ PSUs entities except Bank Branch Audit having a turnover of not less than Rs. 15 crores in the last 3 years. | 4 |
| 7. | Number of Audit of Educational Society/Trust undertaken during last 5 years. |  |

**Annexure-2**

**Financial Bid filled up and submitted in Envelop 2 must be duly sealed super scribed with name of the tender. Any condition given in the Financial Bid may cause rejection of the Bid.**

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| **Particular** | **Amount (in Rs.) and (in words)** |
| Audit Fee |  |
| Add: GST as per applicable rate of service provided |  |
| Total Fees |  |

Place:

Date: (Authorized Signatory)