



## **CALL FOR EXPRESSION OF INTEREST FROM CHARTERED ACCOUNTANT FIRMS FOR STATUTORY AUDIT**

Tender No. Fin/EOI/0501201301

**South Asian University**

(a University established by SAARC nations)

[www.southasianuniversity.org](http://www.southasianuniversity.org)

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**SOUTH ASIAN UNIVERSITY**  
(A University Established by SAARC Nations)

**CALL FOR EXPRESSION OF INTEREST**  
**FROM CHARTERED ACCOUNTANT FIRMS**  
**FOR STATUTORY AUDIT**

The South Asian University (SAU) was established in the year 2009 in terms of South Asian University Act, 2008 (No. 8 of 2009) by the Parliament of the Republic of India in pursuance to the Agreement for the establishment of SAU signed on behalf of the respective Governments of the Member States of the South Asian Association for Regional Co-operation (SAARC). The Ministry of External Affairs, Government of India through the notification dated January 15, 2009 has extended the United Nations (Privileges and immunities) Act, 1947 to the University.

The Expression of Interest (EOI) is invited from the chartered accountant firms of Global / Regional (SAARC region) repute to conduct the statutory audit of the South Asian University for the calendar years 2010, 2011, and 2012, and extendable on year to year basis up to 2014.

The approximate expenditure involved for 2010, 2011 and 2012 is of the order of US\$ 0.562 million, US\$ 3.22 million and US\$ 7.5 million and having vouchers numbering approximately of 400, 1400 and 2500 respectively.

The detailed documents that spell out the terms of reference, format for furnishing particulars of the firm, eligibility criteria for technical evaluation and the selection methodology, are available on University's website [www.sau.ac.in](http://www.sau.ac.in).

The sealed bids on the enclosed prescribed format containing technical bids and financial bids in separate envelopes along with the specified supporting documents may be submitted up to **11 February, 2013**.

The technical bids would be opened at 4.00 pm on the closing date by a committee in the presence of bidders who would be willing to be present at the opening of the technical bids.

**Registrar**

## Terms of reference governing the audit of the South Asian University

1. (a) That the financial statements are in accordance with the books and records of the university;  
(b) That the financial transactions reflected in the statements have been in accordance with the Rules and Regulations, the budgetary provisions and other applicable directives;
2. The Auditors shall be the sole judge as to the acceptance in whole or in part of certifications and representations by the President and may proceed to such detailed examination and verification as it chooses of all financial records, including those relating to supplies and equipment.
3. **The Auditors and its staff shall have free access at all convenient times to all books, records and other documentation which are, in the opinion of the Auditors, necessary for the performance of the audit. Information which is classified as privileged and which the President (or his or her designated senior official) agrees is required by the Auditors for the purposes of the audit and information classified as confidential shall be made available on application. The Auditors and its staff shall respect the privileged and confidential nature of any information so classified which has been made available and shall not make use of it except in direct connection with the performance of the audit. The Auditors may draw the attention of the Governing Board to any denial of information classified as privileged which, in its opinion, was required for the purpose of the audit.**
4. The Auditors shall have no power to disallow items in the accounts but shall draw to the attention of the President, for appropriate action, any transaction concerning which it entertains doubt as to legality or propriety. Audit objections to these or any other transactions arising during the examination of the accounts shall be communicated immediately to the President.
5. The Auditors may make such observations with respect to its findings resulting from the audit and such comments on the financial statements as it deems appropriate to the Governing Board.
6. The Auditors (or such of its officers as it may designate) shall express and sign an opinion on the financial statements of the South Asian University. The opinion shall include the following basic elements:
  - (a) The identification of the financial statements audited;
  - (b) A reference to the responsibility of the University and the responsibility of the Auditors;
  - (c) A description of the work performed;
  - (d) An expression of opinion on the financial statements as to whether:
    - (i) The financial statements present fairly the financial position as at the end of the period and the results of the operations for the period;
    - (ii) The financial statements were prepared in accordance with the stated accounting policies; and
    - (iii) The accounting policies were applied on a basis consistent with that of the preceding financial period;

- (e) An expression of opinion on the compliance of transactions with the South Asian University Act, Rules, regulations and byelaws;
  - (f) The date of the opinion; and
  - (g) The names and positions of the members of the Auditors.
7. The report of the Auditors to the Governing Board on the financial operations of the period should mention:
- (a) The type and scope of its examination; and
  - (b) Matters affecting the completeness or accuracy of the accounts,
8. The Auditor shall afford the President an adequate opportunity of explanation on the matter under observation before finalizing the audit report.
9. The Auditors are not required to mention any matter referred to in the foregoing that, in its opinion, is insignificant in all respects.

**Particulars/Details of the Firm**

| Sl. No. | PARTICULARS   | Supporting Documents required to be submitted along with this Form |
|---------|---|--|
| 1       | Name of the Firm  |  |
| 2       | Addresses of the Firm:  |  |
|         | Head Office   | Phone No:<br>Fax No:<br>Mobile No. of Head Office In-charge:       |
|         | Branch Office 1,2,3.....<br>(Particulars of each branch to be given)  | Phone No:<br>Fax No:<br>Mobile No. of Branch Office In-charge:     |
| 3       | Firm Income Tax PAN No.   |  |
| 4       | Firm service Tax Registration No.( Attach copy of Registration)   |  |
| 5       | Registration No. Issued by licensing body   |  |
| 6       | No. of Years of Firm's existence & Date of establishment of Firm (Attach copy of Partnership Deed if any)   |  |
| 7       | Turnover of the Firm during last three years (Attach balance sheet of the last three years.)  |  |
| 8       | Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (Specify)<br>Provide a Chart for last 3 years   |  |
| 10      | <p><b><u>Brief of Relevant Experience:</u></b></p> <ol style="list-style-type: none"> <li>1. Number of Assignments in institutions of higher learning or scientific institution (Copy of the Offer Letter &amp; the Fee Charged.)</li> <li>2. Number of Assignments in Social Sector Audit, Commercial/Statutory Audit (Other than audit of Charitable Institutions) (Copy of the Offer Letter &amp; the Fee Charged.)</li> </ol> |  |

**A. Experience of audit in relation to institution of higher learning or scientific Institution**

| S. No. | Name of the Auditee Organization | Grant-in-aids handled of the auditee organization | Type/Nature of Assignment | Scope & Coverage of the assignment | Duration of Completion of Assignment | Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter) |
|--------|----------------------------------|---|---------------------------|------------------------------------|--------------------------------------|--|
|        |                                  |   |                           |                                    |                                      |  |
|        |                                  |   |                           |                                    |                                      |  |
|        |                                  |   |                           |                                    |                                      |  |
|        |                                  |   |                           |                                    |                                      |  |

**B. Experience of audit in Commercial Sector/PSUs etc.**

| S. No. | Name of the Auditee Organization | Turnover of the Auditee organization | Type/Nature of Assignment | Scope & Coverage of the assignment | Duration of Completion of Assignment | Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter) |
|--------|----------------------------------|--------------------------------------|---------------------------|------------------------------------|--------------------------------------|--|
|        |                                  |                                      |                           |                                    |                                      |  |
|        |                                  |                                      |                           |                                    |                                      |  |
|        |                                  |                                      |                           |                                    |                                      |  |
|        |                                  |                                      |                           |                                    |                                      |  |

**11. Details of Partners in Continuous Association with firm (Attested copy of Certificate from licensing body as on 31/12/2012**

| <b>Name &amp; Membership No. of Partners</b> | <b>Date of becoming Associate /fellow member of the licensing body</b> | <b>Date of joining the firm,</b> | <b>Qualification</b> | <b>Experience</b> | <b>Whether the partner(s) is/ are engaged full time or part time with the firm</b> |
|--|--|----------------------------------|----------------------|-------------------|--|
|  |  |                                  |                      |                   |  |
|  |  |                                  |                      |                   |  |
|  |  |                                  |                      |                   |  |
|  |  |                                  |                      |                   |  |

**A. Details of Qualified Staff (Chartered Accountants)**

*(Please provide attested copy of Certificate of licencing body as on 31/12/2012 for each qualified staff*

| <b>S. No.</b> | <b>Name of Staff</b> | <b>Length of association with the Firm (in years)</b> | <b>Educational Qualifications</b> | <b>Area of Key Expertise</b> | <b>Membership No.</b> | <b>Relevant Experience</b> |
|---------------|----------------------|---|-----------------------------------|------------------------------|-----------------------|----------------------------|
| 1             |                      |   |                                   |                              |                       |                            |
| 2             |                      |   |                                   |                              |                       |                            |
| 3             |                      |   |                                   |                              |                       |                            |

**B. Details of Semi-qualified Staff (including Article Clerks etc)**

| S. No.                       | Name of Staff | Length of Association with the Firm (in years) | Educational Qualifications | Area of Key Expertise | Relevant Experience | Remarks |
|------------------------------|---------------|--|----------------------------|-----------------------|---------------------|---------|
| <b>Semi Qualified Staff:</b> |               |  |                            |                       |                     |         |
| 1                            |               |  |                            |                       |                     |         |
| 2                            |               |  |                            |                       |                     |         |
| ..                           |               |  |                            |                       |                     |         |
| <b>Article Clerks:</b>       |               |  |                            |                       |                     |         |
| 1                            |               |  |                            |                       |                     |         |
| 2                            |               |  |                            |                       |                     |         |
| ..                           |               |  |                            |                       |                     |         |
| <b>Others</b>                |               |  |                            |                       |                     |         |
| 1                            |               |  |                            |                       |                     |         |
| 2                            |               |  |                            |                       |                     |         |
| ..                           |               |  |                            |                       |                     |         |

Date :

Place:

Signature along with  
Name and Designation



## **Proposed Selection Process of the Auditor**

### **ELIGIBILITY CRITERIA & TECHNICAL EVALUATION:**

1. Eligibility criteria of the firms shall be based on the various criterions as given in the table below. The technical proposal evaluation shall be based on the following parameters:

| <b>Sl. No.</b> | <b>Particulars</b>   | <b>Minimum Criteria</b>         | <b>Max Marks</b> | <b>Evaluation Criteria</b>   |
|----------------|--|---------------------------------|------------------|--|
| 1.             | Number of Full Time Fellow Partners associated with the firm for not less than 3 years (As per certificate of Licensing body as on 31.12.2012) | 3                               | 20               | Firms with 3 partners = 10<br>Firms with more than 3 and up to 6 partners = 15<br>firms with more than 6 partners = 20 |
| 2.             | Turnover of the firm (Average annual in last three financial yrs.)   | Minimum Rs.25 Lakhs             | 20               | Rs 25 to 30 Lakh= 5<br>31 to 40 Lakh = 10<br>40 to 50 Lakh = 15<br>50 Lakh and above = 20                              |
| 3.             | No. of assignments: Experience of audit in institution of higher learning/scientific institutions  | 5                               | 30               | Assignment up to 10 = 15<br>Assignment Above 10 = 30   |
| 4.             | No. of assignments: Experience of Commercial / Statutory Audit.  | 4                               | 10               | Assignment Up to 4 = 7.5<br>Assignment 5 and above = 10  |
| 5              | No. Of qualified/ semi qualified Staff for the assignment  | Qualified 1<br>Semi-qualified 2 | 20               | Qualified 5 each subject to maximum 10 and semi-qualified 2.5 each subject to maximum 10                               |

2. **Supporting Documents for Eligibility Criteria:** Following supporting documents must be submitted by the firm along with the technical proposal:
  - i) For S. No. 1 above, the firm must submit an attested copy of Certificate of Licensing body as on 31/12/2012).
  - ii) For S. No. 2, the firm must submit, a copy of the balance sheet for the last three years.
  - iii) For S. No. 3 & 4, the firm must submit a copy of the appointment letters from the auditee organizations.

3. The firm must achieve at least 60% of the marks to qualify on technical parameters for opening of financial bid.
4. In case after the technical evaluation, if no bidding firm gets the minimum 60% marks then top three firms may be taken into consideration for financial bid.
5. President, SAU, reserves the right to reject the tender without assigning any reason.

**Selection Methodology:**

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 70% weightage would be given to the Technical evaluation and 30% weightage would be given to the financial bid. :

**First Stage:**

- i. Only Technical Proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the “Eligibility Criteria & Technical Evaluation” section.
- iii. The technical proposal scoring at least 60% of the marks shall be considered as “Qualified on Technical Parameters”.

**Second Stage:**

- i. Financial proposals shall be opened only for those firms who have Qualified on Technical Parameters (i.e. secured at least 60% of maximum marks on evaluation criteria). Financial proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
- ii. Quality cum Cost Based (QCBS) process shall be followed.