

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles)

TENDER DOCUMENT
FOR
INTERNAL AUDITORS
FOR THE NIFT

**NIFT, HEAD OFFICE,
HAUZ KHAS, NEW DELHI**

OPENING DATE FOR SUBMISSION OF TENDER : April 15, 2014

CLOSING DATE FOR SUBMISSION OF TENDER : May 06, 2014



NOTICE INVITING TENDER

APPOINTMENT OF INTERNAL AUDITORS IN NATIONAL INSTITUTE OF FASHION TECHNOLOGY, HAUZ KHAS, NEW DELHI FOR THE FINANCIAL YEAR 2014-15 to 2016-17

Tenders are invited from Chartered Accountants Firms (herein after referred to as Lead CA Firms) for appointment as NIFT Internal Cum Process Auditors for the Financial Year 2014-15 to 2016-17.

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology.

NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion.

NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

NIFT's internal auditor will be required to conduct the internal audit in four quarters: **1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March**. The internal auditors will also be required to prepare and certify the annual accounts of NIFT for the year 2014-15.

For the purpose of internal audit a Lead CA Firm can apply independently or can also form a consortium with other CA Firms (herein after referred as Associate CA Firms) provided the Associate CA Firm satisfies all the eligibility criteria specified at point no. 1,2,3,5 and 7 of **Para – I**. However,

- (a) The maximum number of Associate CA Firms can be up to three (3) and the Lead CA Firm has to provide a list of such Associate CA Firms mentioning name, address, contact no. and the nodal partners in each Associate CA Firm.
- (b) The office of the lead CA Firm and each of the Associate CA Firm should be located in different cities.
- (c) Further, the Lead CA Firm has to provide a certificate that each of the Associate CA Firm is independently eligible for bidding and an undertaking / consent from the Associate CA Firms to undertake the work in collaboration with the Lead CA Firm.
- (d) The Lead CA Firm cannot add any other CA firm as their Associate CA Firm after the submission of tender.
- (e) The Lead CA firm can also engage any "other CA firm" provided that the other CA firm satisfies the conditions laid down in Para I. However, such other CA firm will not be counted for



the sake of grading as mentioned in Para – II. Such other CA firm can be engaged only with express consent of the NIFT.

Further, if at any stage it is found that the certificate submitted by Lead CA Firm regarding the eligibility of the Associate CA Firms is not correct/ False the NIFT may cancel the contract with retrospective effect and the security deposit will be forfeited. Before doing so, the Lead CA firm would be given an opportunity to explain their case. However the decision of NIFT would be final.

The interested Lead CA firms may submit their tender in the prescribed performa provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Capability Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**. The tender documents may be downloaded from NIFT website www.nift.ac.in from **April 15, 2014 10.00 AM to May 06, 2014 up to 15.00 Hrs.**

The sealed tender may be submitted in one big envelope superscripting “NIFT Internal Auditor for NIFT for 2014-15” containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to Director (Finance & Accounts), **NATIONAL INSTITUTE OF FASHION TECHNOLOGY**, 2nd Floor, Administrative Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 110016. The sealed tender must be dropped in the tender box at 2nd Floor, Administrative Block, NIFT, New Delhi – 16, Head Office only, on or before **May 06, 2014 at 15.00 Hrs.**

The technical bid envelope must contain the technical bid in prescribed Performa as per **Annexure - I** along with a demand draft of Rs.1000/- (One Thousand) towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of **Rs.50,000/-** (Fifty Thousand Only) favoring **NATIONAL INSTITUTE OF FASHION TECHNOLOGY** and payable at New Delhi with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid as per **Annexure – II**. The financial bid shall include professional fee / charges for all services including expenses for boarding / lodging of staff to be incurred in carrying out the internal audit services. NIFT will not accept any claim other than professional fee / charges etc. mentioned in financial bid.

The technical bid will be opened at NIFT, Head Office, 2nd Floor, Accounts Department on **May 06, 2014 at 15.00 Hrs.** in the presence of the bidders who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided in **Para - II**.

The interested Lead CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found incomplete in any respect will be summarily rejected.



Any further clarifications can be sought from Deputy Director (Finance & Accounts - II) on Telephone No. 011-26542010, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi - 110016.

I. ELIGIBILITY CRITERIA:-

The interested Lead CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender:-

1. The Lead CA firm should have atleast an experience of eight (8) years from the date of registration of the firm. (Copy of self attested registration certificate is required be submitted)
2. The Lead CA firm should have at least four partners on the date of tender submission. (Copy of self attested relevant documents from ICAI is required to be submitted)
3. The Lead CA firm should have at least four Chartered Accountants as employee as on the date of tender submission. (Copy of self attested relevant documents from ICAI is required to be submitted)
4. The Lead CA firm should have the registered / main office in Delhi. In case the lead CA firm does not have registered / main office in Delhi then it should have a branch office in Delhi or one of the Associate CA firm (in case of bidding through consortium) should have registered / main office in Delhi. The CA firm shall provide a list of their branch offices located across India.
5. The Lead CA firm should have conducted either statutory audits and /or internal audits of the three Autonomous Bodies / Statutory Bodies / Educational Institution/PSU with minimum annual turnover of Rs. 50 Crore each with multi locations/offices/branches/units on or after financial year 2008-09.

The annual turn-over for each Autonomous Bodies / Statutory Bodies / PSUs / Educational Institutes shall be as per their Audited Financial Statements for any financial year during 2008-09 to 2013-14. In case the Lead CA firm has carried out the statutory audit / internal audit for a branch (s), then the turnover of only that branch (s) will be considered. (The copy of self attested appointment letters from above organizations is required to be submitted).

6. The Lead CA firm or its associate CA firm should have conducted process audit of two organizations being Autonomous Bodies / Statutory Bodies / Educational Institution / PSU / Limited Company with annual turnover of Rs. 50 Crore each with multi locations / offices / branches / units on or after financial year 2008-09.



7. The annual average turnover of the interested Lead CA firm shall not be less than Rs.2 Crore for last three financial years i.e. 2012-13, 2011-12 and 2010-11. Its average returned income should not be less than Rs.20 lakh for this period.

II. SELECTION CRITERIA:-

The eligible technical bids received from the Lead CA Firms will be evaluated in term of following parameters and points will be given as defined below. Further the points will be awarded to the bidder on the following basis:-

Sr.	Technical Criteria	No. of Points	Max. Points for each criteria
i.	Turnover of clients for which Lead CA Firm and Associate CA Firm has carried out either statutory audit or internal audit	Two points for every Rs. 50 Crore turnover in excess of minimum turnover of Rs. 50 Crore for autonomous bodies / statutory bodies / educational institution/PSU. For this purpose the turnover of all such autonomous bodies / statutory bodies / educational institution/PSU for the Lead CA Firm and the Associate CA Firm will be clubbed.	20
ii.	Number of clients for which Lead CA Firm and Associate CA Firm has carried out Process Audit	Ten points for every Autonomous Bodies / Statutory Bodies / Educational Institution / PSU / Limited Company which are having an annual turnover of Rs. 50 Crore or more.	20
iii.	Turnover of Lead CA Firm and Associate CA Firm	Two point for every one Crore turnover of Lead CA Firms and Associate CA Firm in excess of Rs. 2 Crore.	20
iv.	Experience of Lead CA Firm or/and Associate CA Firm during last three years of auditing the accounts of undertaking with (a) more than three independent branches with online integration of annual accounts and (b) following Tally Software for accounting	Ten points for each such undertaking.	20
v.	No. of Autonomous body / Educational institution for which the Lead CA Firm and its associate has carried out audit.	Five points for each such Autonomous Bodies/ Educational Institution.	20
Total Number of Points			100



The top ten eligible technical bids (who have received highest points as above) will qualify for the technical evaluation. In case of tie (if more than one Lead CA Firm gets equal points), the tied Lead CA Firms will get the same ranking and it may results that more than 10 Lead CA Firms qualify the technical evaluation.

These will be considered for opening of the financial bid and the Lead CA Firm having lowest financial bid (L1) will be the successful bidder. Further, in case of tie in financial bid as well, the Lead CA Firms having higher ranking will be the successful bidder.

III. SCOPE OF WORK:-

The NIFT internal auditor's scope of work includes the following:-

- i) Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- ii) Checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
- iii) Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the NIFT rules.
- iv) Checking and verification of fees / incomes / receipts and the review of the reconciliation for fees / income / receipts to ensure that no revenue leakage exists.
- v) Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation and certification (UC).
- vi) Scrutiny of all assets and liabilities accounts to ensure their correctness.
- vii) Audit of fixed assets registers, accounting records and their reconciliation with accounting records.
- viii) The audit of liability registers and their reconciliation with accounting records.
- ix) To check whether monthly progress reports and quarterly progress reports are submitted to Head Office within due date.
- x) To audit the compliance with applicable statutory requirements like income tax, Service tax, value added tax / sales tax, EPF and ESI etc.
- xi) To audit compliance of recent changes in last two years in commercial laws applicable to NIFT such as income tax, Service tax, value added tax / sales tax, EPF and ESI etc- a certificate for the same has to be attached with the internal audit report for each quarter.



- xii) To audit that the salary to staff is being paid as per their terms and condition and to audit the correctness of pay fixation.
- xiii) Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.
- xiv) To audit that outstanding staff loans and advances are recovered as per the stipulated terms / NIFT rules.
- xv) To audit the inter-campus transactions by way of debit notes and /or credit notes and their quarterly reconciliation i.e. the inter- campus- reconciliation.
- xvi) Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
- xvii) Checking and verification of procurements of goods and services to ensure that prescribed procedure mentioned in NIFT purchase policies have been followed.
- xviii) Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.
- xix) Checking and verification of records of establishment department and activities to ensure compliance with NIFT rules and regulations.
- xx) Checking and verification of records of administrative department and activities to ensure compliance with NIFT rules and regulations.
- xxi) Checking and verification of records of academic department and activities to ensure compliance with NIFT rules and regulations.
- xxii) Checking and verification of records of project cell, projects undertaken, timelines prescribed and the deviations, if any may be reported.
- xxiii) Checking and verification of records of building department activities to ensure compliance with NIFT rules and regulations.
- xxiv) Ensure that the NIFT policies, rules, regulation and procedures are adhered to is all accounting matters and transactions.
- xxv) Review of accounting and internal control systems and suggestions for improvements where a weak lacuna in accounting and internal control systems is observed.
- xxvi) To ensure that the major expenditure and incomes items are booked/recorded following accrual system of accounting by all campuses & Head Office and report deviations, if any.



- xxvii) Detection of systemic flaws and suggestions for adopting the corrective measures.
- xxviii) Advice NIFT on risk assessment and risk mitigation mechanism.
- xxix) Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks of NIFT Campus for non-compliance / non-settlement.
- xxx) To advice on income tax, service tax, sales tax, excise duty and custom laws etc. applicable to NIFT Campus and/or HO time to time. To help in preparation and submission of necessary compliance with applicable laws.
- xxxi) Preparation of income tax return and submission of same to income tax authorities.
- xxxii) Helping in preparation & filling of e-TDS quarterly returns within due date.
- xxxiii) Helping in preparation and filling of service tax returns within due date.
- xxxiv) The internal auditor will also be required to do the Process Audit of each campuses and Head Office.
 - a) In process audit, the internal auditor will be required to identify and evaluate the various processes of Finance and Accounts Department at each campus and head office. They are required to map out the existing processes and need to check whether the existing processes are followed. If there is any deviation in the existing processes, recommend the new processes for improvement with suggestion for implementation of new processes. The internal auditor will have to co-relate the existing processes with the process manager / holder. Further, they are also required to define, standardize and document the various processes in NIFT campuses and head office. Internal auditor will be required to include Process Audit Report separately in the internal audit report.
 - b) Internal auditor will be required to cover all activities of Finance & Accounts Department which includes such as process for making payment to various parties and staff, processes for collection of fee and other receipts, investment of surplus fund, process for the fund transfers / received to/ from campuses, process for reconciliation of bank and pending entries and inter campus reconciliation (ICR), process of maintaining fixed assets register, liability register, process of physical verification of fixed assets and inventory with accounting records, process of recovery of outstanding staff loans and advances, process of reconciling earnest money deposit (EMD) and security deposit (SD) register with accounting records, process of procurement of goods and services, process of taking AMC and to do service contracts, process of reporting of outstanding C&AG audit paras at the end of reporting period etc.
 - c) For process audit recommendations the auditor would be required to cover the processes of the Head office and one large and one small campus.



d) He would also be responsible for monitoring the implementation of the process audit recommendation and would be responsible for seeing as to what are the deviations and recommending measures for its full implementation. For studying effective implementation the process auditor would be required to choose the Head office and at least one large and one small campus.

xxxv) To carry out internal audit of each campus of NIFT and Head Office on quarterly basis and submit the final internal audit report to Campus Director with a copy to Director (F&A) in case of campuses internal audit and Director (F&A), NIFT HO in case of head office internal audit within a period of 45 days after the end of relevant quarter.

xxxvi) (a)The team deputed to carry out the internal audit for each campus / HO should consist of at least one CA with 5 years experience, one CA intermediate/IPCC and one assistant. The team will be required to be present at the campus / HO for carrying out audit for a minimum of one week for each quarter.

(b)The team deputed to carry out the internal audit for the last quarter and finalization and certification of financial statements at the year end for each campus should consist of at least one CA with 5 years experience, two CA intermediate / IPCC. The team will be required to be present at the campus for a minimum of two weeks for carrying out audit, finalization and certification of financial statements.

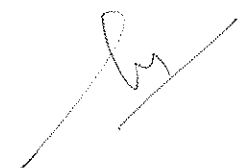
(c)The team deputed to carry out the internal audit for the last quarter and finalization, consolidation and certification of financial statements at the year end for HO should consist of at least one CA with minimum 10 years' experience, one CA with 5 years experience, two CA intermediate / IPCC. The team will be required to be present at the HO for a minimum of three weeks for carrying out audit, finalization, consolidation and certification of financial statements.

xxxvii) There will be a discussion on internal audit reports of all campuses and Head office at NIFT Head Office at the end of each quarter. It may take 4-5 working days.

The time limits indicated above does not include time taken for process audit.

xxxviii) For Consolidation of Accounts:-

- a. The standardization of accounting heads, arranging heads, arranging of standardized codes and standardization of formats for final account across campuses.
- b. Implementation of ERP for ensuring real time access to branch accounts at Head Office and real time consolidation of accounts and real time availability of MIS reports.



xxxix) The finalization and certification with signature and seal of the Lead CA Firm, the financial statements for each NIFT Campus should be completed within 45 days from the end of the Financial Year and the consolidated financial statement of NIFT should be completed within two months from the end of each financial year i.e. by May 31.

xl) After carrying out internal audit, the Audit Team will meet the Director of the Campus/HO and discuss his response and incorporate their comments before issuing final internal audit report. For internal audit report of the Head Office, the inputs of Director (F&A) will be obtained before issue of final internal audit report.

xli) The internal audit report for each quarter is to be prepared in three parts as given below for each campus / HO:-

Part - I : Management Summary and Suggestions

Part - II : Detailed Internal Audit Report (for Current Quarter)

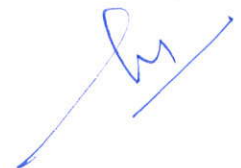
Part – III : Action Taken Report (for Previous Reports)

Further, a Consolidated Management Summary for each quarter of all campuses and HO are also required to be submitted to the Head Office.

xlii) It will be the duty of the internal auditor to obtain / follow up the corrections / rectifications / action taken for each objection and incorporate the same in consolidation management summary to be presented in the Finance and Accounts Committee (F&AC)

xliii) The senior partner of Lead CA Firm will have to present the consolidated management summary of internal audit report for each quarter in the Finance and Accounts Committee (F&AC) meetings and Board of Governors (BOG) meeting. Further, he has to present the consolidated NIFT annual accounts for the year 2014-15 in the meeting of F&AC and BOG.

xliv) For all matters, the NIFT internal auditors will co-ordinate with Director (F&A), NIFT Head Office, Hauz Khas, New Delhi.



IV. TERMS AND CONDITIONS:-

1. Initially the appointment of NIFT internal auditor will be for the financial year i.e. 2014-15. However, the NIFT may extend the appointment for next two financial years i.e. 2015-16 and 2016-17 with a 5% escalation per annum on 90% of first year and so on. This is because in second year and third year, the internal auditor would not be required to map existing processes of NIFT as mentioned in scope of work {Para III (xxxiv) (a)} resulting into reduction in work load. The extension will be made for each financial year separately at the sole discretion of NIFT. The appointment of NIFT internal auditor cannot be for more than three years in total. Therefore, the fee of second year will be 94.50% of first year fee.
2. Each page of tender documents is required to be signed by the Nodal Partner of Lead CA Firm. The documents / certificates in support along with the tender shall also be signed by the Nodal Partner.
3. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
4. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
5. Tenders without EMD will be summarily rejected. The earnest money deposit (EMD) of successful bidder will be converted into Security Deposit (SD) amount for the period of contract and will be refunded on request of the bidder after completion of period as well as the obligation of internal audit of NIFT. No interest will be paid on EMD and Security Deposit.
6. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
7. NIFT reserves the right to cancel this tender process at any time without assigning any reason before the selection of Lead CA Firm and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.
8. This tender is subject to the jurisdiction of the local courts at Delhi only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Delhi only.
9. Tenders received in the single-bid system i.e. having the technical bid as well as financial bid in the same small envelope shall be rejected.
10. NIFT will not accept any claim other than professional fee / charges etc. specified in financial bid.

11. The Lead CA Firm should not have any disputes with any of the client. If any disputes come to knowledge of NIFT at any point of time, then the services of Lead CA Firm would be terminated.
12. Any tender received not in conformity the aforesaid terms and conditions may not be considered and same will be rejected.
13. TDS if applicable will be deducted at prescribed rates as per Income Tax Act, 1961.
14. In case a bidder withdraws unilaterally after submission of Bid EMD will be forfeited.
15. The payment shall be made on quarterly basis on receipt of bill from the Lead CA Firm and subject to satisfactory performance of internal audit of all campus and HO. The payment for finalization and certification of accounts shall be made after completion of CAG Audit on Annual accounts and approval of annual accounts by Board of Governors of NIFT. All payments will be made to Lead CA Firm only.
16. The contract will be only between NIFT and Lead CA Firm.
17. The terms and conditions of the contract shall constitute the entire agreement between the Lead CA Firm and NIFT. Any change will be binding only if the amendment are made in writing and signed by a competent authority of NIFT and the Lead CA Firm.
18. Any dispute arising shall be referred to the sole arbitration. The selection of arbitration will be made by DG, NIFT. The arbitrator's decision shall be final and binding on both the parties.
19. The NIFT reserves the right to cancel the contract in the following cases:
 - (i) The Lead CA Firm fails to comply with the terms and conditions of the contract.
 - (ii) The Lead CA Firm fails to deliver the services on time.
 - (iii) The Lead CA Firm becomes bankrupt or goes into liquidation.

Upon receipt of the said cancellation notice, the Lead CA Firm shall discontinue contract and matters connected with it.

20. In the event of Force Majeure occurring within the contracted period, the delay in performing internal audit can be extended by NIFT on receipt of written request of Lead CA Firms.
21. The NIFT has categorized the locations in India for the purpose of internal audit in four zones as detailed below. The Lead CA Firm and each of the Associate CA Firm should be from different zones.



North Zone

1. Jammu & Kashmir, 2. Himachal Pradesh, 3. Punjab, 4. Haryana, 5. Uttarakhand,
6. Delhi, 7. Uttar Pradesh, 8. Chandigarh, 9. Madhya Pradesh

East Zone

1. Arunachal Pradesh, 2. Meghalaya, 3. Nagaland, 4. Manipur, 5. Tripura, 6. Mizoram, 7. Sikkim, 8. Assam, 9. Bihar, 10. West Bengal, 11. Jharkhand, 12. Orissa, 13. Chhattisgarh

West Zone

1. Rajasthan, 2. Gujarat, 3. Daman & Diu, 4. Dadra & Nagar Haveli, 5. Maharashtra,
6. Goa

South Zone

1. Andhra Pradesh, 2. Karnataka, 3. Kerala, 4. Tamil Nadu, 5. Puducherry, 6. Andaman & Nicobar Island, 7. Lakshadweep

22. The Tender document shall be arranged in the following order:

- i) Demand draft for EMD and cost of tender.
- ii) Index containing Page Numbers.
- iii) Technical Bid and the related documents.
- iv) Signed tender documents.
- v) Financial Bid in a separate envelope.



TECHNICAL BID

Sr.	Particulars	Details to be provided as on the closing date of this NIT
General Information		
1.	Name of the Lead CA Firm	
2.	Registered / Main Office Address	
3.	Name of Nodal Partner	
4.	Contact No. of Nodal Partner	
5.	No. of Branches in India (Attach a list along with address)	
6.	No. of Associate CA Firms (Attach a list with details)	
Eligibility Criteria		
1.	Whether the firm meets all the eligibility Criteria. (Yes / No)	
2.	No. of years of experience	
3.	Date of registration of Lead CA firm	
4.	No. of Partners of Lead CA Firm and Associate CA firms. (Provide a list of names & membership No.)	
5.	No. of CA Employees in Lead CA Firm and Associate CA Firm. (Provide a list of names & membership No.)	
6.	Whether the Lead CA firm has its registered / main Office at Delhi. (Yes / No)	
7.	Whether the Lead CA Firm and Associate CA Firm have an experience of conducting requisite no. of statutory and /or internal audit of eligible clients / organization. (Provide list of eligible clients / organization along with their turnover for each financial year and enclose their appointment letters)	
8.	Total No. and Names of Autonomous body / Educational Institution for which the Lead CA Firm and its associate have carried out audit. [For evaluating (viii) of selection criteria]	
9.	Details for average annual turnover for FY 2010-11, FY 2011-12 and FY 2012-13. (Enclose Copies of Audited Income and Expenditure Account for lead CA firm only)	
a.	Average Annual turnover of	



	Lead CA firm	
	b. Average annual turnover of associate CA firm 1	
	c. Average annual turnover of associate CA firm 2	
	d. Average annual turnover of associate CA firm 3	
10.	Average returned income for these 3 years for lead CA firm. (Enclose Copies of IT Returns for lead CA firm only)	
11.	Whether have an experience of auditing in the last three years of an undertaking having:	
	a. More than 3 branches with online integration of Annual Accounts	
	AND	
	b. Maintaining accounts in Tally Software (Enclose names of the organizations)	
12.	Whether the Associate CA Firms are independently eligible for bidding. (Yes/No) (if Yes, attach certificate for the same)	
13.	Whether an undertaking/consent obtained from the Associate CA Firm. (Yes/No) (if Yes, attach certificate for the same)	
14.	Whether the Lead CA Firm and Associate CA Firm has an experience of conducting requisite no. of Process Audit of eligible clients / organization. (Provide list of eligible clients / organization along with their turnover for each financial year and enclose copy of process audit report preferably or other proof)	

(Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct)

**Signature of Nodal Partner
With name and firm Seal**



FINANCIAL BID

The interested Lead CA firm may quote their professional fees (all inclusive) in the following format:-

S. No.	Particulars	Amount in Rs.
1.	Annual Professional fee for Internal Audit (Quarterly Basis) for the financial year 2014-15 for all 16 campuses and Head Office.	
2.	Annual Professional fee for finalization and certification of financial statements for 2014-15 for each campus along with all schedules, accounting policies and notes on accounts at the end of financial year and the finalization and certification of the consolidated financial statement for Head Office and all campus at the end of each financial year 2014-15.	
3.	Annual Professional Fee for Process Audit of all NIFT campuses and Head Office.	
4.	Annual Other Charges (including lodgings and boarding)	
	Total Annual Professional fee (1+2+3)	
	Service Tax including Education Cess	
	Grand Total	

Grand Total Professional fees in words

**Signature of Nodal Partner
 With name and firm Seal**

