

SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY
2nd Floor, DICC Building, Dibrugarh, Near District Library, Dibrugarh, Assam, 786003.
 Website www.sasu.ac.in Email:- registrar.ssasu@gmail.com Landline- 0373-2950466

No. SASU/CHB/S. Audit/98/2021/372

Dated:-12.03.2024

Expression of Interest (EOI)

For appointment of Statutory Auditors of Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh, Assam.

About the University:-

Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh was established by the Act of Assam Legislative Assembly (No. LGL. 164/2018/7) which received the assent of the Hon'ble Governor of Assam on 10th December 2018. The University came into force on 22nd June 2020 by the Act No. XXIX of 2018 of the State Legislature of Assam. The University has also been included in the list of the Universities established as per the section 2(f) of the UGC Act, 1956, and is empowered to award degrees as specified by the UGC under section 22 of the UGC Act, 1956. Grants have been received from the Government of Assam. Two types of grants have been received under the head of the salary and non-salary component.

Therefore, Sri Sri Aniruddhadeva Sports University invites an Expression of Interest (EOI) from the reputed Chartered Accountant Firm for appointment as Internal Auditor & Tax consultant of the Institute for the financial year 2023-24

Scope of Work

1. Preparation & Audit of Receipt & Payment Account. Income & Expenditure account, Balance Sheet and all related schedules to give a clear picture of the University.
2. To check whether the transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
3. Utilization of funds in accordance with govt. rules/ guidelines and authentication of UCs and SoEs.
4. Transactions are duly supported by proper supporting documents.
5. Checking of various taxes/statutory compliance.
6. Checking the maintenance of books of accounts and bank reconciliation statements. Verification of all payments, I.T. GST TDS and TDS returns, etc.
7. Verification of all cash books, ledger books, vouchers, and all other related documents.
8. Issue of physical verification report of Fixed Assets.
9. To give an executive summary incorporating all points/matters which are very important in nature.

Eligibility Criteria for Chartered Accountant Firm

1. The Chartered Accountant firm must be empaneled with C&AG for the year 2023-24.
2. Head Office must be located in Dibrugarh, Assam, or nearby Districts such as Sivasagar, Tinsukia.
3. Must have completed at least 3 audit assignments in the last three years in Universities (Central/State) /Statutory bodies/Govt. Societies/Govt. Bodies, Central/State (at least 3 in the last three financial years).

(M)



4. Must have a minimum Average Annual Turnover of Rs 30 Lakh over the last 3 financial years (i.e. 2020-21, 2021-22, 2022-23). The turnover should not be less than Rs 25 Lakhs in any of the three years.
5. Must have at least three partners out of which two should be FCA as on 01.03.2024.
6. Must be in existence for at least 20 years as on 01.03.2024.

Supporting Documents for Eligibility Criteria

1. Copy of Certificate of Practice of all partners from ICAI & empanelment copy from C & AG for the FY 2023-24.
2. Partnership Deed.
3. Balance Sheet & Profit & Loss Account of the firm for the last 3 financial years starting from FY 2020-21 onwards.
4. Documentary evidence in support of having completed 3 requisite audit assignments during the last three years.

General Conditions

1. Selection of the firm 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. Suitable weightage will be given to firms/organizations, that have relevant experiences in the audit of Statutory Bodies. The appointment is initially for 2023-2024 which can be extended to a further period as per requirement and prior approval of the University.
2. The selected Firm will have to start the audit from the date of issuance of the letter for Audit work. The university has reserved the right to remove the auditor if the performance is not satisfactory at the time of the audit.
3. The Audit team will consist of a sufficient number of experienced and qualified professionals.
4. The selected firm will be required to comply with the instructions if any issued by the University.
5. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above work.
6. These are only proposed draft terms and conditions and can be modified at any time by the university at its sole discretion.
7. In case of any dispute, the decision of the competent authority of SASU shall be final and binding.
8. Previous audits completed in one organization over several years will be counted as one single audit completion for technical evaluation scoring purposes.
9. All documents submitted by the bidder must bear the sign and seal of the authorized signatory of the bidder.
10. **Submission of Statutory Audit Report:** Chartered Accountant Firm shall have to submit a Statutory Audit Report on or before 15th June 2024 succeeding the financial year. It may be ensured that the report of the statutory audit should be completed in time.



370

11. **Regulation of Audit fees:** The payment of Audit Fees as fixed will be made on completion of the assignment and subject to the availability/sanction of funds from Govt. of Assam. SASU will not pay any advance to the selected audit firm under any circumstances. All taxes, and fees to be deducted or charged as per relevant laws in force and exclusion of GST which will be quoted separately.
12. The auditors will not be provided with any transport facility or accommodation, etc. by SASU.
13. The decision of the competent authority, SASU in the selection of a Statutory Auditor will be final and binding and no further correspondence will be entertained.
14. Legal jurisdiction of any dispute will be within Dibrugarh, District only.

Specific Conditions:

1. The Offer is required to be submitted in two bid formats, 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 should be super scribed as

"Offer for Appointment as Statutory Auditors" and addressed to "
The Registrar.

Sri Sri Aniruddhadeva Sports University, Chabua,

2nd Floor, DICC Building, Mancotta Road, Dibrugarh, Assam, Pin 786003

on or before 31st March 2024, 2.00 P.M

And which will be opened any working day and will be intimated to all the parties.

EOI received after the submission deadline will be treated as non-responsive and excluded from the further evaluation process.

The Technical Bid should be comprised of:-

1. A copy of the constitution/ registration certificates of the firm/organization issued by ICAI containing inter-alia,
2. Date of formation of the firm with a full-time FCA.
3. Details of partners/Sole Proprietor / CA Employees as on date, date of joining the firm, date of becoming FCA, and their own interest. if any.
4. A copy of the latest partnership deed in the case of partnership firms.
 - a. 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 starting from FY 2020- 21 along with a photocopy of PAN Card/GSTIN etc.
 - b. A copy of financial statements (Balance Sheet & P/L A/C) of the Firm for the last three financial years starting from 2020-21.
5. Details of court cases/ arbitration cases/ or any other case pending against the Firm/organization, if any.
6. Details of the audit experience of the firm/ organization for the last 3 years may be given in the specified format.
7. Undertaking in the specified format must have to be submitted along with the EOI documents failing of which will be liable for rejection.

①



Financial Bid:

1. Financial Bid should be comprised of the Professional Fee to be charged from the University for auditing and reporting the Accounts for the Financial Year.
2. Financial Bid submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
3. The maximum fee for the appointment of the Statutory Auditor for FY 2023-24 is Rs 55,000/- plus GST. This is indicative only of maximum fees.

Selection Methodology:

The selection of Chartered Accountant firm will be done using quality - and cost-based selection methods with a **70:30 quality-cost ratio**. A two-stage procedure shall be adopted in evaluating the proposals.

First Stage:

- i. Only Technical proposals shall be opened first for all the firms.

Thereafter, a technical evaluation shall be carried out as per the evaluation parameter provided below.

Sl no	Particulars	Marks	
1.	Empanelment under C&AG for 2023-24	=10 Marks	
2.	Organization structure and number of staff	*FCAs (as partners) = 5 Marks each *For additional CA (As partners) = 5 Marks *For CA students doing article ship up to 3 students = 3 Marks up to 5 students = 5 Marks *For support staff up to 6 = 3 Marks support staff up to 10 = 5 Marks Maximum = 20 Marks	
	Average Annual Turnover in last 3 financial years starting from 2020-21	30 Lakh and 35 Lakh	= 8 Marks
		Above 35 Lakh but less than 40 Lakh	= 10 Marks
		40 lakh and above but less than 45 Lakh	= 12 Marks
		45 Lakh and above but less than 50 lakhs	= 15 Marks
		50 Lakh and above	= 20 Marks
4.	No. of Statutory Audits conducted in Universities (Central/State) /Statutory bodies/Govt. Societies/Govt. Bodies, Central/State (at least 3 in the last three financial years	upto 3 4 to 7 8 to 11 12 and above	9 Marks = 11 Marks = 13 Marks = 15 Marks

5.	Total experience in Years	20 to 22 years =15 Marks 23 to 25 years =18 Marks Above 25 years =20 Marks	
6.	Location of Head Office (preferably at Dibrugarh)	Outside Dibrugarh = 12 Marks Inside Dibrugarh = 15 Marks	
Total Marks		100 (One hundred)	

lii) The technical bid scoring at least 50% marks shall be considered as "**Qualified on Technical Parameters**". A bid shall be rejected if it fails to achieve the minimum technical score. (i.e. at least 50 Marks)

Second Stage:

1. Financial proposal shall be opened only for those who have qualified on technical parameters (i.e. secured at least 50%). Financial proposals of the firm which have not qualified on technical parameters shall be returned unopened after the completion of the selection process.
2. If more than one (I) CA firm secures equal marks after evaluation of both Technical & Financial bids, the CA firm having more experience in conducting University audits will be preferred.



Registrar

Sri Sri Aniruddhadeva Sports University
Chabua, Dibrugarh

267

UNDERTAKING
(On the letterhead of the Firm)

I/ We the sole proprietor/partners of M/sChartered Accountants do hereby (Jointly and severally) (strike out if not applicable) 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 or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- ii. that the firm proprietor or partners have not been debarred or cautioned by ICAI during last five years (if cautioned give details).

Date:
/Partners

Seal & Signature of Proprietor



366

FORMAT FOR TECHNICAL BID

Expression of Interest for Appointment of Chartered Accountant Firms for Statutory Audit of Accounts of Sri Sri Aniruddhadeva Sports University, Chabua, Temp. Office, 2nd Floor, DICC Building, Mancotta Road, Dibrugarh, P.O. CR Building Dibrugarh, Assam, Pin 786003.

Sl. No	PARTICULARS	Supporting Documents required to be submitted along with this form
1	Name of the Firm:	
2.	Status of the Firm: (Partnership/Sole Proprietorship/LLP)	Attach self-attached copy for Proof
2	Address of the Firm:	Attach self-attached copy
3	Head office Address:	Attach a self-attached copy mentioning the Address Proof
4	Date of Establishment of the Firm:	
6	Firm Income Tax PAN:	Attach self-attached copy for Proof
7.	Firm GSTIN:	Attach self-attached cop of GST Registration
8.	ICAI Registration Number:	Attach self-attached copy
9.	Empanelment No. with C&AG	Attach proof of latest empanelment with C&AG for the year under Audit.



10	Full-Time Partners (if applicable) of the firm as on xx-xx-2021 .			Submit a detailed statement
	Number of FCA	Number of ACA	Number of Semi Qualified Assistants (Article assistant or intern/ Final Qualified) in the Firm.	
12	Audit Experience of the Firm			
	No of Statutory Audit Conducted in Public Sector/Autonomous Bodies/Statutory Bodies/Govt. Agencies	No of experience in Statutory auditing in corporate		
				Attach self-attached copies of the offer letter. May attach a separate sheet (if required)
13	Average Annual Turnover in the last 3 Financial years starting from 2020-21			Attach self-attached copies of the BS & PL
14	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			

Date:

Office Seal:

Signature:

Name:

Designation:



304

FORMAT FOR FINANCIAL BID

(own letter pad of the CA Firm)

Name of the Firm:

Address:

Phone No.:

Email. Id.:

The rate shall include the cost of food allowance/transport Expenses/Lodging etc. or any other cost.

Item of Activity	Total Amount (Rs)
Audit fee for the Year 2023-24 Rs.	In words
Add: All other Taxes (if applicable) Rs.....	Rupees.....
Add: GST if applicable@.....Rs.....	
Total (Rs.).....	
TOTAL BID VALUE Rs.	

DATE:

Seal & Signature of authorized person/persons

Name:

Designation:

Place:

Q

