



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
(A.P Government Act 18 of 2008)**

Nuzvid, RGUKT-campus, Krishna District, Andhra Pradesh-521202

Tele No: 08656-235557.

E-mail Id: ao.nuz@rgukt.in

Ref. No: RGUKT/NUZ/Proc/NIQ/Internal Audit/17-18

Date:14.02.2018

To

All Interested Auditors

Dear Sir/ Madam,

SUB: Notice inviting quotation for Internal Audit at RGUKT, Nuzvid.

The Administrative Officer, RGUKT- Nuzvid invites quotations in single bid as indicated, in sealed cover and Kindly quote your lowest price including GST (Food and accommodation conditions to be quoted)

Please Note-

- 01.Address of the auditor submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on the sealed cover as under and should reach by speed post/ Courier service/by person.
- 02.The following must be clearly written on the outer sealed cover irrespective of single bid. Without sealed cover, the quotation will not be accepted.
- 03.The details which are as follows.
See the enclosure

QUOTATION FOR INTERNAL AUDIT AT RGUKT, NUZVID

NIQ Ref. No: RGUKT/NUZ/Proc/NIQ/Internal Audit/17-18 dt: .02.2018

To

The ADMINISTRATIVE OFFICER

RGUKT - NUZVID

KRISHNA (DIST) - A.P. - 521202

- 04.There is no Quotation document fee and Quotation document is to be downloaded from our website given below. www.rguktnuz.in/tenders or www.rguktn.ac.in/tenders
05. **Validity:** Quoted rates must be valid for 120 days
06. **Work:** 1st Quarter : April 17- June 17 : Report to be submitted by march 2nd week.

IInd Quarter : July 17- Sep 17 : Report to be submitted by march 3rd week.

IIIrd Quarter : Oct 17- Dec 17 : Report to be submitted by march 4th week.

IVth Quarter : Jan 18- March 18 : Report to be submitted by April 2nd week.

On the observations made the firm should provide necessary inputs / advices. So as to compliance / follow/ to meet finance norms & cvc guidelines if any.

07. **Firm Registration Document and GST registration.** copy of the document to be furnished
08. **GST No** must appear in the Invoice/Bill
09. **Late and delayed quotation:** Late and delayed Quotation will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
10. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm's must appear on all the papers and envelopes submitted.
11. **Payment:** Payment will be made within 30 days from the billing date after getting satisfaction certificate from the concerned department. Payment would be made through online mode only. Following information must be clearly written in the quotation for RTGS / FUND TRANSFER: -
 - (a) Name of the Firm with complete postal address
 - (b) ACCOUNT No
 - (c) Name of the Bank with Branch where the Account exist
 - (d) IFSC CODE
 - (e) PAN No:
12. Kindly read both the Instructions and Terms properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us at **8333981200** or the Administrative Office.

Terms & Conditions of the Concurrent Audit for the financial Year-2017-18:

- The Chartered Accountant firm shall have to enroll with C&AG and also registered in ICAI for the last 7Years continuously.
- Internal Audit/ Statutory Audit experience of Twenty Five Years or more years as on 31.03.2017.
- The firm should have the experience in conducting Audit of Government / Semi Government Organization for the past 5 years.

- Internal Audit/ Statutory Audit experience(in years) of public sector undertaking (s) / Telecommunication company(ies)/ Academic Institutions having of Rs.10 Crore or more during last five years, as on 31.03.2015 (attach proof)
- Turnover of the firm for the past three consecutive years. (Attach proof)
- The audit team shall consist of one senior qualified chartered Accountant having post qualification experience of not less than 5 Years and semi qualified chartered accountants as per requirement. If necessary more than one audit team may be engaged to complete the work assigned in time.
- One senior partner shall also associate with the audit team to finalize the audit programme and to supervise the audit work/ finalize the internal audit report.
- Audit programme will be finalized in consultation with the Head of Finance who will coordinate all the work relating the internal audit.
- The audit team shall suggest necessary rectifications in accounting as aspects. If any
- The firm should have permanent establishment or Branch Office and registered in Andhra Pradesh/Telagana state only to participate in tender process or otherwise the tender may be summary rejected.

13. INSTRUCTION TO BIDDERS

Starting date	14.02.2018
Last date & Time of receipt of Tender	24 .02.2018 (6:00 pm)
Time of opening Tender:	26 .02.2018 (3.00 pm)
Venue of Bid opening:	Administrative Office, RGUKT- Nuzvid.

Scope of the Work:

S.No	Description
1	All Payments and receipts in F & A section
2	Engg Section works procedures being adopted for raising bill. Administrative section, technical sanction, physical verification of works in accordance with payments
3	Students fee and scholarship receipts
4	Central library and department libraries, if any
5	Central stores records and physical verification
6	Engg. And PUC laboratories- stock registers and physical verification
7	Issue and settlement of advances
8	Vehicle log books and others
9	Service registers of regular employees
10	Pay bills of regular/ contractual staff
11	Payments of outsourcing staff/ security staff/ housekeeping personnel
12	IT infrastructure records and physical verification
13	Student amenities records and physical verification

14	Procurement section records and physical verification
15	Review of all sanction orders/ proceedings
16	Fixed Asset register stock verification
17	Review of examination section grading policy. Result verification and others
18	Review of academic section -BOS minutes/ academic council minutes implementation
19	Review of EC minutes implementation
20	Review of indirect and direct taxes remittances
21	Quarters allocation records others
22	Court cases/ disciplinary cases other cases
23	Mess records, students attendance,
24	Collection of rents
25	Details of institute lands and physical verification
26	Investment policy
27	Student enrolment
28	Formation of various committees, agenda, minutes, action taken reports
29	Campus placement
30	Medical dispensary/ institute hospital
31	Others, which are not covered in above

Sd/-

Administrative Officer[I/c]