

Dt:13.05.2022

Ref.No:RGUKT/NZD/E-Proc/Finance/Internal Audit/2022/T25

**BIDDOCUMENT**  
**E-Procurement**  
**Open Competitive Bid (OCB)**  
*for*  
**Conduct of concurrent Audit for the**  
**Financial year 2020 – 2021**  
**at**  
***RGUKT-NuzvidCAMPUS***



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE**  
**TECHNOLOGIESRGUKT-NUZVID CAMPUS,**  
**Mylavaram road, Nuzvid, Andhra Pradesh-521202**  
[www.rguktn.ac.in](http://www.rguktn.ac.in)

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## **Tender Schedule**

Conduct of concurrent Audit for the financial year 2020 – 2021 at RGUKT-  
Nuzvid, AP.

Reference No	<b>RGUKT/Nuz/E-Proc/Finance/Internal Audit /2022/T25</b>
Bidcalling date	13.05.2022
TenderFee (Nonrefundable)	Rs. 600/-
EMD(refundable)	Rs.6000/-
Bid Documents Downloading Start date	13.05.2022
Last date and time for queries by e-mail	20.05.2022at05.00PM
Bid Document Downloading End Date	27.05.2022,5.00PM
Last date for uploading of online documents	27.05.2022,5.30PM
Last date for submission of Hard Copies of necessary documents (scanned copies)	28.05.2022,5.00PM
Technical Bid openingdate/time	<u>30.05.2022,10.30AM</u>
Price Bidopeningdate/time	<u>30.05.2022, 12.30PM</u>
Bid Validity Period	180 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Delivery Schedule	Within four weeks from the date of receipt of notification of award
Payment terms	100% Payment shall be released after the successful completion of the audit work and on getting satisfactory certificate from the concerned department.

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the helpdesk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone: 08645-246370/71/72/73/74.

**CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only to [procurement@rguktn.ac.in](mailto:procurement@rguktn.ac.in) on or before 5.00pm on **20.05.2022**. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letterhead of the company. Phone No: **8919744960**

S.No.	Page No.(Tender Ref.)	Clause	Description	Query

- i. The addendum/corrigendum if any shall be published on RGUKT-Nuzvid website i.e. [www.rguktn.ac.in](http://www.rguktn.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- ii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments made by RGUKT -Nuzvid.

S/d

RGUKT-Nuzvid

Administrative Officer (i/c)

# Tender Schedule

## A. PREAMBLE

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. RGUKT Nuzvid campus is one of its constituent campus located at Nuzvid, Krishna District. RGUKT Nuzvid provides an ambience of excellence for the pursuit of knowledge leading to B.Tech degree in different branches of Technology.

## B. SCOPE OF Audit

**Conduct of concurrent Audit for the financial year 2020 – 2021 at RGUKT Nuzvid campus, Andhra Pradesh.** The details of the audit requirement are given in **Annexure-1**

## C. ELIGIBILITY CRITERIA

1. Bidder must have registered firm in India. Self-Attested copy of Registration certificate, GST, PAN Card as applicable shall be enclosed.
2. The Chartered Accountant firm shall have to enroll with C&AG and also registered in ICAI for the last 7 years continuously. (Proof should be submitted)
3. Any of the Partners of the firm must have DISA/FAFD Qualification. (Proof should be submitted)
4. Internal Audit/Statutory Audit experience of Twenty Five years or more years as on 31.03.2020. (Proof should be submitted)
5. The firm should have the experience in conducting Audit of Government/ semi Government Organization for the past 5 years.(Proof should be submitted).
6. Internal Audit/ Statutory Audit experience (in years) of public sector undertaking(s)/ Telecommunication Company(ies)/ Academic Institutions having turnover of Rs. 40 Crore or more during last five years, as on 31.03.2020(Proof should be submitted).
7. Turnover of the firm for the past three consecutive years. @ 100 Lakhs Each Year (Proof should be submitted).
8. The firm should have permanent establishment and registered in Andhra Pradesh/ Telangana State only to participate in tender process or otherwise the tender may be summarily rejected.
9. The firm should have Branch office in Vijayawada.
10. Minimum Internal Audit fee is 45000/- per Quarter, the firm who quoted below the minimum price, The firm will be disqualified.
11. Bidder should not have been debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations and by any other Quasi Government bodies/Organizations, World Bank or any major

Enterprise /Organization in India doing business with them. (Please submit self-declaration as Annexure II).

12. Tender document with proper seal and signature of authorized person on each page of the bid submitted in token of acceptance of all the terms and conditions of the tender schedule. The person signing the bid should be the duly authorized representative of the firm/ company whose signature should be verified and certificate of authority should be submitted.

#### **D. Terms and Conditions:**

- i. 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 Accountant as per requirement. If necessary more than one audit team may be engaged to complete the work assigned in time.
- ii. One Senior partner shall also associate with the audit team to finalize the audit programme and supervise the audit work/finalize the internal audit report.
- iii. Audit programme will be finalized in consultation with the head of finance who will coordinate all the work relating the internal audit.
- iv. The audit team shall suggest necessary rectifications in accounting aspects, if any
- v. The firm must ensure timely completion of Audit .
- vi. The RGUKT will review the Quality of Audit work and Extend for the further years.

#### **E. INSTRUCTIONS TO THE BIDDERS**

- 1) Bids are invited on the e-procurement platform from the Registered firm in India for supply of Internal audit to RGUKT-Nuzvid campus. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of Government of Andhra Pradesh i.e. <http://tender.ap.eprocurement.gov.in>
- 2) Bidders would be required to register on the e-Procurement marketplace <http://tender.ap.eprocurement.gov.in> and submit their bids online. On registration with the e-Procurement market place they will be provided with a user id and password by the system through which they can submit their bids online.
- 3) All the participating bidders have to electronically pay a non-refundable transaction fee through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.

#### **F. Tender processing fee:**

Bidder must submit the demand draft for Rs 600/- (Rupees Six Hundred only) in favour of "The Director, RGUIIT Nuzvid" payable at Nuzvid obtained from any Nationalized/ scheduled Bank valid for Three months as a tender processing fees. All applicable bank charges shall be borne by the bidder. The Demand Draft submitted for tender fee shall be non- refundable.

#### **G. Earnest Money Deposit (EMD):**

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount ofRs. 6000/- (Rupees Six Thousand Only) by way of demand draft only. The demand drafts shall be drawn in favour of "The Director RGUIIT Nuzvid" payable at Nuzvid. The EMD of the successful bidder shall be returned after the award of the contract and for unsuccessful bidder(s) it would be returned after finalization of the tender.

- i. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the amount of earnest money will be forfeited.
- ii. The Firm who are registered with MSME is exempted to submit the EMD (Copy of valid registration must be provided along with technical bid).

#### **H. Submission of Tender:**

The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

- i. The bidders need to scan and upload the required documents pertaining to technical bid. The attested copies of all these uploaded documents of technical bid, signed undertaking of Tenderer are to be submitted offline to Administrative Officer, RGUKT, Nuzvid by **05.30PM** of **.05.2022**. The RGUKT Nuzvid will consider only the bids submitted through on-line over the copies of the paper based bids.
- ii. **The price bid has to be submitted online only. No physical submission of the price bid will be accepted.**
- iii. **Rate:** Rate should be quoted in Indian Rupees (INR) on Door Delivery Basis at RGUKT, Nuzvid Campus inclusive of all the Charges, with break-ups as:  
  
Basic Cost, GST and Total Cost (F.O.R. at RGUKT, Nuzvid Campus)

### **I. Opening of Tender:**

The tenderer is at liberty to present either him or an authorized representative to be present at the opening of the tender. The representative present at the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

### **J. Evaluation Procedure:**

- i. The Technical Bids will be opened as per the schedule given in the tender document
- ii. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the material within the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed above.
- iii. The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- iv. Price Bids of only those bidders, who have fulfilled the eligibility criteria specified, will be opened. The Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- v. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT, Nuzvid. No further correspondence will be entertained regarding the disqualification.
- vi. The RGUKT, Nuzvid, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The RGUKT, Nuzvid also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Nuzvid is final and binding.

### **K. Validity of the bids:**

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the Tenderer in the commercial bid.

#### **i. Amendment of tender document:**

At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. **The Institute may at its own discretion extend the last date for the receipt of bids.**

#### **ii. Right of acceptance:**

RGUKT, Nuzvid reserve the right to accept or reject any or all tenders / quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.



**L. Delivery:**

The assigned audit work should be done at RGUKT, Nuzvid campus premises within **30 days** from the date of issue of work order. All the aspects of safe services shall be the exclusive responsibility of the supplier. If the supplier fails to commence the services on or before the stipulated date, then a penalty at the rate of 1% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform RGUKT, Nuzvid in writing about the same and its likely duration and make a request for extension of the delivery schedule accordingly. On receiving the supplier's communication, the institute shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

**M. Liquidated Damages**

If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the institute shall, without prejudice to other right and remedies available to RGUKT, Nuzvid campus under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10 % of the quoted price. Once maximum is reached the institute may consider termination of the tender.

**N. Force Majeure:**

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a

period exceeding 60 days, RGUKT,Nuzvid Campus party may, at least option to terminate the contract.

**O. Insolvency:**

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of accompany the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the institute shall have the power to terminate the contract without any prior notice.

**P. Breach of Terms and Conditions:**

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason there of and nothing will be payable by the institute. In that event the security deposit shall also stand forfeited.

**Q. Subletting of Work:**

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of RGUKT, Nuzvid campus which will be at liberty to refuse if thinks fit or unfit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

**R. Right to call up on in formation regarding status of work:**

The institute will have the right to call upon information regarding status of work/ job at any point of time.

**S. Terms of payment:**

100% Payment shall be released after the successful delivery of the ordered goods/items/ receiving satisfactory certificate from the concerned department/Section Head. Only online payment would be done. Hence, details like: Name of the bank, Account No., IFSCcode has to be furnished along with the bill.

**T. Arbitration:**

If any difference arises concerning this agreement, its interpretation on payment to be made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrat or to be appointed by the Secretary ,Department of Legal Affairs. Such requests shall be accompanied with a panel of names of three persons to act as

the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, an other arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

**T. Legal Jurisdiction:**

The agreement shall be deemed to have been concluded in RGUKT, Nuzvid campus, Andhra Pradesh and all obligations here under shall be deemed to be located at RGUKT, Nuzvid campus, Andhra Pradesh and Court within Hyderabad will have Jurisdiction to the exclusion of other courts.

**U. Documents:**

- a) All pages of the Tender should be numbered and indexed.
- b) wherever necessary, the bidder shall provide in its tender the required as well as the relevant documents like literature, drawings, operation manual etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the institute in the tender documents. For this purpose, the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the institute in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.
- c) Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet RGUKT, Nuzvid campus Technical specification/ requirements would be compared.
- d) RGUKT, Nuzvid reserves the right to modify or alter the specifications after short listing of tenderers.
- e) The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements at the time of ordering. Not quoting for this may result in disqualification. The institute reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.

## Technical Bid- Check List

(Tenderer may use separate sheet wherever required)

Sno	Details of the Firm/Bidder	Page No.
1.	Bidder Information Sheet (Annexure IV)	
2.	Certificate of Incorporation /Registration/GST certificate : Self attested copies to be attached	
3.	Copy of PAN Card	
4.	Enrollment certificate with C&AG	
5.	Registration certificate in ICAI for the last seven years continuously.	
6.	DISA/FAFD qualification certiface	
7.	Proof of Internal audit/Statutory audit experience of twenty five years or more as on 31.03.2020	
8.	Proof of experience in conducting Audit of Government / Semi Government organization for the past Five years.	
9.	Proof of Internal Audit / Statutory audit experience (in years) of public sector undertaking(s)/Telecommunication company(ies)/Academic institutions having turnover of Rs. 40 crore or more during last five years, as on 31.03.2020	
10.	Proof of Turnover of the firm for the past three consecutive years @100 Lakhs each year	
11.	Proof the firm having branch office in Vijayawada	
12.	Whether each page of tender and its annexure have been signed and stamped	
13.	Non-Blacklisting Certificate (Annexure II)	
14.	Tender Processing Fee: Amount Rs. 600/-DD No.                      DD Date: Bank Name &Branch:	
15.	EMD: Amount Rs.: 6000/-DDNo./ BG No.:                      DD/BG Date: Issuing Bank &Branch:	

## Annexure-I

**Conduct of concurrent Audit for the financial year 2020 – 2021 at RGUKT Nuzvid campus, Andhra Pradesh.** The details of the audit work as follows.

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 other
18	Review of academic section – BOS minutes / academic council minutes
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

**Annexure-II**

**NON BLACKLISTING CERTIFICATE**

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT,Nuzvid and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firmor participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT,Nuzvid may impose any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder:

Seal of the Bidder:

### Annexure-III

### Technical Compliance Statement

Technical compliance statement as per technical specifications mentioned in this document (taking in to consideration all the amendments issued to this document, if any) is to be submitted in the following format:

S.No	Item Name	Specification Required	Specification of quoted item along with model, make and special features, if any	Compliance (complied higher lower)



**Annexure IV**  
**Bidder Information Sheet**

1	Name of the organization	
2	Year of establishment	
3	Registered Office Address	
4	PAN No	
5	GST No	
6	Name & Designation of Authorized person:	
7	Phone No.	
8	Fax No.	
9	Email-ID	
10	Nature of the firm (Proprietary/partnership/etc...)	
11	Whether Manufacturer/authorized dealer/Whole saler/Retailer	
13	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
14	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
15	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :