



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

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KTU/ASST(ADMIN)/3412/2021

13.08.2021

INVITATION FOR EXPRESSION OF INTEREST (EOI) (Appointment of Internal Auditors)

EOI Date: 14.08.2021

DUE DATE: 24.08.2021

To be submitted on or before: 15:00 hours (3:00pm) on Date 24.08.2021

APJ Abdul Kalam Technological University invites Expression of Interest (EOI) in the enclosed format from experienced Chartered Accountant Firms for appointment as Auditors for the University at CET Campus, Thiruvananthapuram. Your EOI could form the basis for a contract between your firm and APJAKTU, Thiruvananthapuram. The contract will cover the audit of the financial statements for the year April 2020 to March 2021, April 2021 to March 2022 and April 2022 to March 2023. However, the University reserves the right to allot the contract for only one financial year also.

- The objective of inviting EOI is to appoint the Auditors through a wider reach and by a transparent process providing equal opportunity. Interested firms may please complete the enclosed Covering Note, EOI-Capability Statement - **Annexure-1** and Financial bid -**Annexure-3** and send the same to the following address:

The Registrar

APJ Abdul Kalam Technological University

CET Campus Thiruvananthapuram

Kerala- 695016

- The scope of Audit will be as per Annexure-2 and Audit Fees and TA/DA as per Annexure-3 (Financial bid). The financial quote should be submitted in a separate envelope.
- The University reserves the right to reject any and all proposals received in response to this invitation in any manner deemed to be in the best interest of the University.
- This invitation contains no contractual offer of any kind. Any proposal submitted will be regarded as an expression of interest by the proposer and not an acceptance by the proposer of any offer by the University. No contractual relationship will exist



except pursuant to a written letter of award signed by the Registrar, APJAKTU, Thiruvananthapuram and the proposer.

- The University reserves the right to modify or exclude any consideration, information or requirement contained in this invitation and to add new considerations, information or requirements at any stage including negotiations with proposers, at any time before any letter is awarded for the audit services outlined in this invitation.
- University may, at its discretion, extend the deadline for the submission of EOIs. The extension of the deadline may accompany a modification of the invitation documents prepared by the University at its own initiative or in response to a clarification requested by a prospective proposer. Proposers must provide all requisite information under the EOI and clearly and concisely respond to all points.

ELIGIBILITY, REQUIREMENTS AND ASSESSMENT CRITERIA:

- The minimum eligibility requirements are –
 - Professional Standing of the CA firm: Minimum 10 years (as on 31st March 2021)
 - Minimum number of Partners: 03 (All FCAs and of which at least one Partner must have standing of more than 10 years. In case of more than 3 Partners, minimum 3 partners should be FCA)
 - Office location: In Thiruvananthapuram (Mandatory)
 - Average Gross fees of the CA firm during FY 2017-18, FY 2018-19 and FY 2019-20 : Rs.25 lakhs
- The EOI should be sent along with a Capability Statement including a profile of the organization, relevant technical and geographical coverage along with the financial turnover for the last three (3) financial years. A format for the capability statement is attached. Individual CVs are not required at this stage. Any EOI with inadequate information, those which do not meet the above criteria, or those received after the closing date will not be short listed. EOI should be as concise and focused as possible to give evidence of the above requirements including the capability statement and organisation profiles.
- In the interests of equity of treatment, EOI will be processed strictly as per prescribed formats enclosed. Non-adherence to the formats shall lead to rejection of such EOIs. Further correspondence in respect of non-standard EOIs will not be entertained.
- EOI - Annexure-1 along with Annexure -3 (Financial Bid) should reach us on or before 24.08.2021 at 3.00 pm in a sealed cover duly super-scribed with "EOI for Appointment of Auditors" and "DUE DATE". EOI will be opened on the next working day at 15.00 Hrs. (IST). Responses received after due date and time shall not be



accepted and no further correspondence on such responses shall be entertained. APJAKTU will not be responsible for any loss or delay in receipt of EOI in post.

- LATE EOI SHALL NOT BE OPENED AND SHALL NOT BE CONSIDERED
- It is expected that the audit will be undertaken in accordance with the Statutory Audit Standards issued by the ICAI to the extent they are applicable to the given scope.
- Respondents, if desired, may participate in the opening of EOI after producing authorization/identity proof.
- EOI submitted should be free from correction, over-writing, erasures etc., and each page should be suitably numbered
- Authorized Signatory should sign the EOI submitted indicating the name and designation with official seal. Unsigned EOI are liable to be ignored.
- Audit has to be conducted in a time bound manner. One senior qualified staff along with support staff has to be compulsorily present at the Premises of university to conduct the Audit. In no case the Books, Vouchers, and any other documents, be carried outside the premises of university.
- Canvassing by respondents in any form, including unsolicited letters on EOI submitted, or post corrections shall render their EOI to be summarily rejected.

Dr.A. Praveen

Registrar

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



Annexure-1

**Format for Submission of Expression of Interest for short-listing Chartered Accountant Firms
for the Audit of APJAKTU, Thiruvananthapuram**

Name of the Firm Firm's registration number with ICAI	
Number of Partners (Enclose full particulars of partners)	
Number of Qualified Employees	
Date of Formation (As per constitution certificate issued by the Institute of Chartered Accountants of India)	
Full Postal Address of Offices /Branch Offices. (This may be given on a separate sheet of paper attached)	
Name of contact person along with landline and mobile numbers	
Permanent Account Number (PAN) with a copy of PAN card	
Particulars of experience of Audit in government sector, particularly in universities/education sector/ government grant assisted sectors, <u>excluding bank audits</u>	
Gross Fees of the firm for last three financial years (FY 17-18, FY 18-19 and FY 19-20) with self-attested copy of financial statements and income tax returns of the firm for these periods	



Whether there are any court/ arbitration/any other legal case against the firm? (If yes, give a brief note of the case indicating its present status)	
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Profile of the firm is *attached/not attached

* Strike off what is inapplicable

Seal of the Firm	Signature
	Name
	Designation

Undertaking

We, _____ (name of firm), Chartered Accountants do hereby verify and declare –

- a. that the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found incorrect or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- b. that firm or partners has not been debarred or cautioned by ICAI during the last five years, if yes give details;

that individual partners are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949.

- c. That the constitution of the firm as on 31st March, 2020 shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.



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Seal of the Firm

Signature
Name
Designation



Annexure-2

Scope of Work

Audit to cover the areas ensuring that,

- Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads
- Utilization of Govt. grants and to ensure that expenditure out of Grants is being made in accordance with guidelines
- Purchases and services have been procured in accordance with the relevant procurement guidelines issued by the University
- Transactions are duly supported by proper supporting documents.
- Checking the maintenance of books of accounts and records.
- Checking the bank reconciliation statements.
- Checking of component wise, category-wise and account head wise expenditures.
- Verification of fixed deposit register and checking of interest received.
- To give executive summary incorporating all points/matters; which are very important in nature.
- To examine the purchase orders placed by the University with outside parties for purchase of assets.
- To see that every voucher for payment for Capital Expenditure is properly generated, checked, crosschecked, approved and duly recommended for payment by competent officials of the University.
- To check the invoices and receipts obtained from the suppliers to ensure that the payment is being properly made.
- To examine the documents pertaining to the acquisition and ownership of fixed assets.
- Physical examination of Capital assets purchased/created along with related documentation.
- To ensure that internal control procedure as and if laid down by the University has been followed.
- To review and help the management in implementing proper accounting procedures, internal control and computerized systems. Review of Accounts and System Improvement.
- To suggest the measures for cost control and to increase the revenue of APJAKTU.
- After finalization of Audit, the Auditors shall submit signed copy of financials and Audit Report to the APJAKTU, within the stipulated time period.



Audit work should be completed within thirty days from the date of agreement, which is to

- be executed after selection of the audit firm.

Filing of Income Tax Returns

- **90% of Audit fee will be paid after submitting the signed audited financials, audit report and relevant documents along with the Invoice in this regard and the balance, after filing of Income Tax returns.**



Annexure 3-Financial Bid

(On Firm's Letter Head)

(To be kept in a separate Envelope sealed properly while sending the proposal)

To
The Registrar,
APJ Abdul Kalam Technological University,
CET Campus, Thiruvananthapuram-695016

Subject: Appointment of Chartered Accountant Firm for conducting the Audit of APJ Abdul Kalam Technological University, Thiruvananthapuram.

Particulars	Price bid (all inclusive) shall be quoted in Indian Rupees for the entire scope of work covered under the Terms of the EOI on a Firm price basis (With no escalation provision for whatever reason) valid till the complete execution of the assignment for the Financial years	
	April 2020 to March 2021, April 2021 to March 2022 and April 2022 to March 2023	
	In figures	In words
Audit: 1. All – inclusive Lump sum fee (including TA/DA, and other out of pocket expenses /contingencies etc). 2. Taxes, if any 3. Total		

Please Note:

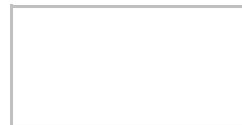
- i. The above quoted Lump sum fee shall be inclusive of all expenses / and Taxes.



ii. The firm shall raise its Invoice as per payment terms enumerated in the EOI / Scope of work.

I have read and understood all terms and conditions and implications thereon of the document.

Signature & Seal of Bidder



Dr. A. Praveen
Registrar

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