

**OFFICE OF THE DIRECTOR, ASSAM ADMINISTRATIVE STAFF COLLEGE SOCIETY
GUWAHATI-781022**

www.aasc.assam.gov.in
E-mail : director@aasc.gov.in

Tel: 0361- 2363325
Fax: 0361- 2362361

No. AASCS(CA)1/2014/PTII/26

Dated Guwahati the 9th of June, 2020

EXPRESSION OF INTEREST (EoI)

The Director, Assam Administrative Staff College Society invites Expression of Interest (EoI) from eligible Chartered Accountant/Cost Accountant firms for conducting Internal Audit of Assam Administrative Staff College Society for the financial years of 2016-2017 to 2019-2020 and thereafter monthly concurrent audit of the Assam Administrative Staff College Society. The selection shall be valid upto three years, or as decided by the competent authority.

Firms which have experience of working with Govt./PSUs for the last 5 (five) years may participate in the EoI. The last date of submission of the applications in requisite application format is upto 2.00 pm of 06.07.2020. The EoIs will be opened on the same day at 03.00 pm. In case that day happens to be a holiday, the EoIs will be opened on the next working day. The detailed qualification criteria are available in our website and application form can be downloaded from our website www.aasc.assam.gov.in and deposit the amount of Rs. 500.00 later or collected from the office of the undersigned on payment of Rs.500.00 in cash. This amount is non-refundable.

The Authority reserves the right to accept/reject any or all the application/s without assigning any reason thereof and no subsequent correspondence in this matter will be entertained.

Sd/-

(Director)

Assam Administrative Staff College Society,
Khanapara, Guwahati-781022

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TERMS AND CONDITIONS

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the selection of Chartered Accountant/Cost Accountant firms, emphasis will be given on the ability and competence of applicants to do good quality work within the specified time schedule and in close coordination with other agencies.
3. Each page of the application shall have to be serially marked and signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/power of attorney to do so. Authority letter to be enclosed.
4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
5. Applications containing false and/or inadequate information are liable for rejection.
6. The firm should have a registered office in Guwahati, Assam.
7. The firm should have a valid PAN and registration under Goods and Service Tax.
8. Details of working experience with Government/Public Sector Undertakings, Income Tax return for last three (3) years, list of works executed during the five (5) years with name of client, value of contract, performance certificate etc. have to be provided.
9. The scope of work shall include the financial and system audit, preparation of balance sheets, evaluation of bids and financial proposals and any other works assigned by the Authority, including submission of quarterly and annual returns of employees as well as GST returns of office supplies. The scope of work may also include audit of previous financial years.
10. Internal auditor will gain understanding of nature of work and transactions carried out by the Auditee office. This will give the Audit team a holistic idea about the complexities involved in the process and it may schedule programme accordingly. Illustrative instructions regarding important area/aspects of audit is mentioned below.
 - (a) Works & Other transactions: -
 1. The scope of Works Audit includes, checking of cash book, Bank Book, other books of accounts & ledgers, accounting classification, vouchers and other checks.
 2. Internal auditor will also verify the e payment of TDS and e filing of tax return

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as per the provisions of Income Tax Act within the prescribed time limit. Internal Audit shall have to check the deduction of Income tax and GST as per the provision of Income Tax Act, 1961 and GST Act respectively.

3. The audit checks of work bills will include the reference to the provisions in the tender contracts, provisions of statutory deductions and dues, taxes, and arithmetical accuracy, provisions as per Government norms.

4. The Internal Auditor has to put initial on the voucher, ledger, and books of accounts, registers and other records in token of audit carried out by them.

Internal auditors will have to verify and sign Trial balance at the end of each quarter prepared in Tally or any other accounting software.

5. The Internal Auditor shall have to scrutinize the Monthly Accounts Particularly and if any remarks or defects noticed, should be incorporated in the Audit Report.

6. All the transactions of Bank book including the bank reconciliation statement should be checked with reference to counterfoils of cheques written and remittances and relevant entries in the bank statements and ensure all provisions have been met.

7. Internal auditor will verify that Purchase procedure as prescribed by the rules are followed or not and the commodities/Articles/Stores purchased are entered in relevant registers or not. Further, entries of receipt, issue and balance thereof will also have to be verified.

8. The scope of work may also include audit of previous financial years.

9. Scrutinizing of ledger accounts and advances given to staff.

10. Verification of procedure for procurement and stock inventory.

11. Verify issue of purchase during the years and submit certified final audit.

12. Verify the tendering procedure followed and report the deficiencies if any.

13. Verify that all expenditure related to AASCS have been accounted for.

14. Ensure that all necessary provisions are made in the books for the finalization of Balance sheet at the end of each financial year.

15. Prepare and certify the financial statement since inception of AASCS.

16. Audit report should be submitted directly to the Director, AASCS within the specified time as indicated in the letter of engagement.

17. Any other matter the auditor may think necessary to verify from audit point of view.

1. All communications including submission of EoI should be addressed to:
The Director,
Assam Administrative Staff College Society,
Khanapara, Guwahati-781022, Assam
Ph: 0361-2363325 Fax: 0361-2362361 Email: director@aasc.gov.in

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ELIGIBILITY AND EVALUATION CRITERIA

1. The Chartered Accountant/Cost Accountant firms must be registered under designated authority.
2. Minimum turnover of the firm should be Rs.10.00 Lakh p.a. for last 3 (three) years. In case of partnership firm for the turnover calculation the individual partner turnover shall also be considered.
3. Firms must have at least 5 years of working experience with Government/Public Sector Undertakings.
4. The firm should be registered in Guwahati with valid PAN and GST registration.
5. Firms which submits detailed list of eligible assignment shall be given weight age in evaluation based on the number of assignments. Assignment not supported with client's certificate shall not be considered for evaluation.

SHORT LISTING:

1. The shortlisting of the application shall be done based on the experiences, number of assignments and value of assignments, manpower and reputation of the applicant.
2. The decision of the Authority with regard to selection of firm will be final. The Authority is not bound to assign any reason thereof.

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EOI submission form (in letter head)

To

The Director,
Assam Administrative Staff College Society,
Khanapara, Guwahati-781022

Sub : Submission of EOI

Ref : EoI No :

Dear Sir,

I/we have read and understood the press notice calling for EoI from Chartered Accountants/Cost Accountants to the applicants. I/we do hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my/our knowledge and belief. In case any information supplied by me/us to be incorrect at any stage in future, then the authority will be at liberty to remove my firm from the work.

Yours faithfully,

Signature

Name:

Designation

Place:

Date:

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Application Format

1. Name of the applicant/firm (in Capital letters):
2. Address of the registered Head office with telephone number and e-mail address:
3. Details of registration (ICAI/ICWA):
4. Details of registration under GST:
5. Yearly turnover of the organization during last 3 years (year wise) (Enclose copy of audited balance sheet).
6. Income tax return for last three years.

7. Work experience: The applicant to submit in separate sheet of eligible assignment for last 5 (five) years as per format below. (To enclose performance/completion certificates/work orders from clients). Add sheets if necessary

Sl.No	Name of the Project & Employer	Nature of work	Period

8. PAN details
9. Whether any civil suit/arbitration have arisen with Govt./Semi-Govt./ PSU Banks etc. during last 5 years. If yes, please furnish the details.
10. Copy of profile of the firm/CA

Signature of the applicant
Place:
Date:

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FINANCIAL OFFER FORMAT

<u>Sl</u>	<u>Description of item</u>	<u>Rate quoted (INR)</u>	<u>Taxes if any (INR)</u>	<u>Total Rate quoted (INR)</u>
1	Charges for Internal Audit of Assam Administrative Staff College Society for the financial years of 2016-2017 to 2019-2020			
2	Monthly charges w.e.f FY 2020-2021			
In words-				

Authorized Signatory

Name and Designation

Address