

Gujarat Technological University

Expression of Interest (EOI)

Request for Expression of Interest (EOI) for appointment of Statutory Auditors of Gujarat Technological University (GTU)

The Gujarat Technological University (GTU) is established by the legislative assembly of the Government of Gujarat in the year 2007. GTU has its campus at near Visat Cross roads, Gandhinagar Koba- Highway, Ahmedabad-382424.

Gujarat Technological University (GTU) invites Expressions of Interest from reputed firms of Chartered Accountants for appointment as Statutory Auditor for the Financial Year 2016-17 and further extendable for another two years. Extension for another year will be given on the basis of Evaluation of the Performance of the firm at the end of each year. The committee constituted by the Competent Authority of the University will evaluate performance of the appointed firm at the end of year, based on criteria laid down by Committee. Please note that, University does not give assurance for extension of the Contract. University reserves its right to extend, award to another firm, cancel the Eoi.

Interested firms are requested to quote the fee payable for the services rendered for the Financial Year 2016-17. Please note that, for the first time appointment will be given only for the Financial Year 2016-17. For the subsequent financial year i.e. 2017-18 & 2018-19 work may be allotted based on work volume and performance as indicated above at the same rates. Any application indicating direct/indirect effect of escalation clause will be summarily rejected.

To be eligible, the firm should have its Head office in Ahmedabad and possess experience of minimum 10 years in carrying out Statutory Audit/Internal Audit. Out of total assignments of the firm, at least one should be University, Academic Institution, Government Company, Autonomous body, etc.

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

Interested and eligible firms may submit their data/details/documents latest by 23/11/2017 up to 18:00 Hrs. Technical Proposal shall be opened on 27/11/2017 at 12:30 Hrs. Financial Proposal of technically qualified bidders only (as per eligibility criteria) shall be opened on a later date , which will be intimated to technically qualified CA Firms separately.

Important Information

Sr. No.	Event	Information to the bidders
1.	Last Date & time of Submission	23/11/2017 up to 6.00 p.m. The envelope containing the document completed in all respects duly sealed & super scribed Offer for Appointment of Statutory Auditors for GTU addressed to the Registrar, GTU shall be send by Speed Post/Hand delivery only. The (Eol) received after due date & time shall not be considered even for technical evaluation.
2.	Date, time & venue of Opening of Technical Proposal	27/11/2017 at 12.30 p.m. C-106,GTU, Chandkheda, Ahmedabad,382424
3.	Expression of interest (Eol) Document	The details can be downloaded from our website:- www.gtu.ac.in/ under the Other Tab in Tender option.
4.	Address for communication	The Registrar, Gujarat Technological University, Nr. Campus of Vishwakarma Government Engineering College Nr.Visat Three Roads, Chandkheda, Ahmedabad – 382424 - Gujarat Email: registrar@gtu.ac.in Tele. No. 079-23267606/631

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

❖ Specific Conditions of EoI

1. Tendering Process:

The Offer is required to be submitted in two bid format i.e. **“Technical Proposal”** and **“Financial Proposal”** duly sealed in two separate envelopes. Both these envelopes are required to be further sealed in a single envelope, which may be superscribed with the words **“Offer for Appointment of Statutory Auditors for GTU”**.

Envelop-1 consists:-

- (i) Covering Note for Technical Proposal (**Annexure- A**)
- (ii) Form-1 (Technical Proposal)
- (iii) Application Form (**Annexure-B**)
- (iv) Undertaking on firms letter head (Annexure-C, D, E , F & G)

Envelop-2 consists :-

- (i) Form-2 (Financial proposal)

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(Form 1)

2. The Technical Proposal Comprises of (self -attested photocopies):-

Sr. No.	Particulars	Page No.
i.	Registration certificates of Partnership Firm/LLP/Proprietor etc. issued by the ICAI containing inter-alia; (a) Date of formation of the Partnership Firm/LLP/Proprietor.	
ii.	Constitution of Partnership Firm/LLP/Proprietor etc. on the letter head of the firm containing inter-alia; (a) Details of partners / Sole Proprietor (b) Number of fulltime FCA in the firm (c) Employees in the firm including CA. Details shall be given as on date of application like, date of joining the firm, date of becoming FCA, and other interest/engagement, if any.	
iii.	Latest partnership deed/LLP agreement in the case of Partnership Firms/LLP respectively.	
iv.	IT return of the firm, full time partners /the Sole proprietor as the case may be for the last three financial years: 2013-14 2014-15 2015-16	
v.	PAN Card of the firm, partner/proprietors.	
vi.	Financial Statement of the firm along with schedules for the preceding three financial year. 2013-14 2014-15 2015-16	
vii.	Details of court cases / arbitration cases / or any other case pending against the Firm, if any.	
viii.	Details of audit experience of the firm for the last 10 years may be given in the specified format. (Only assignments which carry a fee of Rs. 50,000/- and above should be mentioned). (Annexure-E)	
ix.	EMD in the form of DD amounting to Rs.10,000/- (Rupees ten thousand only) in favour of The Registrar, Gujarat Technological University, payable at Ahmedabad	

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Signature & Seal of Bidder

	must be enclosed with EOI and the offers without EMD shall be straightway rejected.	
x.	Non-refundable Eol document fee/Application fee in the form of DD amounting to Rs.1,000/- (Rupees One thousand) in the favour of “The Registrar, Gujarat Technological University, payable at Ahmedabad must be enclosed and the offers without Eol document fee/Application fee shall be straightway rejected.	
xi.	Certificate of practice (in case of Partnership Firm/LLP, of all the partners);	
xii.	GST provisional/registration certificate;	
xiii.	Document in support of turnover/gross receipts of the firm;	
xiv.	Empanelment number of the firm, if any.	
xv.	Undertaking, as per Annexure-F to be furnished by the firm that there are no legal suit/criminal cases pending against firms and/or its partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.	

Note:

Please ensure that, all entries in the Form- 1 and Application Form (**Annexure-B**) should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

The Competent Authority of the University reserves the right to accept or reject any or all application without assigning any reason.

3. Financial Bid :

- i. Financial Bid may comprises of the Professional Fee to be charged from the University for Financial Year viz.2016-17.
- ii. Any taxes, if applicable, and any out of Pocket Expense including conveyance should be clearly specified.
- iii. Any vague term mentioned in the Proposal shall make the offer rejected.

❖General Conditions

1. Selection of the firm will be done only after detailed scrutiny of the credentials of the firm. Suitable weightage will be given to firms, which have relevant experiences of University audit.
2. The selected firm will have to start the audit within 10 days from the date of issuance of the Letter of Appointment from Gujarat Technological University.
3. The Audit of Accounts as per the Scope of work has to be completed in a time bound manner, which will not exceed more than 3 months after the issue of Appointment Letter.
4. The Audit party will consist of sufficient number of experienced and qualified professionals.

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5. The selected firm will be required to comply with the instructions if any issued by the University.
6. The Audit work is to be undertaken as per Scope of Work as approved by the Board of Governors of the University.
7. Scope of Work can be modified at any time by the University at its sole discretion.
8. The selected firm is required to sign Agreement on Non-Judicial Stamp Paper of worth Rs. 100/-. **(Annexure-G)**
9. **Submission of Audit Report:** CA Firm will submit 4 copies of Audit Report along with all the required statements, financial statements, with due signatures.
10. Auditor will have to comply with any comment raised by Finance Committee or Board of Governors of the GTU on the Financial Statement under Audit.
11. **Regulation of Audit fees:** The payment of Audit Fees as fixed will be made only after completion of Audit Work and issue of Audit Report. The GTU will not pay any advance to the selected audit firm under any circumstances. Bill for Audit Fees will be submitted to the Registrar, GTU along with a certificate indicating that audit has been conducted as per guidelines framed by the University and the work has been completed as per the agreed terms and conditions.
12. The statutory auditors shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
13. The Statutory auditors shall not be provided with any special transport facility. Hence, fees quoted should also include any out of pocket expense including conveyance.

14. Confidentiality:

The firm shall not disclose the documented management systems to any third party including their internal department.

Firm selected by Gujarat Technological University, Ahmedabad shall have to give an undertaking to follow all ethics of faith and that the information provided by University or received during the work of Audit, shall be kept '**strictly confidential**'. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.

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

15. EMD:

The EMD in respect of unsuccessful bidders shall be released within 15 days after issuance of allotment letter in favour of the successful firm. The EMD of the selected firm shall be kept as security deposit which shall be released after successful completion of the assignment.

16. Taxes And Duties: GTU shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Firm under the agreement.

17. Sub-Contracting:

Firm to whom the work awarded shall not sub contract the work to any other parties either in part or full.

18. Right To Accept/ Reject The Proposal

GTU reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Firm concerned or any obligation to inform the Firm concerned of the grounds for the institute's action.

19. Dispute Resolution:

In case of any dispute, the decision of the Vice Chancellor, GTU shall be final and binding. Jurisdiction for the arbitrary matter shall be court of Ahmedabad, Gujarat only.

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

EOI FORMS
(On Firm's Letter Head)
Covering Letter for Technical Proposal
Annexure-A

To
The Registrar,
Gujarat Technological University,
Nr.Vishwakarma Government Engineering College
Nr.Visat Three Roads,
Visat - Gandhinagar Highway
Chandkheda,
Ahmedabad – 382424 - Gujarat

Sub: Appointment of Chartered Accountant Firm for conducting Statutory Audit of GTU

Sir,

1. With reference to your Expression of Interest No: 17/2017-18 Dated: for appointment of a Chartered Accountants Firm for conducting Statutory Audit of GTU, I/we wish to apply for the same. Technical Proposal **(Form-1)** duly signed and authenticated is enclosed.

2. Further, I/we hereby certify that:

I/we have read the provisions of all the clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Eoi are acceptable to me/us and I /we have not taken any deviation to any clause.

3. I/we further confirm that any deviation to any clause of Eoi found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the GTU.

4. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 120 days from date of opening of Financial bids.

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

Signature & Seal of Bidder

5. Further, EMD vide Demand Draft/Fixed Deposit Receipt No. _____ of Rs.10, 000/- (Rs. Ten Thousand only), dated _____ in favour of, The Registrar, Gujarat Technological University, payable at Ahmedabad is enclosed.

6. Non-refundable EoI document fee/Application fee vide Demand Draft No. _____ amounting to Rs.1,000/- in favour of The Registrar, Gujarat Technological University, payable at Ahmedabad is enclosed.

Signature.....

Full name.....

Designation/Firm Name.....

Address with Phone.....

Seal of the firm

.....

.....

.....

Telephone No. & Mobile No:

E-Mail :

Enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6....

Note:

- a. In absence of above declaration/certification, the offer is liable to be rejected and shall not be taken into account for evaluation.
- b. Bidders are advised to check & tick the respective checklist of documents being submitted along with page number.
- c. Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

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

(On Firms Letter Head)

APPLICATION FORM

Annexure-B

Details of Chartered Accountant firm for appointment as the Statutory Auditor of GTU:

Sr. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone no. and E-mail address	
4	ICAI Registration No. with Region Name	
5	Date of constitution of the firm	
6	PAN of the firm	
7	Number of Full-Time Partners as on 1-4-2017 (Details to be provided in "Annexure- C")	
8	Number of Part time Partners if any, as on 1-4-2017	
9	Number of Full Time Chartered Accountant Employees as on 1-4-2017	
10.	Whether proprietor/partner of any other firm, If so, name and address	
11.	Duration with the applicant firm	
12.	Number of Branches (Details to be provided in "Annexure-D")	
13	Undertakings / Declarations	
13.a	I/We do hereby undertake that [strike out which is not applicable] I/we/none of our employees are ex-employee of your University, <p align="center">OR</p>	

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Signature & Seal of Bidder

	<p>I/... of our partners/... of our employees was/were ex-employees of your University (give details, viz. Name, Position and Date of retirement/resignation) but ceased to be under your employment since last 3 years or more.</p> <p style="text-align: center;">AND</p> <p>I/We shall not induct/employ any partner/employee during the tenure of our appointment as an auditor, who is/are within the abovementioned cooling period of 3 years from the date of retirement / resignation</p>		
13.b	<p>I/We do hereby solemnly declare and affirm that</p> <ul style="list-style-type: none"> ▪ I/We have not been removed/dismissed from service/employment earlier ▪ I/We have not been convicted of any offence and sentenced to a term of imprisonment ▪ I/We have not been found guilty of misconduct in professional capacity ▪ I/We have not been convicted of an offence connected with any proceeding under the I.T. act 1961 &/or W.T. Act 1957 &/or G.T. Act 1958 ▪ I/We am/are not undischarged insolvent(s) ▪ There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law <p>I/We have not been blacklisted/de-panelled by any Institution/organisation/others etc. in the past</p>		
	<p>I/We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed. I/We also affirm that terms & conditions of Gujarat Technological University relating to appointment of statutory auditors are acceptable to me/us and I/We also undertake to keep the University informed of any events /happenings which would make me/us ineligible for appointment as statutory auditor.</p>		
14.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Additional information, if any</td> <td style="width: 50%;"></td> </tr> </table>	Additional information, if any	
Additional information, if any			

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

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

(On Firms Letter Head)

Annexure-C

Details of Full Time Partners of the Firm

Sr. No.	Name of the Partner	Membership No.	Whether FCA/ACA	Date of joining the firm (full time)

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)

Annexure – D

Particulars of Branches (including foreign branches, if any)

Sr. No.	Location	Complete address with PIN code and Telephone Number	Name of the partner in charge of the branch.	Date of Opening of the Branch	Region

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

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Signature & Seal of Bidder

(On Firms Letter Head)

Annexure- E

Details of Statutory/Internal Audit Work / Any Other Accounting/Auditing Work of Universities, Academic Institutions, Government Companies, Autonomous body, etc. in hand with the firm/undertaken in the last five year ending on 31-3-2017.

Name of the Client	Type of the Audit Work(Tick <input type="checkbox"/> appropriate box)		
	Statutory	Internal	Tax/Other
University			
1.			
2.			
3.			
4.			
Academic Institutions			
1.			
2.			
3.			
4.			
Government Companies			
1.			
2.			
3.			
4.			
Autonomous bodies			
1.			
2.			
3.			
4.			
Others			
1.			
2.			
3.			

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

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

(On Firms Letter Head)

Annexure-F
Undertaking

I/We the following partners/Proprietors of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare –

(i)that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct 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;

(ii)that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);

(iii)that individually we 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 Accountant Act, 1949;

(iv)that the constitution of the firm as on 1st April of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....

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

ANNEXURE-G

[To be executed on non-judicial stamp paper worth ₹100/- upon selection by University]

AGREEMENT WITH THE STATUTORY AUDITOR FOR THE UNIVERSITY

This Agreement made at on this day of 20___, between
_____ of
_____ (hereinafter called the 'Statutory Auditor') of the One Part
and Gujarat Technological University, an affiliating university established by the Gujarat Act of
20/2007 in the State of Gujarat, India, having its head office at **Nr.Vishwakarma Government
Engineering College, Nr.Visat Three Roads, Visat - Gandhinagar Highway, Chandkheda,
Ahmedabad – 382424 – Gujarat** and offices at different places (hereinafter called the 'University',
which term shall unless repugnant to context include its successors and assigns) of the Other Part.

Whereas on the basis of offer received from the Statutory Auditor, the University has appointed the
Statutory Auditor to undertake audit of books of accounts of the University and other service in the
nature of opinion/advise/consultancy/certification, as may be requisitioned by the University from
time to time.

Whereas the Statutory Auditor has agreed to render his/her/its services inter-alia on the terms and
conditions mentioned hereunder;

NOW THIS AGREEMENT WITNESSETH AS UNDER

1. That the Statutory Auditor agrees to undertake audit of books of accounts as per requisition
made by University from time to time through job specific letter of engagement/assignment
with terms of engagement and accept fee as prescribed / decided by the University.
2. That the Statutory Auditor shall not sub-contract the work, when requisitioned by the
University, to any other auditor.
3. That the Statutory Auditor or his qualified representative will inspect the books of accounts
and relevant documents in respect that in connection with the audit of the same.
4. That the Statutory Auditor shall maintain secrecy of the University's and their
assets/liabilities.
5. That the Statutory Auditor shall act with independence, integrity and objectivity.
6. That in case constitution of the Statutory Auditor undergoes any change, the same shall be
informed to the University immediately.
7. That in case services of Statutory Auditor are not found satisfactory and their audit reports
are unworthy of being acted upon, the University may remove the Statutory Auditor from
University after issuance of show-cause notice.
8. That the University reserves the right to take appropriate legal action including filing / lodging
complaint to the professional body, if there is any misconduct on the part of the Statutory
Auditor or audit report submitted by the Statutory Auditor to University is incorrect or false.
This shall be without prejudice to University's right to remove the Statutory Auditor.
9. That the Statutory Auditor agrees and hereby gives consent to exchange information with
other Universities, colleges, or government organisations directly or through the other

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medium or any other institution or association about particulars (name, address and other details) of Statutory Auditor, performance as well as cause for removing, if any.

10. All the conditions of EoI is acceptable to me/us and if any condition is violated, University reserves right to take appropriate decision.

In witness whereof, the parties hereto have set their hand on the day, month and year mentioned herein above.

Statutory Auditor (signature of Authorised partner with Membership No. and Seal of the firm)

For Gujarat Technological University

Authorised Signatory

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

**Financial Proposal
(Form-2)
(On Firm's Letter Head)**

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

To
The Registrar,
Gujarat Technological University,
Nr.Vishwakarma Government Engineering College
Nr.Visat Three Roads,
Visat - Gandhinagar Highway
Chandkheda,
Ahmedabad – 382424 - Gujarat

Subject: Appointment of Chartered Accountant Firm for conducting Statutory Audit of GTU

Particular	Price bid (all inclusive) shall be quoted in ₹ 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 Year 2016-17.	
	In figure	In words
Statutory Audit: 1. All –inclusive Lump sum fee (including TA/DA, Boarding & Lodging and other out of pocket expenses/contingencies etc. 2. Taxes, if any		

Please Note:

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

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Signature & Seal of Bidder

- ii. The firm shall raise its Invoice as per payment terms enumerated in the EoI.
- iii. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into consideration.

Signature.....
 (signature of Authorised partner with Membership No.)

Full name.....

Designation/Firm Name.....

Address with Phone.....

Seal of the firm

.....

Telephone No. & Mobile No:

E-Mail :.....

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

SCOPE OF WORK FOR THE STATUTORY AUDITOR OF GTU

Scope of Work

1. Examination of books of accounts and financial records
2. Verification of assets and liabilities
3. Assessment of internal/ accounting controls
4. Examining financial Statements for arithmetical accuracy, ensuring compliance with applicable accounting standards / guidelines and policies / disclosure requirements
5. Preparation of audit observations and report for discussions with management
6. Follow up on the compliance of the prior audit observations
7. Advise the management on technical matter as and when required by the management.
8. A specific report on these aspects would be provided by the auditor annually as part of the management letter;

Responsibilities of the Auditor

1. Auditor should prepare a Detailed Plan of Audit in consultation with the officials of Gujarat Technological University for timely completion of Audit.
2. Issue Audit Report for the Audit conducted after completion of the Audit.
3. Audit should be completed within 1 (one) month time from the time of start of the Audit.
4. Audit should be conducted in accordance with the generally accepted accounting principles in India.

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