



**NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR**  
(An Institute of National Importance under Ministry of HRD, Govt. of India)  
**P.O.: RIT, JAMSHEDPUR, (JHARKHAND) PIN - 831014**

## **TENDER NOTICE**

Tender Notice No.:NITJSR/CSTO/Engagement/CA/2014/02/2238/14

Dated: 06/02/2014

### **INVITATION FOR ENGAGEMENT OF CAG EMPANELLED AUDIT FIRM**

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National Institute of Technology, Jamshedpur, (Jharkhand) -831014 invites the offer from the CAG Empanelled Audit Firm for **Physical Verification of Stock and making of Assets Register as well as Survey of Goods to declare item(s) as surplus / obsolete / unserviceable goods and its disposal** from NIT, Jamshedpur on the prescribed format provided by Institute Authority.

The Detailed Tender documents consisting of Schedule of Tender, Prescribed Application Form, Requisite eligibility, Contract declaration form, General Terms condition etc. can be downloaded from our website [www.nitjsr.ac.in](http://www.nitjsr.ac.in) or can be obtained from the office of the Central Store Section, NIT, Jamshedpur in person on any working day up to **03<sup>rd</sup> March 2014 by 05.00 P.M.**

The offer of Audit Firms must be reach the office of the Chairman (Stock Verification, Write off and Disposal Committee) National Institute of Technology, Jamshedpur, 831014 on or before **04<sup>th</sup> March 2014 up to 01.00 P.M.** from the date of publication of this tender.

Registrar  
NIT, Jamshedpur

## **TENDER DOCUMENT**

**NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR**  
(An Institute of National Importance Under MHRD Govt. of India)  
P. O.: RIT, JAMSHEDPUR (Jharkhand)  
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Dated: 06/02/2014

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LAST DATE OF SUBMISSION OF TENDER: **04.03.2014 UP-TO 01.00 P.M.**

DATE OF OPENING OF TENDER: **04.03.2014 AT 03.00 P.M.**

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Address for submission of Tender:  
Chairman  
( Stock Verification, Write off and Disposal Committee)  
National Institute of Technology  
Jamshedpur, Jharkhand -831014

Telephone No :(91) +0657-2374035  
Mobile contact No.: 09934149329

Web Site : [www.nitjsr.ac.in](http://www.nitjsr.ac.in)



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**INVITATION FOR ENGAGEMENT OF CAG EMPANELLED AUDIT FIRM**

National Institute of Technology, Jamshedpur, (Jharkhand) -831014 an Institute of National Importance declared by Act of Parliament invites the offer from the CAG Empanelled Audit Firm for **Physical Verification of Stock and making of Assets Register as well as Survey of Goods to declare item(s) as surplus / obsolete / unserviceable goods and its disposal** from NIT, Jamshedpur on the prescribed format provided by Institute Authority.

The Institute has several departments based on Academic streams. Departments may have one laboratory or more laboratories or no laboratories at all (engaged in non-teaching duties). In addition the Institute has a Central workshop, Computer Centre, Guest house, 11(eleven) Hostels and some Administrative Sections.

Interested Firm may visit the Institute Campus to assess the tasks involved and may contact the Chairman (Stock Verification, Write off and Disposal Committee), NIT Jamshedpur (Phone +91-657-2374035) for any discussions or clarifications on any working day during office hours (10 AM to 5 PM preferably with a prior appointment), after publication of this notice.

A Pre-Bid information session will be held in the Conference Hall of Computer Centre at NIT Campus. Authorized official will give an overview of the tasks and explain the nature & scope of work in detail. There is no charges will be pay for attending pre- bid meeting.

Competent firms having requisite qualifications and experience may submit their profile details and professional charges in Indian Rupees in prescribed form in two bid system.

The Detailed Tender documents consisting of Prescribed Application Form, Requisite eligibility, Contract declaration form, General Terms condition etc. can be downloaded from our website [www.nitjsr.ac.in](http://www.nitjsr.ac.in) or can be obtained from the office of the Central Store Section, NIT, Jamshedpur in person on any working day up to **03<sup>rd</sup> March 2014 by 05.00 P.M.**

The offer must be reach the office of the Chairman (Stock Verification, Write off and Disposal Committee) National Institute of Technology, Jamshedpur, 831014 on or before the date of submission of Bid.

Date of Pre Bid meeting: 20.02. 2014 at 03.00 PM

Last Date of submission of Bid: 04.03.2014 up to 01.00 PM

Date of opening of Bid: 04.03.2014 at 03.00 PM

Registrar  
NIT, Jamshedpur



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**REQUISITE ELIGIBILITY CRITERIA, QUALIFICATION AND EXPERIENCE**

1. Only CAG Empanelled Audit Firm is eligible.
2. Established Audit Firms practicing for at least 5 years are eligible to submit their offer with documentary evidence in support of their experience.
3. Quoting Firm must be empanelled in the year 2013-2014 with CAG. Relevant copy of empanelment shall must be sent along with the offer.
4. The Head office of the Firms situated in the vicinity like Jamshedpur, Ranchi, and Kolkata will be preferred for better communication and in the best interest of work. But Firm must also have their Branch Office located in Jamshedpur/Adityapur with the right office set up and adequate staff strength.
5. The Firm shall be free from any disqualification as mentioned under the Companies Act, 1956
6. The Firm/Company shall not share the data/information and analysis relating to NIT, Jamshedpur obtained during course of their Audit for verification & assigned job, with any other person or entity.
7. The bidder should submit the **declaration on Annexure II** while submitting the Bid/Tender on printed letter head of Firm.
8. The bidder must submit the list of customers and income Tax return of last three financial years.
9. The bidder must spell their annual turn over of last three financial years.



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**SCOPE OF WORK**

The scope of work in brief shall be as under(subject to change/modify):

1. Physical verification of Stock & Assets shall be done at All Department /Centre/ Section / Hostels / workshop / Computer Centre/ Guest house and administrative Sections where stores & Fixed Assets items of Institute are laying.
2. Verification Report, Assets Register and Survey of Goods to declare item(s) as surplus / obsolete / unserviceable goods have to prepare in the firm specified & prescribed by the NIT Authority.
3. Verification of stock & Assets of each unit is to be matched with the Stock Book/ Register of respective Deptt/Section.
4. Verification shall be made in the presence of the concerned **In-charge** responsible for the custody of the inventory being verified.
5. A certificate of verification along with the findings shall be recorded in the **corresponding / stock register**.
6. Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority.
7. A detailed conciliated verification report has to be submitted to the Institute competent authority.
8. Assets Register will be made in following manner;
  - For Department/Section/Centre Level:
    - I. Stock Register for Consumable
    - II. Departmental Assets Register
    - III. Computerized Assets Register/ Consumable Register
  - For Central Store Section Level:
    - I. Institute Stock Register for Consumable
    - II. Institute Assets Register
    - III. Computerised Institute Assets Register /Stock Register for Consumable

9. Each item will carry a unique personal identification department/section/centre with the classification, and its sub-classification, nomenclature, serial number and year of purchase so that items may be identified as when required.
10. Unique personal identification of items has to be drawn with the consultation & suggestion of the Institute Authority.
11. The survey for identification of Disposable goods will be carried out by the selected firm in prescribed format provided by Institute Authority. Institute will provide the additional support/assistance as and when required with the mutual understanding.
12. Selected Firm shall survey the Store and will be recommended write off items which are obsolete, surplus and not useable and serviceable shall record the full reasons for recommending write- off in prescribed form.
13. The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods may be utilized.
14. A report of stores for disposal shall be prepared in the prescribed Form.
15. Engaged Audit Firm has to be supervised the disposal work.



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**General Terms Conditions & Instructions**

1. A Pre-Bid information session will be held in the Conference Hall of Computer Centre at NIT Campus on **20<sup>th</sup> Feb. 2014 at 03.00 P.M.** NIT Official will give an overview of the tasks and explain the nature & scope of work in detail.
2. Firms will interact with Chairman (Stock Verification, Write off and Disposal Committee) NIT, Jamshedpur, appointed for this work. The Chairman (Stock Verification, Write off and Disposal Committee) in turn will liaise and interact with the individual departments/ Sections as the case may be.
3. In the event of any doubts or clarifications, the firm will interact only with the Chairman (Stock Verification, Write off and Disposal Committee). Firm shall not directly interact with the Department or Section where the work is going on.
4. Firms who satisfy the Requisite Eligibility criteria, qualifications and experience may submit sealed offer in two parts as detailed below :

**Part-I (Techno-Commercial):**

- I. The firm has to submit its PROFILE in prescribed form (Technical bid **Annexure-I**) with details of its partners, job experience etc.
- II. After studying Scope of Work the bidder should submit a signed **declaration** in prescribed format **Annexure- II** on printed letter head of Firm and submit with their Technical bid.
- III. The number of personnel to be deployed for the above job with their professional expertise, knowledge in performing the above jobs shall also be indicated.
- IV. **Specify the type of assistance required from the NIT Authority, if any.**
- V. The above details shall be enclosed in 1<sup>st</sup> envelop i.e. Technical Bid.

**Part-II (Financial Bid)**

- I. The fees (price) for the work and other reimbursable expenses for the job as stated shall be quoted in financial bid as prescribed in tender Documents as financial bid **Annexure- III** in 2nd envelope i.e. Financial Bid .
- II. Service tax will be payable extra, as applicable, on submission of the valid service tax registration number.

## 5. Submission of offer:

- I. The two parts shall be inserted in two (2) envelopes and these shall be put in 3<sup>rd</sup> envelope. All the envelopes shall be sealed and super scribed with Enquiry No., date and Part nos.
  - II. The sealed envelope addressed to the Chairman (Stock Verification, Write off and Disposal Committee) National Institute of Technology, Jamshedpur-831014 must be reach positively within (date & time).
  - III. The techno-commercial bid (Part-I) shall be opened on (date) at (time) as cited in Tender notice. The date & time of opening of Financial bid (Part II) of successful bidders shall be intimated in due course.
6. Offer received after the due date and time shall be treated late and are liable to ignored.
  7. Offers must be kept valid for a minimum period of 45-days from the date of opening of the tenders to enable NIT to evaluate the offers and take a decision. In case NIT is unable to reach a decision on award of contract within this time further extension may be sought.
  8. The job is to be performed within 6 months from the date of receipt of award of the contract, failing which the Institute reserves the right for suitable deduction from the bills of the firm as per discretion of the Competent Authority of the Institute at the rate of 2% for each month delay of the outstanding work on a pro-rata basis..
  9. Subletting of the allotted work or any part thereof, in any form, will not be permitted. A declaration in this regard has to be submitted while accepting the job.
  10. **Payment term:** Payment shall be released within 30 days of submission of bill with allied documents, if any, on completion of job duly certified by Institute.
  11. **Performance Security Deposit (PSD):** The successful Firm **will have to deposit 5%of the** contract value in INR (Indian Nation Rupee) as Security Deposit for successful performance of the contract in the form of Demand Draft (DD) /Fixed Deposit Receipt /Bank Guaranty (BG) within 15 days from the date of award of the contract. Performance Security should valid for a period of sixty days beyond the date of completion of all contractual obligations of the Firm.
  12. Performance Security Deposit (PSD) will be released within six months after completion of contact.
  13. In case of failure or poor performance, the NIT reserves the right to terminate the contract without assigning any reason.
  14. The Institute reserves the right to accept / reject the tender fully or partly without assigning any reason have the outstanding work done.
  15. Any legal dispute that may arise shall be settled within the jurisdiction of Court of law at Saraikela Court.



**Technical Bid**

**Annexure- I**



**NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR**  
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**Dated: 06/02/2014**

**APPLICATION FORM OF AUDIT FIRM FOR ORGANISATION PROFILE**

|    |   |  |
|----|---|--|
| 1. | Name of the Organization/ Firm  |  |
| 2. | Type of Organization – Whether / Partnership firm/ Others (please specify)  |  |
| 3. | Details of CAG Empanelment  |  |
| 4. | Year of establishment of the Audit Firm   |  |
| 5. | Address of Registered Office  |  |
| 6. | Postal Address, Tel No., Mobile No., Fax No., Email Address etc.  |  |
| 7. | PAN Number  |  |
| 8. | Service Tax Registration Number, if applicable  |  |
| 9. | No. of years of experience of the Firm in conducting Audits of reputed Academic Institution /PSU/ Govt./Bank/ Large reputed Private Company |  |

|     |  |  |
|-----|--|--|
| 10. | Reg. No. with Institute of Chartered Accountants of India (ICAI)   |  |
| 11. | Whether on the panel of Bank/ Govt./PSU/& other reputed Company, give details.   |  |
| 12. | Whether the Firm has ever been blacklisted/removed by ICAI/ Bank/ Corporate /CAG/ /RBI etc. in the past. If yes, the reason thereof. |  |
| 13. | The number of personnel to be deployed.  |  |
| 14. | Any other relevant information the firm intends to give.   |  |

Note: (Copies of documents, certificates as proof of above may please be attached with the offer otherwise your offer is liable to be ignored. Photocopies of original documents must be attested and certified by Audit Firm confirming the authority and truthfulness. )

We hereby confirm that above information is true and correct to the best of our information.

Signature of authorized person

Designation with seal.....

Full Name of Signatory:.....

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Phone: \_\_\_\_\_

(Note: Declaration should provide on printed letter head of the Bidder indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.)

**DECLARATION FOR PRE-QUALIFICATION**

Tender Notice No.:NITJSR/CSTO/Engagement/CA/2014/02/2238/14

Dated: 06/02/2014

To,  
The Director  
National Institute of Technology,  
Jamshedpur -831014

Sub: **CONTRACT DECLARATION FOR PRE-QUALIFICATION**

- 
1. I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ the authorized officer of the Firm/Company/organization and I am competent to sign this declaration and execute this Bid document.
  2. I have carefully read and understood the scope of work & all the terms and conditions of the Bid and undertake to abide by them.
  3. I certify that my firm is not blacklisted / banned from business by any organization.
  4. The information/documents furnished along with the Bid are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my Bid at any stage without prejudice to any other rights and remedies that NIT may have under the law with Civil and Criminal penalties applicable in this behalf.
  5. I further undertake to affirm to certify and own personal responsibility that the person(s)/team deployed for **“Physical Verification of Stock and making of Assets Register as well as Survey of Goods to declare item(s) as surplus / obsolete / unserviceable goods and its disposal”** will complete the assignment and they will not be removed from the task till its completion and submission of report.

Signature of authorized person  
Designation with seal.....

Full Name of Signatory:.....

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Financial Bid**

Annexure - III



**NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR**  
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**FINANCIAL (Price) BID**

**Tender Notice No.:NITJSR/CSTO/Engagement/CA/2014/02/2238/14**

**Dated: 06/02/2014**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Director  
National Institute of Technology,  
Jamshedpur -831014

Dear Sir,

I submit the PRICE BID for appointment of Auditor for undertaking Physical Verification of Stores & Fixed Assets and making of Assets Register as well as Survey of Goods to declare item(s) as surplus / obsolete / unserviceable goods & its disposal” in National Institute of Technology, Jamshedpur.

I have thoroughly read and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to undertake the job at the following consolidated rates exclusive of applicable service taxes.

| Sl. No. | Particulars of work   | Total Consolidated Fees (Indian Rs.) |
|---------|---|--------------------------------------|
|         | <b>Physical Verification of Stock and making of Assets Register as well as Survey of Goods to declare item(s) as surplus / obsolete / unserviceable goods and its disposal</b><br><br>(As detailed mentioned in Tender Notice No.:NITJSR/CSTO/Engagement/CA/2014/02/2238/14 Dated: 06/02/2014 |                                      |
|         | Total Rs.   |                                      |

Total Consolidated fee in words Rs.....

Signature of authorized person

Designation with seal.....

Full Name of Signatory:.....

Date: \_\_\_\_\_

Place: \_\_\_\_\_